



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under MoE, Govt. of India)
SETHURAPATTI, TRICHY-MADURAI HIGHWAY, TIRUCHIRAPPALLI 620012
Website: www.iiitt.ac.in Mail id: office@iiitt.ac.in Mobile No.: 9442045851

Internship Cell (I-Cell) of **INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI (IIITT)**

Types of Internship Available at IIITT:

- 1) **Internal Internship – For IIITT students.**
- 2) **External Internship – For IIITT students** <Submit Form 4 and Form 5> **in:**
 - a. Software/Hardware Companies
 - b. Indian Universities and Academic/Research Institutes (IITs, NITs, IISc, etc.)
 - c. Research Organizations (ISRO, DRDO, CSIR, etc.)
- 3) **Regular Internship for External Students at IIITT:**
 - a. Summer Internship Program (6–8 weeks) – Conducted in offline/online mode, usually during the summer vacation period.
 - b. Winter Internship Program (4–6 weeks) – Conducted in offline/online mode, usually during the winter vacation period.

General Guidelines:

- *No registration fee is applicable for students from Indian universities/institutes and research organizations.*
- On-campus accommodation and mess charges are applicable as per institute norms (refer Form-2).
- Bedding may be provided on a payment basis; details will be communicated in advance.
- If a student is unable to join after completing registration, accommodation charges (for offline mode) will be fully refunded.
- Internship certificates will be issued by the I-Cell upon completion of the program.

Important Dates:

- Application Submission Start Date:
- Last Date for Application Submission (with Consent mail from the respective IIITT faculty supervisor):
- Start Date of Summer/Winter Internship:
- End Date of Summer/Winter Internship:



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Internship Cell (I-Cell)

REGULAR INTERNSHIP FOR THE EXTERNAL STUDENTS - GENERAL INFORMATION

Students currently enrolled in a degree program at any academic institution and interested in pursuing an internship at the Indian Institute of Information Technology, Tiruchirappalli (IIITT) may apply for the Regular Internship Programme. The internship is offered in the following department/fields:

- Computer Science and Engineering
- Electronics and Communication Engineering
- Mechanical Engineering
- Sciences and Humanities (Physics, Mathematics, and English)

Duration: Minimum of **5 weeks** and a maximum of **8 weeks**.

Internship Period

- **Summer:** 5th June 2025 – 1st August 2025.
- **Winter:** 15th November 2025 – 5th January 2026.

Application Process

- Applications must be submitted in the prescribed format available on the IIITT website.
- The completed and signed application, along with required enclosures, should be scanned and emailed to the respective IIITT faculty supervisor.

Fellowship

Fellowship, if any, will be at the discretion of the supervisor, subject to availability of funds.

Accommodation (Offline Mode Only)

- Hostel accommodation may be provided based on availability and is subject to payment of applicable fees.
- The hostel accommodation charge is ₹300/- per day, inclusive of food. Charges for other amenities, if any, are to be borne by the student.
- Once selected, the application for accommodation must be submitted to the Warden In-Charge, Hostels, through the faculty supervisor and Head of the Department (HoD) for necessary approval.
- The request for accommodation must be submitted prior to arrival as per the institute's existing rules.

- Full payment of hostel room rent and food charges must be made in advance at the Hostel Office, IIIT Tiruchirappalli.
- Separate shared rooms will be allotted for male and female students in the hostels.
- A minimum of one day's charge will be levied for all bookings unless cancelled at least 48 hours prior to the scheduled occupancy date.
- If a student fails to report on the scheduled date, the booking will be cancelled after one day from the original booking date.
- Accommodation will not be provided to students who are undergoing medical treatment or advice, suffering from communicable diseases, who are bedridden, or In post-delivery cases.
- In case of cancellation, one day's charge will apply on a 24-hour basis or part thereof, starting from the time of arrival.
- Incomplete application forms will be rejected and not processed.
- Remit your fee in the following Institute Account through NEFT or other digital payment methods.

Account Name: Indian Institute of Information Technology Tiruchirappalli

Bank Name: Punjab National Bank,

Branch: Sethurapatti (Nagamangalam)

Account No: 1088000106101545

IFSC: PUNB0108800

Contact Information: For any queries or clarifications, kindly contact your IIIT faculty supervisor.

Important Application Deadlines

- For **Summer Internship:** 4th June 2025,
- For **Winter Internship:** 10th November 2025



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Instructions for Students Intending to Pursue a Regular Internship at IIITT

Step	When	Action
1	Before Joining	Review faculty profiles on the IIITT website and contact the faculty member directly to express your interest.
2	Before Joining	Once the faculty member agrees, download the internship application form from the IIITT website, complete it, and email it along with supporting documents (Form 1: Bonafide certificate) to the supervisor.
3	Before Joining	Regularly check the IIITT website for updates on shortlisted candidates and notification letters.
4	Before Joining	If accommodation is required, fill out the hostel accommodation form (Form 2) and send it to the supervisor. Accommodation is subject to availability.
5	Upon Arrival	Report at the IIITT main gate or the concerned department. Students requesting accommodation will be guided to their respective hostels.
6	Upon Arrival	Submit a hard copy of the signed application form along with required documents at the concerned department.
7	While at IIITT	Sign the attendance register daily at the department office.
8	While at IIITT	Present your internship work; the date will be scheduled by your supervisor.
9	While at IIITT	Apply for the Internship Completion Certificate at least 7 days before departure. Complete the No Dues Certificate process and submit it with your project report through the supervisor to the I-Cell. Clearly mention the start and end dates.
10	Before Leaving Institute	Collect your internship completion certificate from the I-Cell.

(To be printed on the institution's letterhead)
(To be issued by the Head of Department / Academic Section / Head of Institution)

FORM -1

Bonafide Certificate

This is to certify that Mr./Ms. _____,
a student of ____ year, ____ semester, in the Department of _____, is currently enrolled at _____

(Name and full address of the institution). His/Her CGPA up to ____ semester is _____. He/She is hereby nominated to undergo an internship at Indian Institute of Information Technology, Tiruchirappalli – 620021, from _____ to _____.

Signature of the HoD/Academic Section:

Name: _____

Designation: _____

Signature of the Head of the Institution:

Name: _____

Designation: _____

(Seal of the Institution with Date)



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FORM -2

HOSTEL ACCOMMODATION FORM FOR INTERNSHIP STUDENTS

1. Name of the Internship student:
2. Gender (Male / Female):
3. Name of the Institute/ College:
4. Full Address of the student:
5. Contact Number:
6. Emergency Contact Number: Blood Group:
7. Whether the student is currently undergoing medical treatment/ advice or suffering from any communicable disease or bed ridden or are under post-delivery case. Yes/No: _____. If Yes, Please mention the name of disease: _____.
8. Period of stay: From _____ To _____
9. Date and Time of arrival, Date: _____ Time: _____ am/pm
10. Date and Time of departure, Date: _____ Time: _____ am/pm
11. Remarks, if any:

Signature of the student

Date:

Signature of Faculty Supervisor

Name:

Contact Number:

Recommendation of Head of the Department: ☐ Recommended

☐ Not Recommended

Signature of HoD: