

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) - 177 005 (भारत)

| भारत सरकार शिक्षा मन्त्रालय के द्वारा एक राष्ट्रीय महत्व का संस्थान।

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of Education (Shiksha Mantralaya))

{OFFICE OF TRAINING & PLACEMENT}

"Institutional Guidelines/Regulations for Training/Internship of NIT Hamirpur"

A. PREFACE:

Being an institution of National importance, NIT Hamirpur has been a favored destination for organizations looking for bright engineers for internship and recruitments. The institute is presently running undergraduate programmes in various branches of Engineering viz. Civil Engineering (CE), Electrical Engineering (EE), Mechanical Engineering (ME), Electronics & Communication Engineering (ECE), Computer Science & Engineering (CSE), Chemical Engineering (CHE), Material Science & Engineering (MSE), Engineering Physics, Mathematics and Computing and an undergraduate programme in Architecture (B. Arch.). Along with this, the institute also offers two Dual Degree Programmes in CSE & ECE (B.Tech. + M.Tech.-05 years course). Besides this, the institute offers M.Tech./M.Arch./MBA/M.Sc. and Ph.D. programmes in various specializations of different streams.

Besides fulfilling the requirements of the state of art curriculum, the students are encouraged to undertake Training/Internship with various organizations so as to further strengthen their technical skills to make them better prepared for the placements as well as to enhance their entrepreneurial skills. Moreover, the students from other institutions are also offered opportunity to take up internship/training at NIT Hamirpur. All interested students of NIT Hamirpur and of outside institutions can avail the opportunity of training/internship while adhering to the guidelines listed in this document.

B. GUIDELINES/REGULATIONS FOR TRAINING/INTERNSHIP

The guidelines for the training/internship have been classified under three broad categories:

1. Training/Internship Program for UG students of NIT Hamirpur
2. Training/Internship Program for PG students of NIT Hamirpur
3. Training/Internship Program at NIT Hamirpur for UG and PG students of other academic institutions

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1. Training/Internship Program for UG students of NIT Hamirpur:

The Training/Internship for B.Tech. students of NIT Hamirpur is allowed as per the provisions existing in the academic curriculum for upto 08 weeks generally during the months from May to July every year (i.e. during summer vacation, as per academic calendar). The Professional Training/Office Training for B. Arch. students shall be allowed as per the academic structure of the program. Moreover, the training/internship is to be completed within the stipulated period only except for the cases where permission is sought in advance from the competent authority. The students can avail the facility of training/internship at other academic institutions as well as in relevant industrial units/research organizations. The students may arrange the Training/Internship at their own level with permission from the training coordinator of concerned department and further recommendation of FI (Training) of Training and Placement Office. All such requests shall be addressed using the format available for the same (**Annexure-I: UG Training/Internship Request Form**).

Further, the selection drives for such Training/Internship may also be facilitated through TPO Office on request of organizations willing to extend such facility to the students through the selection process decided by such organizations. The students selected through Training/Internship drive are also required to submit the request as per the appropriate format before undertaking such Training/Internship (**Annexure-I: UG Training/Internship Request Form**).

2. Training/Internship Program for PG students of NIT Hamirpur:

The Training/Internship, for which provision is there in academic structure of respective master programme (M. Tech./M.Arch./MBA/MSc etc.), shall be allowed for its stipulated duration.

Further, in addition to above, the Training/Internship for PG students of NIT Hamirpur may also be allowed for willing students for a period maximum upto twelve months provided they meet out the following requirements:

- (a) Such Training/Internship may be done through onsite/online mode but should not affect the routine academic requirements of the respective program. Moreover, such Training/Internship shall be permitted only in the 3rd /4th semester of the respective program
- (b) Such students should have minimum stipulated CGPI of 6.0 as on the date of application.
- (c) Such requests shall be entertained only after due recommendation of the dissertation supervisor(s) of the willing student and the Training/Internship work should not create any conflict of interest with the matter to be submitted as a part of Dissertation. Further, such requests are to be duly forwarded by training coordinator and Head of concerned Department/Centre and subsequent recommendation of FI (Training) of Training and Placement office. All such requests shall be

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addressed using the format available for the same (Annexure-II: PG Training/Internship Request Form).

- (d) The student shall have no claim/certification from the institute for the training/internship in terms of academic requirements.
- (e) In case of onsite/online paid internships, no fellowship shall be paid by the institute to such students during the period of internship and shall be governed by notification NO.NIT/HMR/ACAD/SMPC-32(b)/-2020/-32735-60 dated 21/12/2020.
- (f) Unpaid Training/Internship will be permitted in online mode only. These students shall be allowed fellowship however, such Training/Placement should not interfere with the routine academic activities of the respective program.

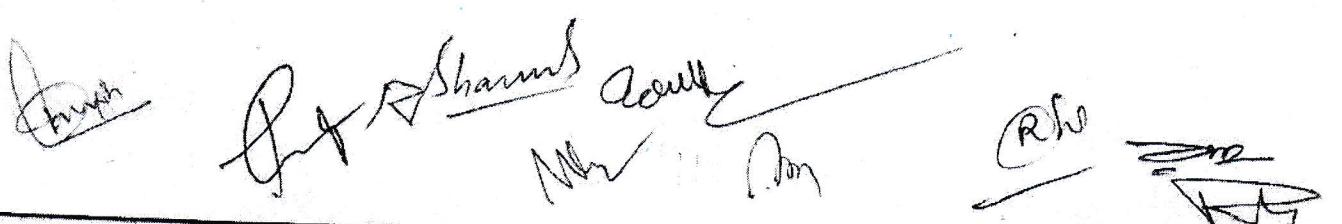
3. Guidelines for Training/Internship Program at NIT Hamirpur for UG and PG students of other Academic & Research institutions

A visiting student of B.Tech./B.Arch./M.Tech./M.Arch./M.Sc/MBA/MCA should be a student registered for a degree in IITs/NITs/State & Central Universities and other Engineering Colleges approved by AICTE. For summer Training/Internship (May to July of every academic year), the candidates are required to apply during time window between January to March in a particular year. However, for semester long training/internship in Even Semester, candidates can apply during time window between 20th November to 20th December in prescribed formats. Relevant notices in this regard shall be published on institute website by Training & Placement Office appropriately; the student should be officially sponsored by the Institute/University to carry out Training/Internship at NIT Hamirpur (HP).

These students shall be governed by the following Rules & Regulations:-

- (i) Each Department/Centre of NIT Hamirpur shall be encouraged to give the list of potential projects for Training/Internship based upon the Facilities/Requirements available in the department/Centre as and when such requirement is notified by the Training & Placement Office. The list of projects offered under Training/Internship by all departments will be displayed on Institute Website well in advance. The interested students can either apply against the listed projects or the applicant can submit a brief proposal on the project area under which he/she intends to do the Training /Internship at NIT Hamirpur (HP). If the concerned Department/Centre will be having that facility as per interest of the student, the candidate may be permitted to do Training/Internship. Applicants of Foreign Universities/Institutes should forward the requests through embassies of their respective countries.
- (ii) Candidates interested to undergo Training/Internship program at NIT Hamirpur will send such requests on prescribed format to the concerned Department along with a copy to the Training & Placement

- office, NIT Hamirpur. (**Annexure-III: Training/Internship Request Form-External, Annexure-IV: Training/Internship Undertaking Form**)
- (iii) The submitted applications shall be scrutinized at Department/Centre level by the following screening committee to be constituted by the Head of the Department/Centre:
- | | |
|--|----------|
| a. Head of Department /Nominee | Chairman |
| b. Faculty member (Specialization-I) | Member |
| c. Faculty member (Specialization-II) | Member |
| d. OIC (Training-Department)/ Coordinator (Training) | Convener |
- (iv) The Department/Centre will submit the list of selected candidates along with titles of the projects with details of the assigned mentor to the Training and Placement Office, which shall be displayed on Institute website. (**Annexure-V: Format for the list of selected candidates**)
- (v) Maximum number of trainees allowed with a faculty member of Department/Centre should not exceed three at a given point of time.
- (vi) The Department/Centre will maintain record of all candidates (joining, undertaking, attendance, evaluation, Project Reports etc.) carrying out Training/Internship under mentorship of their faculty.
- (vii) During Training/Internship period, candidates may be provided accommodation by the Institute, if available, in the hostels by depositing requisite fees and mess charges. Such requests are required to be made to the Chief Warden (Hostels).
- (viii) After successful completion of the project, the report duly recommended by the mentor & forwarded by HOD/HOC should be sent to the Training & Placement Office (soft copy only).
The Certificate shall be issued by TPO Cell on successful receipt of Training/Internship Report. (**Annexure-VI: Format of the Certificate-External**).
- (ix) The students selected for Internship/Training in certain funded projects may be paid stipend wherever scope of such funding exists.
- (x) The mentors shall be entitled for honorarium @ 50% of the fee paid by the candidate as in Table No.1. Wherever direct involvement of Technician/Staff is there, the mentor may allow 10% of his honorarium to the concerned laboratory Technician/Staff (**Annexure-vii: Honorarium Claim Form**)
- (xi) Further, 20% of the amount collected as Training/Internship fee may also be allocated to TPO fund for carrying out expenditures related to infrastructure equipment and managing Training/Internships.
- (xii) In exceptional circumstances, students of NIT Hamirpur (HP) may also be allowed to undertake Training/Internship program within the institute by paying the Training/Internship fee. Such students shall be charged with fee which will be at par with fee for students belonging to institutions having MoU with NIT Hamirpur. Such permissions shall be granted if the request is consented by the faculty



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who is willing to mentor the students. These cases are required to be processed at respective Department/Centre with approval of concerned HOD/HOC. However, the final report submission shall be as per provision under clause (viii) mentioned under this sub-section.

- (xiii) The fee is to be deposited by the selected students through online mode through (SBI collect) in Institute account within one week of his/her selection for Training/Internship. The candidate is required to submit proof of deposition of fee along with the joining report at time of commencement of Training/Internship. Following fee slabs have been fixed, regarding Training/Internship fee to be charged from candidates:

Sr. No.	Duration	Category	Training/Internship Fee		Students affiliated with Institutes Under MoU with NIT	
			On Site Mode/On Campus Mode	Off Site Mode/Online Mode	On Site/On Campus Mode	Off Site/Online Mode
1	Up to Eight Weeks (02 Months)	For National students	8000/- (INR)	2000/- (INR)	4000/- (INR)	1000/- (INR)
2	Greater than 02 Months and up to 06 months		20000/- (INR)	6000/- (INR)	10000/- (INR)	3000/- (INR)
3	Up to Eight Weeks (02 Months)	For International students	\$ 500/-	\$ 100/-	\$ 250/-	\$ 50/-
4	Greater than 02 Months and up to 06 months		\$ 1000/-	\$ 300/-	\$ 500/-	\$ 150/-

Table No. 1: Details of Training/Internship fee

- (xiv) Boarding & Lodging charges shall be borne by the candidate and are in addition to the training/internship fees mentioned above.
- (xv) The mode of Training/Internship, whether online/onsite, shall be decided by the respective Department/Centre.

C. PROVISIONS FOR TRAINING/INTERNSHIP OTHER THAN SR. NO. (1) TO (3):

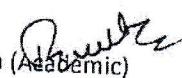
- (i) Students of UG and PG programmes can also be allowed to undertake Training/Internship in certain cases, where internship offered by particular organizations/industries through the drives conducted by TPO cell, is linked to or followed by job offer. Such Training/Internships can only be allowed purely through online mode without affecting the normal academic requirements of the respective programmes of such candidates. In case, the recruiting agency insists on onsite training special permission for the same may be sought from the Director through the respective DBPC/DMPC.
- (ii) Moreover, a UG student can undertake internship/training in addition to above mentioned cases, provided such candidate attains minimum stipulated CGPI of 6.0 up to the semester before applying for the Training/Internship. All such cases shall be permitted and processed at departmental level only by their respective DBPCs on recommendation of the Department/Centre training coordinator. Concerned

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HOD may provide permission letter for onsite/online mode Training/Internship. However, onsite training shall be permitted during vacation period as per academic calendar Modalities in this regard, can be framed at respected Department/Centre level.

- (iii) All Trainings/Internships under section (C) should not affect the normal academic requirements of the respective programmes of such candidates. The student shall have no claim/certification from the institute for the Trainings/Internships in terms of academic requirements.

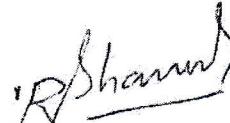
NOTE: For all Training/Internships, outside the country and the Training/Internship which are exceeding stipulated the duration, the concerned student is required to move his request through DBPC to Dean Academic for further approval of Director NIT Hamirpur. The issuance of NOC in all these cases will be carried out by Academic section.


Dean (Academic)
Member


Dean (Student Welfare)
Member


Prof. Anoop Kumar
Member


Prof. Rajeevan Chandel
Member

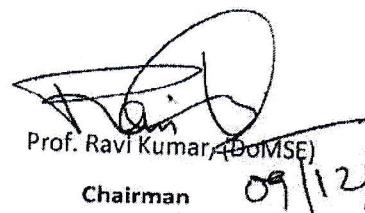

Associate Dean
(UG/PG Establishment)
Member


Associate Dean
(Admission & Registration)
Member


Associate Dean
(Examination & Evaluation)
Member


FI (Training & Placement)
Dr. Bharat Bhushan Sharma
Member


Asstt. Registrar (TPO)
Convener


Prof. Ravi Kumar (DOMSE)
Chairman 09/12/2021