ID NO.\_\_\_\_\_\_\_\_\_\_\_

(To be assigned by NIC)

Application for Full Semester Project Work in National Informatics Centre

(Note: Please see carefully the instructions given overleaf before filling-up the form)

ALL THE FIELDS MUST BE FILLED IN CAPITALS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1.Student Name | V | I | S | H | WW | A | K | A | RU | M | A |  | A | S | H | I | S | K | U | M | A | R |  |  |  |  |

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| 2. Institute Name | M h | H | S | A | B | O | O | S | I | D | D | I | K |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 3. 3. Institute Address | 8 |  | S | A | B | O | O |  | S | I | D | D | I | K |  | P | O | L | Y | T | E | C | H | N | I | C |  |
|  | R | O | A | D |  | B | Y | C | U | L | L | A |  | M | U | M | B | A | I |  |  |  |  |  |  |  |  |
|  | M | A | H | A | R | A | S | H | T | R | A |  | 4 | 0 | 0 | 0 | 0 | 8 |  |  |  |  |  |  |  |  |  |
| Telephone No. | 0 | 2 | 2 | 2 | 3 | 0 | 1 | 2 | 9 | 2 | 2 |  | FAX | | | 2 | 3 | 0 | 8 | 2 | 6 | 4 | 0 |  |  |  |  |

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| 4. Institute Email ID | m | h | s | s | e | @ | y | a | h | o | o | . | i | n |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 5. Permanent Address | 1 | 4 | 0 | / | G |  | N | E | W | G | A | N | ES | S | H |  | N | A | G | A | R |  | T | H |  |  |  |
| of student | K | A | T | A | R | I | A |  | MA | A | R | G |  | M | A | T | U | N | G | A |  |  |  |  |  |  |  |
| Telephone No. (Optional) | M | U | M | B | A | I | - | 1 | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

6. Whether you belong to **SC ST OBC GENERAL**

7. Degree being done **B.Tech.(CS), B.Tech.(IT), B.Tech(E&C), B.E.(CS),**

**M.Tech.(CS), M.E.(CS), M.Sc.(CS), M.C.A., Others\_\_\_\_B.E(IT)\_\_\_\_\_**

**Note: In case your marks are in CGPA, please write in %age**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 8. Semester-wise %age | | Ist | IInd | IIIrd | | IVth | Vth | | VIth | VIIth | VIIIth | Total |
|  | | 56.80 | 65.87 | 69.79 | | 69.20 |  | |  |  |  | 65.42 |
| 9. Course Status | Full Time | | | Part Time | | | Correspondence | | |

10.Project Training **Semester: January / July \***

**06 months**

11. Project duration **(in months) \***

###### DD MM YYYY

###### 12. Project Training **Starting Date \***

13. Stipend received or expected to be received from other sources (other than NIC) during the project training at NIC**. (Scholarship is not to be indicated):**

Stipend Awarding Authority :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount (per month) :\_\_\_\_\_\_\_\_\_\_\_

I solemnly affirm and declare that the information given by me in the application is correct and nothing has been

concealed by me. I undertake to abide by NIC norms and if selected will not withdraw my candidature.

**Dated:\_\_\_\_\_\_\_\_\_\_** **Signature of Candidate**

**Important Note :** Please get the **Declaration by the Institute,** given overleaf

Declaration by the Institute

Certified that the

1. Information given in the application is true and correct as per the University/ Institution records.
2. The project is full time, of one semester duration and is part of the academic curriculum of the regular degree programme.
3. The course is recognised by Government of India.
4. Certified that the institute undertakes the responsibility to refund the amount of stipend in whole to NIC and also will not issue degree to the student if he/she leaves the project incomplete/without permissions from NIC.

## **Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Signature with seal of**

## **Head of Department of the Institute**

#### **I N S T R U C T I O N S**

1. Incomplete applications will not be considered and are liable to be rejected without assigning any reason. **All the fields are required except optional and must be filled in capitals.** No personal/telephonic inquiries, will be entertained directly with the students in this regards

2. **Maximum 6 students should be sponsored** for undertaking full-semester project training at NIC, out of which only the required number of suitable student(s) will be selected. NIC reserves the right to reject any/all applicants, if project(s) are not available or the application(s) is/are incomplete or is/are not in order.

3. **Eligible disciplines/courses**

* Only students belonging to full time **MCA, M.E.(CS),  M.Tech (CS), and M.Sc.(CS)** are eligible to  undergo project training at NIC.
* The course/degree under which the project is to be done should be of formal stream (**full-time course**) and recognized by Government of India    (i.e. MoHRD/ UGC/ AICTE etc.).
* Project Training should be a part of the **regular curriculum** of the course/degree and should be **full time** of **one semester** duration.
* Project **duration** must be minimum of **4 months** and maximum of **6 months.**
* **B.Tech/B.E. in (CS)/(IT)/(E&C)** are eligible **only** if the project training is **full time** of **one semester (minimum 4 months and maximum 6 months)** duration and is a part of the **regular curriculum** of the B.Tech./B.E. degree course.

4. The project should start either around January or July every year.

5. Students securing less than 60% marks in aggregate/total, in the degree/discipline under which project is to be done should NOT be sponsored for project work at NIC.

6. Applications should be sent to the **State Informatics Officer, National Informatics Centre, Maharashtra State Centre, 11th floor, New Administrative Building, Mantralaya, Mumbai –400032.**

7. The applications should reach at least one and a half month in advance from the date of the start of the project work (Reference Instruction No. 4 above).

8. The selected students will be required to produce their original certificates along with a set of attested copies, at the time of joining, to verify the correctness of the information given in his/her application failing which his selection will be cancelled.

9. The selected students will not be allowed to withdraw their name after the selection. They will have to undertake and complete the assigned project within the stipulated period. They will not be allowed to attend examination/viva etc. without written permission from NIC on request from the Institute Head, during the project period.

10. The selected students are required to submit a **Project Report in prescribed** format. They should submit three printed copies along with the soft copy on a CD at least one week before the end of the project training.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Guidelines for Selected Student-Trainee in NIC

Joining-in :

*          Selected students are required to report to the State Informatics Officer, NIC, Maharashtra State Centre, 11th floor, New Administrative Building, Mantralaya, Mumbai for joining in NIC, on or before the stipulated date mentioned in the Selection Letter.
*          They must produce the Selection Letter (sent from NIC to their institute) at the time of joining.
*          They must also bring in their Original certificates in support of the degree, they have claimed in the application form for project training in NIC.
*          After joining in, they will be allocated project based on their interest and availability of projects. From then onwards, they will report to the respective project guide for the projects.
*          They must Fill the following forms and submit to the project guide for his signatures
  + **Joining Report Form**
  + **Temporary Identity Card Form**
*          Duly filled & signed forms must then be submitted to the SIO.

Monthly Stipend :

1. Students are required to submit their duly filled in Attendance Statement Form. on 1st of every month to their respective project guide for the signature. Fill all the columns carefully in the Attendance Statement Form., along with any leave taken with Start Date, End Date and No. of days of leave taken.
2. Submit this Signed Attendance Statement to the SIO on 2nd of every month.
3. On 10th of every month, students can get their stipend money from the Accounts Department, NIC.
4. Last Stipend due to any student will either be collected by the student in person or it will be mailed to him in the form of Demand Draft at the address given by him/her, therefore all the Students Trainees must provide their address, where account section will dispatch the demand draft.
5. In case the office is closed on any of the dates mentioned above, the process must be done on the next working day.

Mid-Sem-Meet :

*          Mid-Sem meet of the students is an event organized around 2nd week of April/October for students to share their experiences and knowledge gained in NIC. It is mandatory to attend this event. They are required to present an Abstract of their project during this meet.

*          Abstract of the project is a small document (about a page) consisting of Project Description, target beneficiaries of the project, Hardware/Software Technology used. Any other relevant unique information about the project may also be mentioned.

As a part of the Abstract, also provide Keywords, words that are identified with the project and will enlist the project, whenever a search is made on that key-word. For example if a Search engine was developed as a part of the project then include ‘search engine’ as a key word or include struts or .net or C sharp etc)

*          During the meet students get a chance to meet each other and understand the type of projects being developed in NIC. This event provides a stage, where they can discuss technical milestones achieved, technology related solutions or any common administrative issues.

  Project Report :

*         All the students are required to submit a Project Report at the end of the project training.
*          In this respect, a Sample Project Report Template is also kept on the training site under Application Forms. They must submit this report to their guide at least one-week in advance, so as to give him enough time to review the report.

          Duly signed in Report (3 copies) must then be submitted to the training division along with the following

1. .      Project Clearance Form
2. .      Attendance Statement for the last month