

Summer Internship Policy for NIT Raipur

1. Applications for summer internship at UG/PG level may be invited on rolling basis according to the declared vacation in academic calendar.
2. Based on the requirement of universities/institutes from where students are coming for summer internship, suitable evaluation process should be evolved by the DAC.
3. Every department needs to announce the internship seats with details (Faculty name, area, seats available, hostel accommodation availability etc) at UG/PG level through institute website, a maximum of three interns per faculty, depending on the availability of the faculty during summer vacation for 30-45 days. Central Computer Centre may be included in offering summer internship programs.
4. The students (from the institute or from outside) needs to apply, through their department head, in the prescribed format. Format of application form attached.
5. Every selected external student needs to submit non-refundable internship fees of Rs. 5000/- in the form of a demand draft in the name of Director, NIT Raipur, in addition to hostel fees for the stay & food, if seats are available in the hostel, if admitted in the program at the time of joining. For internal students, non-refundable internship fees of Rs. 2000/- is applicable.
6. Department must coordinate with Chief Warden(B) & Chief Warden(G) for availability of accommodation and mess facility during summer and accordingly need to mention in their announcement.
7. Department needs to declare the list of selected candidates by 20th April compulsorily. The list of the selected candidates must be uploaded on Institute website so that the students can plan their journey accordingly.
8. Students' attendance and performance should be monitored and recorded at the department. Online mode can only be allowed in rare and justified conditions. The attendance criteria have to be 100%. However, a relaxation of 10% - 15% may be allowed on medical grounds subject to the submission of proper supporting documents duly authorized by registered medical practitioner.
9. At the end of the internship, a committee shall be formed, including HoD to evaluate the performance of the intern. The department will be involved for evaluation by constituting a committee of two to three faculty members including the supervisor and will issue a certificate to the intern if his/her work is found satisfactory. Supervising faculty issue a certificate of internship clearly stating the area/title and duration of the internship only after successful completion of the internship. This certificate should be countersigned by the Head of the Department. Copy of the certificate must be kept in the department for record.

Process for external internship

Following are the broad processes for external internship

1. Notice to the HoDs inviting internship positions as per point no. 1, 2 and 3 above by the Assistant Registrar (SS). [Period 2nd Week of February every year].
2. Compilation of data received, hosting on institute website by Assistant Registrar (SS) [Period during 3rd week of March every year].
3. Applications will be received in the specified email address by each department. Submission of screened / shortlisted by the departments to Assistant Registrar (SS) must be made by 10th to 15th of April every year.
4. List of shortlisted candidates will be hosted on the Institute website by 15th to 20th April every year.
5. Fee payment / Hostel fees payment will have to be ensured by supervising faculty and HoD of the Department within first week after joining of internship.
6. Commencement and completion as described in the above points shall be taken care by the supervising faculty and the Department.

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