

“INTERNSHIP GUIDELINES”
OF
NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY, HARIDWAR
(MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY)

1. PURPOSE:

An internship is an opportunity for a student to secure first hand and practical work experience under the guidance of a qualified and experienced Supervisor/Mentor. It also aims at active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms.

2. DEFINITIONS:

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:-

- (i) “NIELIT” means National Institute of Electronics & Information Technology (NIELIT).
- (ii) “Competent Authority” means the Director-in-charge, National Institute of Electronics & Information Technology (NIELIT), Haridwar.
- (iii) “Sponsoring Institution” means the Academic Institution, in which the applicant is currently studying or has recently passed out.
- (iv) “Applicant” means a person, who wants to work for mutual benefit with NIELIT, Haridwar on a full-time basis with the sole purpose of enriching his knowledge in the area of expertise.
- (v) “Area of Expertise” means the subject or area in which the Applicant possesses expertise and wants to enrich it further.

3. ELIGIBILITY:

- (i) Indian students from recognized universities in India or abroad who have secured at least **60% marks** in the last held degree or certificate examination and :-
 - a) Who have completed or pursuing Diploma education.
Or
 - b) Who have completed or pursuing Graduation/Bachelor’s education/Engineering/ etc.
Or
 - c) Who have completed or pursuing Integrated or Dual Degree/Master/Post Graduate degree/ etc.
- (ii) Merely possessing minimum qualifications as above shall not guarantee Internship in NIELIT. Candidates having exposure in the area of intended internship with good academic background and having higher qualification, based on need shall be given preference.

4. DURATION OF INTERNSHIP:

- The minimum duration of internship shall be as defined or prescribed in the curriculum and **endorsed by the Sponsoring institution.**
- Duration can be maximum of 6 months and **shall not be extendable beyond 6 months in any case.**
- An intern **can avail internship only once with NIELIT.**

5. **ENGAGEMENT OF INTERNS:**

- (i) A maximum of five (05) interns shall be engaged for S&T section at NIELIT Haridwar in a financial year.
- (ii) A maximum of five (05) interns shall be engaged for non - S&T section at NIELIT Haridwar in a financial year.

6. **HOW TO APPLY:**

- (i) Interested and eligible students must send their applications, along with brief write up stating the reason of applying for internship to:

Programme Coordinator
National Institute of Electronics and Information Technology (NIELIT), Haridwar
2nd Floor, Government Polytechnic Building,
Plot No- 6C, Sector -11, Near Pentagon Mall,
SIDCUL, Haridwar, Uttarakhand- 249403
Office Nos: 01334-235617, 01334-235054
Mobile: +91-8273642140 / 8171710290
Email: prj.haridwar@nielit.gov.in

- (ii) The applications should be sponsored/forwarded by the Sponsoring Institution where the applicant is currently enrolled in or has recently passed out.

7. **SELECTION:**

- i. Applications for the internship shall be accepted from the following:
 - a) **Direct Applicant**- Application needs to be endorsed/ recommended by the Sponsoring Institution.
 - b) **Sponsoring Institution**- Application with endorsement/ recommendation be considered.
 - c) **Internship and Training platforms**- <https://internship.aicte-india.org> Candidates shortlisted from these platforms shall be considered for the selection process only on producing the recommendation/endorsement letter from the sponsoring institution.
- ii. Applications received with endorsement/recommendation by Sponsoring Institutions shall only be considered for the selection process.
- iii. The eligible applications received will be scrutinized by the Wing/Section Head to shortlist suitable candidates for selection process on the basis of candidate's merit and NIELIT's requirement.
- iv. NIELIT may conduct Test/Personal or Interview, as necessary for the selection of Interns.
- v. No TA/DA shall be paid to candidates for attending the Test/Personal interview conducted by NIELIT Haridwar.

8. **CODE OF CONDUCT:**

The Intern appointed by NIELIT Haridwar shall observe the following Code of Conduct, which shall include but not limited to, the following:

- i. The Intern shall follow the rules and regulations, which are in general applicable to staff of NIELIT.
- ii. The Intern shall follow the confidentiality protocol of NIELIT Haridwar and shall not reveal to any person or organization confidential information relating to NIELIT, its work and policies.
- iii. The Intern shall not claim any intellectual property right, of work done at NIELIT and has to strictly maintain the confidentiality of NIELIT's intellectual property. Any violation/infringement will be viewed adversely against the intern as well as the institution to which he/she belongs and may invite appropriate action.

- iv. The students and the Sponsoring Institution concerned shall have no claim whatsoever on the results of the project work. NIELIT Haridwar will retain all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- v. Interns may, with the prior permission of NIELIT Haridwar, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to NIELIT Haridwar cannot be revealed under any circumstances.
- vi. Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of NIELIT.
- vii. Interns will follow the advice given to them by NIELIT Haridwar regarding representations to third parties.
- viii. In general, an Intern may not interact with or represent NIELIT Haridwar vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of NIELIT Haridwar depending on the nature of their roles and responsibilities.
- ix. No Intern shall interact with or represent NIELIT Haridwar to the media (print and electronic).
- x. Interns will conduct themselves professionally in their relationship with staff of NIELIT Haridwar and the public in general.
- xi. Interns are required to be present at NIELIT Haridwar premises from 09.00 am to 05.30 pm, unless otherwise permitted by the Supervisor/Mentor in writing.
- xii. The intern has to make his/her own accommodation arrangement during the internship.
- xiii. Library facility at NIELIT Haridwar is limited to referencing only; borrowing of books/journals is not extended to the interns. However, photo-copies may be obtained from the Library on payment of necessary charges.
- xiv. In the event of unsatisfactory performance or indiscipline noticed at any time, the concerned intern may be discontinued by NIELIT Haridwar before completion of the term of internship, without any stipend and Certificate of Internship.
- xv. Minimum **80% attendance** is required to be maintained in a month, failing which Stipend and certificate of Internship shall not be given to the Intern.

9. **PLACEMENT:**

- i. Every batch of interns or individual interns, as the case may be, will have a Scientific/Technical Project Supervisor/Mentor to be appointed by the Wing/Section Head of NIELIT Haridwar.
- ii. The internship is neither an employment nor an assurance of an employment.

10. **SUBMISSION OF REPORT/ PAPER:**

- i. Work plans and work schedules shall be developed by Supervisor/Mentor and the Interns shall invariably adhere to the same.
- ii. The interns will be required to submit a Report on the work undertaken at the end of the internship to NIELIT Haridwar.
- iii. The project report prepared for the Sponsoring Institution in which the intern is enrolled and for NIELIT Haridwar is required to be identical in all respects.
- iv. The Intern must furnish a “**No-Dues Certificate**” to NIELIT Haridwar in the prescribed format after completion of project work along with a soft copy and hard copy of the project report.
- v. The certificate in the project report prescribed by the Sponsoring Institution, the cover page and all certificates in the project report should categorically reflect that the project work was executed at

NIELIT Haridwar. The acknowledgement sheet in the project report should mention the name of the Supervisor/Mentor who has guided the Intern at NIELIT Haridwar and the competent authority prominently.

11. **STIPEND:**

- i. Stipend shall be given to interns, as under:
 - For S&T section/wing interns- Rs. 5,000 per month
 - For non-S&T section/wing interns- Rs. 3,000 per month
- ii. The stipend shall be **paid after the completion of Internship** on submission of report duly accepted by NIELIT Haridwar.
- iii. Stipend shall be paid in non-cash mode only via Cheque/NEFT/RTGS etc.

12. **CERTIFICATE OF INTERNSHIP:**

Certificates will be issued by NIELIT Haridwar to the interns on completion of Internship and submission of Report duly countersigned by the supervisor/mentor and accepted by Wing/Section Head.

13. **TERMINATION:**

- i. NIELIT Haridwar may disengage the Intern if NIELIT Haridwar is of the view that the services of the Intern are no more required.
- ii. NIELIT Haridwar may terminate the services of the Intern at any time without assigning any reasons.
- iii. If the Intern decides to discontinue, he/she should submit 15 days' prior notice in writing, failing which he/she shall not be paid any stipend and Certificate from NIELIT Haridwar.
- iv. Upon termination, the Intern must furnish "**No Dues Certificate**" and hand over to NIELIT Haridwar, any papers, equipment's or other assets which might have been given to the Intern by NIELIT Haridwar in course of his/her project work with NIELIT Haridwar. This will include any badges or ID Cards which may have been issued to the Intern.
- v. If it comes to the notice of NIELIT Haridwar that the person whose internship has been terminated by NIELIT Haridwar continues to act in a manner which gives an impression that he is still working for NIELIT Haridwar, NIELIT Haridwar shall be free to take appropriate legal action against such person.
- vi. The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority shall be final and binding on the Intern.



National Institute of Electronics & Information Technology (NIELIT), Haridwar
2nd Floor, Government Polytechnic Building, Plot No- 6C, Sector -11, Near Pentagon Mall, SIDCUL,
Haridwar, Uttarakhand- 249403

An autonomous Scientific Society under
Ministry of Electronics and Information Technology

Application Form for Internship/ Training

1. Name :
2. Registration / Roll No. :
3. Father's Name :
4. Address for correspondence :
(with contact no. and E-mail ID)
.....
.....
5. Date of Birth :
6. Nationality :
7. Category (GEN/SC/ST/OBC/PWD) :
.....
8. Educational Qualification (Starting from 10th Std. Onwards)

Sr. No.	Name of Board/ University / Institute	Examination Passed	Year of Passing	Marks with Division	Subjects

9. Areas of interest in which Internship is sought:
10. Name of the University/College/School/Institute:

Date: _____

(Signature of the Candidate)

11. Recommendation / Endorsement from the University/College/School last attended:

Name: Designation: <p style="text-align: right;">(Signature with Stamp)</p>



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2nd Floor, Government Polytechnic Building, Plot No- 6C, Sector -11, Near Pentagon Mall, SIDCUL,
Haridwar, Uttarakhand- 249403

An autonomous Scientific Society under
Ministry of Electronics and Information Technology
Joining Form for Internship/ Training

1. Name :
2. Registration / Roll No. :
3. Father's Name :
4. Address for correspondence :
(with contact no. and E-mail ID)
5. Date of Birth :
6. Nationality :
7. Category (GEN/SC/ST/OBC/PWD):
8. Educational Qualification (Starting from 10th Std. Onwards)

Sr. No.	Name of Board/ University / Institute	Examination Passed	Year of Passing	Marks with Division	Subjects

9. Areas of interest in which Internship is sought:
10. Name of the University/College/School/Institute:

Date: _____

(Signature of the Candidate)