

**Norms for faculty members taking outside candidates for
Summer Internship at IIT Ropar**

A. Candidate intake can be of the following categories (For Summer)

Category	From	No. of Candidate to be taken by each Faculty	Dealing/Approving Section
A	IIT, NIT, IISER, National Labs, Centrally funded technical Institutions, CEAs, Government Universities, Private institutions/Universities (with IIT Ropar with Fellowship Limited to on any pen Faculty Only)	One	Dean (CE/OA)
B	Indian Academy of Sciences, DST Inspire or Similar organization	No Limit	Supervisor/Dean (CEOA)
C	Others (Without fellowship)	Limit to be fixed by the department depending on the available facility	Supervisor/Dept

Note:

- (i) A faculty member can supervise at most possible number of candidates for summer internship including **01** from Category A.
In lieu of candidate from Category A, faculty member can select candidates from Category B. No formal approval is required for candidates who have been selected by the Indian Academy of Sciences (IASc), DST INSPIRE, etc. for summer internship.
- (ii) Summer internship programme will be between May 15 (Wed) - July 15, 2019 (Mon). For the candidates from category A fellowship of amount Rs.5000/- per month with the maximum of 10,000/- for the 2 months period will be provided.*Duration 5 weeks (minimum)– 8 weeks (maximum).
- (iii) Candidates selected through Category B also have to follow the procedure as described below and fellowship shall be paid by the respective parent organization. A candidate can avail fellowship from one source only.
- (iv) Certificates from the Institute will be issued for category A and B. For category C candidates, the supervisor can issue directly and can take care of all concerned issues with Departments.
- (v) Hostel Accommodation: Priority will be given for category A and B candidates while category C candidates will be given accommodation only on availability

B. Norms for taking candidates for short term interns during the semester

- (a)** Any candidate from Council of Educational Associates (CEAs) or candidates from CFTIs are welcome to do the internships at IIT Ropar.
- (b)** Faculty members can receive the applications directly from the candidates for internship, select them with the consent of the HoD.
- (c)** Candidates can come any time during the semester for a period of two months or more.
- (d)** No fellowships/financial assistance will be given by the Institute
- (e)** Hostel accommodation will be provided subject to availability. Further the candidate has to pay the guest rate of accommodation if availed
- (f)** The certificate will be issued by the supervisor only and he has to take care of any concerned issues with the Department.

Information for faculty members:

Steps	When	Action	Remarks / Deadline
1	Before joining	Interested candidates may look at the profiles of faculty members of IIT Ropar and submit on-line applications directly	March 18,(Mon) 2019 onwards April 10 (Wed) last date
2	Before joining	Supervisor need to submit the application forms to the Departmental office with all the attachments of all the candidates.	April 15(Mon), 2019
3	Before joining	Department sends all the completed applications in respect of Category A candidates only to Academic Section <u>along with a summary sheet</u>	April 18(Thu), 2019
4	Before joining	Academic section sends applications to Dean (CEOA) for approval of Category A candidates	April 26(Fri), 2019
5	Before joining	Display of selected candidates on the web for category A and B. For other category to be taken care by the Supervisor directly.	April 30(Tue), 2019
6	Before joining	In case, the candidate needs accommodation, the relevant form (available from IIT Ropar website) has to be filled by Category A, B and C candidates and sent back to the supervisor. Supervisor will send the application to department. Departments sends all accommodation request forms to the office of Dean SA <u>along with a summary sheet</u>	May 7(Tue), 2019 May 7(Tue), 2019
7	Upon arrival	Candidates report at the main gate. They will be directed to their place of accommodation (for candidates who have asked for accommodation) Candidates have to submit the requisite accommodation and mess charges in advance (upon arrival) for their entire period of stay.	From May 15(Wed), 2019 onwards
8	Upon arrival	A hard copy of the application form along with the requisite documents signed by the candidate should be submitted at the time of joining the internship in the respective departments of the Institute.	May 15(Wed), 2019
9	While at IIT Ropar	Candidates need to sign the attendance register kept at Dept. Office for Category A and B only.	Everyday

10	Before departure	Candidate presentation date is informed to department or Candidate submits a report of work performed during their stay	Last date: 7 days prior to departure
11	Before departure	Candidates have to apply for "Training Completion Certificate" through department office at least 7 days prior to their departure to Academic Section along with report in respect of Category A and B. If no report is available, candidate's presentation date need to be mentioned in the "Training completion certificate" application	Last date: 7 days prior to departure
12	Before departure	Candidates should begin the process for completion of "No dues certificate"	Last date: 2 days prior to departure
13	Departure	Candidate leaves	Last date: July 15(Mon), 2019
14	Departure	Department office sends the attendance register to accounts section for stipend payment to interns in respect of Category A and B candidates	Last date: July 15(Mon), 2019
15	After Departure	Accounts section transfers* the stipend to candidates bank a/c.	On or Before August 31, 2019

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