Guidelines for undergoing Internship at MNNIT Allahabad by students other than those belonging to the Institute

1. The aspiring students of other Institute who wishes to apply for seeking Internship at MNNIT Allahabad may apply under this programme.

2. The School of Non-Formal and Continuing Education (SNFCE) of the Institute will handle this programme for students of other Institute for doing Internship at MNNIT Allahabad.

3. A student, who is registered in a degree programme in any recognized Institute (other than MNNIT Allahabad) or a University in India or abroad, and who is officially sponsored/recommended by that Institute/university to complete a part of his/her academic programme at MNNIT Allahabad, will be eligible to register in the internship program at MNNIT Allahabad.

4. These students may carry out research work and/or do a project at MNNIT Allahabad for 4 to 8 week duration, during summer or winter vacation.

5. A student, as described at **Point no.3** above, can apply for internship by filling and submitting the prescribed application form as given in **Annexure-1** along with all relevant documents as detailed at the 'Enclosure Check List' of the application form.

6. The candidate who is willing to do research work or project work, will be required to select a faculty supervisor at MNNIT Allahabad and get his/her recommendation. The recommendation can be taken either over email or on paper and this recommendation should be attached along with the application form. A faculty member may mentor maximum two candidates under this programme.

7. Filled in application form forwarded by the concerned authority from his/her Home Institution/University with prescribed fee, along with all supporting documents (as stated in the application form) should be submitted in the Office of the SNFCE, MNNIT Allahabad, Prayagraj Advance copy of application form along with supporting documents can be sent over email for processing . (Email ID-fisnfce@mnnit.ac.in)

8. Following Fee may be required to be deposit along with the application form for internship-

    (i) Processing fee of Rs.200.00 (Non-refundable)

    (ii) For an internship of 4 weeks duration: Rs. 4000.00 plus 18% GST

    (iii) For an internship of duration more than 4 weeks: calculated on prorate basis.

    (iv) Fee referred on (ii) and (iii) above are refundable if internship is not allowed.

    (v) Out of the fee deposited as per point. (ii)/(iii), 18% GST will be charged.

9. **Bank Account Details:**

    Account Name   : SNFCE MNNIT Allahabad
    Account No.   : 10424975574
    IFSC Code   : SBIN0002580
    Bank & Branch   : SBI, MNNIT Allahabad

10. Application forms may be accepted throughout the year. However, internship will commence during summer and winter vacations at MNNIT Allahabad only.

11. A student who is permitted to do internship will be required to undergo the following steps.

    a) He/She will be required to inform his/her travel itinerary to the HoD and his/her mentor at MNNIT Allahabad so that suitable arrangements may be made. A suitable hostel accommodation (if available) may be allotted through the chief warden office at applicable rate to be notified by the Chief Warden office.

    b) He/She will be required to report the Office of the SNFCE on arrival at MNNIT Allahabad for registration and collect the registration slip. A copy of the registration slip may also be given to the concerned HoD.

    c) Students will then report to the concerned HoD and the mentor.

    d) He/She needs to sign on a prescribed register maintained by the concerned HoD office to endorse his/her physical presence during complete internship program on all working days.

12. After the end of the internship, the candidate will be required to submit two copies of a technical report with maximum plagiarism limit of 15% and duly signed by the student and his/her mentor to the concerned HoD, who will forward one copy to the SNFCE for issue of the certificate keeping one copy of the report for record in the department.

13. After completion of all formalities, Faculty-In-charge SNFCE will issue certificate to the student mentioning the title of the internship, department, name of the mentor and duration with signature of Head of the Department and Faculty-In-charge SNFCE.

14. Students admitted for internship will be governed as per discipline rules applicable for regular students at MNNIT Allahabad.

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD

Application Form for Internship

Name & Address of the Home Institution/University: …………….……..

…………………………………………………………………………………

……………………………………………………………………………

AFFIX
Recent
PASSPORT
SIZE
Photograph

Duration: From…………………..……… To: ………………………..……………

Department (*Area of Interest*)……………………………………………………………

Intended activities during stay as internship student……………………………………...

……………………………………………………………………………………

……………………………………………………………………………………

Research work ☐   OR   Project Work ☐

A.   **Personal Data of The Student:**

1)   Name …………………………………………………………………………
     (In block Letters)   *(First Name)*   *(Middle Name)*   *(Last Name)*

2)   Father's Name …………………………………………………………………..

3)   Mother's Name …………………………………………………………………

4)   Date of Birth: …………………. 5) City & Country of Birth: …………...…….

6)   Nationality …………………….7) Marital Status: ………………………………

1)   Passport No. …………………...9) Date of Issue: …………………………...……

10)   Please of Issue; ………………...11) Valid up to:…………………………………….

B.   **Address of the Student:**

i)   Address for Correspondence: ……………………………………………………...

     ……………………………………………………………………………..……

     ……………………………………………………………………………………

     …………………………………………………………………………….........

Tel: ☐☐☐☐☐☐☐☐☐☐   Alternate No ☐☐☐☐☐☐☐☐☐☐

Email: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

ii)   Hostel Accommodation needed at MNNITA: ☐ YES   ☐ NO

iii) Faculty Supervisor at MNNITA (if intended for Research Work): In order of preference and enclose the consent mail]

1. Prof./Dr…………………………………………………………………………………

2. Prof./Dr…………………………………………………………………………………

3. Prof./Dr…………………………………………………………………………………

iv) Department…………………………………………………………………………..

………………………….Fax:………………………..E-mail:…………………...

C. Studies at Home Institution/University:

i) Department……………………………………………………………….......

ii) Degree Masters/Bachelors): …………………………………………………

iii) Academic Year/Semester: …………………………………………….......

D. Other Information:

i) Language Knows: ………………………………………………………..

ii) Special Interest, hobbies, extracurricular activities: ………………………......

…………………………………………………………………………………

…………………………………………………………………………………

iii) Contacts in India: ………………………………………………………..

(*if available*)

…………………………………………………………………………………

Place: ……………

Date:……………...   …………………………….

(Signature of the Applicant)

Application Recommended & forwarded
By Home Institution/University

SIGNATURE OF FORWARDING AUTHORITY WITH SEAL

NB:- copy of the latest Transcripts of the Program to be enclosed

Enclosure Check List:

☐	Recommendations from home Institution/University
☐	Proof of Registration from Home Institution/University
☐	Academic Record of last semester
☐	Study Plan
☐	Statement of purpose
☐	Letters of Reference
☐	Copy of Passport (for foreign national only)
☐	Others