

CAREER DEVELOPMENT CENTRE IIT KHARAGPUR

ISSUANCE OF “NO OBJECTION CERTIFICATE” (NOC) FOR INTERNSHIP

This is to notify that the following guidelines are to be followed by all the students of IIT Kharagpur for taking No Objection Certificate (NOC) for internship from CDC.

Situation	Standard Procedure
<p>Compulsory eight weeks summer training (internship) in India & abroad for 3rd year B.Tech / B.S & 4th year Dual Degree, 4th year Integrated M.Sc. students, 1st year M.Tech/MCP Students</p> <p>AND</p> <p>Six months compulsory Industrial training in an Industry or R&D Organisation (only for Industrial & Systems Engineering students)</p>	<p>a) Students who got internship through CDC, they can download the NOC through ERP.</p> <p>b) Self-arranged internship students should produce the offer letter along with ERP application duly forwarded by Faculty Advisor and HoD, to procure NOC from CDC.</p> <p>c) If an organisation is demanding a NOC for issuing an offer letter, then department PIC(T&P) is requested to issue the “Statement of Parent Institution” (Annexure-1) which the student can use to obtain the offer letter. After that CDC would issue NOC as per the process mentioned in point no (b).</p>
<p>Applying to various scholarship programme like:</p> <p>S N Bose Scholarship Program, DAAD Scholarship Program, Viterbi-India Program, Khorana Program for Scholars, Mitac, IIT Kharagpur Foundation of USA Program etc.</p>	<p><u>Pre-requisite condition:</u></p> <p>**The student should intimate through an application addressed to the Chairperson CDC through his/her Faculty advisor, at the time of Internship registration that he/ she has applied/is applying/ is planning to apply in these programmes. The name of all the programmes where he has applied/ is applying/is planning to apply should be written clearly in the application. For “Preference Form” please see Annexure-2.</p> <p>a) CDC will issue a Manual NOC to the student based on that application mentioned in the pre-requisite condition.</p> <p>b) Once the student has got the offer letter of the fellowship programme, he /she will then again apply through ERP, duly forwarded by the Faculty advisor and HoD. At that time CDC will issue NOC.</p> <p>c) Students, who will not fulfil the criteria as mentioned in the pre-requisite condition, will not be given NOC by CDC.</p>

Situation	Standard Procedure
Students who are going for Non-compulsory Internship.	<p>a) CDC will provide NOC when the student produces the offer letter along with an application through ERP duly forwarded by Faculty Advisor and HoD.</p> <p>b) If an organisation is demanding a NOC for issuing an offer letter to the student, then department PIC(T&P) is requested to issue the "Statement of Parent Institution" (Annexure-1) which that the student can use to obtain the offer letter. After that CDC would issue NOC as per the process mentioned in point no (a).</p>
Agreement/Bond forms by various Institute/University/ Company/Organisation etc.	CDC will not sign on any of these documents. Students have to get it signed from their respective department.
NOC required for Field work/semester project work - (Arch. & Regional Planning/Geo. & Geophysics/Mining)	CDC will not issue any certificate regarding this. Students have to procure the same from their respective department.
NOC required for internship after a student got placement	CDC will not issue any NOC in this situation. They may approach their respective department in this regard.

Statement of Parent Institution

It is certified that Ms./Mr. _____ Roll No _____ is a bonafide B.Tech/B.S/M.Tech (dual degree)/M.Tech/Integrated M.Sc. student, Department of _____, Indian Institute of Technology, Kharagpur, and the institute endorses her/him for the Summer Internship.

This is to also certify that this institute has no objection to consider the application for Summer Internship from the above student to undertake a research internship /industrial training for the duration of eight weeks between _____ to _____
(As approved by the academic calendar)

Signature and seal of PIC (T&P)/HOD

Place :

Date :

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR
CAREER DEVELOPMENT CENTRE

The student should intimate through an application addressed to the Chairperson CDC through his/her Faculty advisor, at the time of Internship registration that he/ she has applied/is applying/ is planning to apply in these programmes. The name of all the programmes where he has applied/ is applying/is planning to apply should be written clearly in the application and also mention the preference.

Preference Form

I, Mr/ Ms..... (Roll No:) is hereby declaring that, I have registered in CDC Internship process vis-a-vis have applied/ applying/ going to apply for the following fellowship programme (s):

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.....
.....

My preference between CDC Internship and Fellowship programmes is as follows:

- 1. (First preference).....
- 2. (Second preference).....
- 3. (Third preference).....
- 4. (Fourth preference).....

(Please strike out whichever is not applicable)

Signature with date:.....

Name:.....

Roll No:.....

Mobile no:.....

Email ID:.....

Endorsement by Faculty Advisor with date: _____
(Name, Signature & Seal)