

INSTRUCTIONS FOR 2018 SUMMER INTERNSHIP STUDENTS

1. Summer internship will start from **21st May** to **13th July 2018**. The duration of internship will be from four weeks to eight weeks within the above mentioned period. For exact date of start of one's internship, please contact the concerned supervisor.
2. Selected candidates must deposit the caution money of **Rs. 2500/-** in the bank account given below by **12 May 2018**, otherwise their candidature will be cancelled and their seats will be given to the wait-listed candidates. The second list of selected candidates will be published on **15th May, 2017**.

Name of Bank & Branch	AXIS BANK, LAITUMKHRAH BRANCH
Account No	916010024711819
Beneficiary Name	NITM INTERNSHIP
IFSC code	UTIB0001176
MICR code	793211003
Branch code	001176

3. Candidates must send the scanned copy of their payment receipt and their tentative date of arrival at NIT Meghalaya through email to **summer.internship@nitm.ac.in** in advance so that their accommodation can be arranged.
4. After the candidate's arrival at NIT Meghalaya, he/she has to fill the registration form to start internship. For registration please contact respective Department Coordinators for Summer Internship 2018.

Department	Department Coordinator	Contact details
EC	Dr. Pradeep Kumar Rathore	Room no. F-5, Administrative Block
CS	Dr. Bunil Balabantaray	Room no. 107, Academic Block
EE	Mr. Shaik Affijulla	Room no. 105, Academic Block
ME	Dr. Tanmoy Bose	Room no. 102, Academic Block
CE	Dr. Comingstarful Marthong	Room no. 115, Academic Block
CY	Dr. Naba Kamal Nath	Room no. F-11, Administrative Block
PH	Dr. (Ms) Tribedi Bora	Room no. 109, Academic Block
MA	Dr. Srinivas Jangili	Room no. 106, Academic Block

5. Candidates have to submit original transaction receipt or online generated transaction receipt at the time of registration otherwise their caution money will not be refunded.
6. Shared accommodation will be provided in student's hostel on payment basis of Rs 750/- (as a maintenance charge which will be deducted from the caution money) as mentioned in the advertisement. Local travel during the internship period will be borne by the student. Mess charges will be paid by the student to the mess manager.
7. Hostel will be provided only for the duration of internship and no extension will be possible. Failing in vacating the hostel in given date, disciplinary action will be taken and/or a fine will be imposed, that will be deducted from the caution money.

8. Official hours for the internship will be 9:00 am to 5:00 pm (Monday-Friday), or as decided by the concerned supervisor.
9. Before leaving the institute on completion of summer internship, the students have to submit the “No Dues” form and satisfactory report from the supervisor, and then only the caution money will be refunded.
10. The deposited caution money will be refunded only after the completion of internship.
11. No leave will be granted in normal condition during the internship.
12. All students will abide by the rules and regulations of NIT Meghalaya.

For any queries related to summer internship, please contact at **summer.internship@nitm.ac.in**