

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

An Institute of National Importance under Ministry of Education, Government of India

A-Zone, Durgapur, West Bengal - 713209

INTERNSHIP APPLICATION FORM

A. Application Particulars

Application Date	
Department / Centre applied to	
Preferred Internship Period	From To
Duration	Days / Weeks / Months
Mode	☐ On-campus ☐ Hybrid / Other, if permitted
Preferred Faculty Supervisor (if any)	
Broad Area / Field of Interest	

B. Student Applicant Information

Full Name (as per official ID)	
Date of Birth	
Gender	☐ Female ☐ Male ☐ Other / Prefer not to say
Nationality	
Applicant Category	☐ Indian ☐ PIO ☐ OCI ☐ Foreign National
Government ID / Passport No.	
Email ID	
Mobile / WhatsApp No.	
Present Address	
Permanent Address	
Emergency Contact: Name / Relation / Phone	

C. Academic Information

Name of Present Institution / University	
Institution Type	☐ Government ☐ Private ☐ Foreign Institution
Current Programme / Degree	

Branch / Department / Specialization	
Current Year / Semester	
University / Institute Registration or Roll No.	
Current CGPA / Percentage	
Expected / Actual Year of Graduation	
Faculty / HoD / Internship Coordinator at Parent Institution	Name: Email/Phone:

D. Academic Record

Examination / Degree	Board / University	Institution	Year	CGPA / %	Major / Discipline

E. Internship Project Proposal

Proposed Title / Topic

General Description of Proposed Internship / Project

Academic Goals / Learning Objectives (minimum two)

Proposed Responsibilities / Activities / Methodology

Expected Output / Deliverables (report, prototype, data analysis, code, etc.)

Relevant Skills / Software / Laboratory Experience

F. Accommodation and Other Requirements

Hostel accommodation required?	☐ Yes ☐ No
If yes, required period	From _____ To _____
Any special laboratory / computing facility requested	_____

G. Documents to be Attached

- ☐ Completed and signed Internship Application Form.
- ☐ Recent passport-size colour photograph.
- ☐ Curriculum Vitae / Resume (preferably 1-2 pages).
- ☐ Bonafide / Student Status Certificate from the present institution.

- ☐ Copy of valid Institute / University Student Identity Card.
- ☐ Self-attested copies of latest semester grade sheet and relevant academic transcripts / mark sheets.
- ☐ Copy of Aadhaar / other Government photo ID for Indian applicants, as applicable.
- ☐ For PIO / OCI applicants: copy of valid PIO / OCI card and passport.
- ☐ For foreign nationals: copy of valid passport and relevant visa / immigration documents, as applicable.
- ☐ Proof of payment of application / registration / internship fee, when payment has been instructed by NIT Durgapur / CEC.
- ☐ Category / income supporting document only when seeking a fee waiver on merit/economic grounds, if required by the concerned department.
- ☐ Any additional document specifically required by the concerned Department / CEC.

Note: The concerned Department may assess the application, prescribe additional requirements, and recommend partial waiver of internship fees based on merit and economic condition, as applicable under Institute rules.

H. Applicant Declaration

I declare that the information furnished in this application and the documents submitted with it are true and complete to the best of my knowledge. I understand that selection is subject to departmental approval and Institute rules. I agree to follow all academic, laboratory, safety, hostel, conduct and other applicable rules of NIT Durgapur during the internship. I understand that no financial support is assured by the Institute and that applicable fees and accommodation charges, if any, shall be paid as instructed.

Place	
Date	
Signature of Applicant	

I. For Official Use by NIT Durgapur

Name of Student	
Application	☐ Recommended ☐ Not Recommended
Internship Faculty Supervisor	
Approved Internship Period	From _____ To _____
Internship Fee	Rs. _____ per month / total Rs. _____
Fee Waiver, if approved	% Basis: _____
Registration / Application Fee	Rs. _____

Hostel Accommodation	☐ Recommended ☐ Not Required ☐ Subject to Availability
Departmental Remarks / Additional Conditions	
Faculty Supervisor Signature / Date	
Head of Department Signature / Date	
CEC Chairman / Authorized Official Signature / Date	

Important Information for Applicants

- Internships are open to eligible Bachelor's and Master's level students from Indian and foreign institutions, subject to departmental selection.
- Internship applications may be received throughout the year, subject to availability and departmental approval.
- The referenced NIT Durgapur internship guidelines state an internship fee of Rs. 3,000 per month and a minimum application/registration fee of Rs. 1,000; departments may recommend partial fee waiver based on merit and economic condition.
- Hostel accommodation may be available subject to availability and applicable charges. The referenced guideline states Rs. 1,000 per student per month.
- No financial support shall be extended by the Institute for the internship.
- After successful completion, the Department and/or CEC may issue an internship certificate.
