

National Institute of Technical Teachers' Training and Research, Bhopal

Terms and Conditions for Interns

1. Tenure of Internship:

The duration of Internship shall be

Short Term Internship	: 2 months
Long Term Internship	: 6 months

2. Stipend:

The Interns will be provided with the below stipend, calculated on pro-rata basis for each completed week.

1	Short Term Internship (2 months)	No Stipend
2	Long Term Internship (6 months)	No Stipend
3	Short Term Internship (2 months) (only for approved projects with defined outcomes/objects)	Rs. 9,000 / month

3. Logistic:

- Only shortlisted students will be invited for written/walk-in interviews and No TA / DA shall be paid to candidates for joining/attending the Test/ Personal interview.
- Interns may be provided with laptop/desktop, components & project equipment if required and available in institute/department store.
- Hostel/guest house accommodation is chargeable and will be provided to trainees in the campus as per the institute norms if available.
- For availing the mess facility, students need to pay mess charges as per the rules of the mess of the institute.

4. Attendance:

A minimum of 75% attendance is compulsory for each intern, however paid Interns shall be required to have 100% attendance out of the actual working days. Loss of attendance due to unforeseen circumstances / leave may be compensated by extension of the Internship for the commensurate number of days, subject to recommendations by the sponsoring Institution and approval by the project head. Such an extension would not entitle the Intern to any additional stipend.

5. Working Hours:

The Interns shall follow the normal office working hours as prescribed (i.e. 9:30 AM to 6:00 PM). However, as per the exigency one has to sit late to complete the time bound work.

6. Conduct, Work and Performance:

- (i) The Interns shall be duty-bound to follow the methodology and instructions given by the project supervisor and adhere to the timeframe for various aspects of the project.
- (ii) Conduct, work and performance of the Interns should be reviewed periodically by the project supervisor under whose jurisdiction the intern will be carrying out the

project.

- (iii) The Interns shall be required to submit the report for the project as completed, to the concerned project supervisor failing which s/he would not be issued the Certificate of Internship.
- (iv) Interns shall be liable for costs accrued on account of any loss that might be caused to NITTTR Bhopal due to lapse on his/her part while discharging in willful or accidental manner including fraud, etc.
- (v) The Intern, under no circumstances shall claim to become the employee of NITTTR Bhopal.
- (vi) NITTTR Bhopal will not offer any employment after the completion of the internship programme as the internship is neither an employment nor an assurance of an employment by the institute.
- (vii) The candidates will abide by the rules of institute and institute may debar the candidate if he/she is found in violating the rules and regulations including the poor performance during the training.
- (viii) NITTTR Bhopal may terminate the Internship/training of the Intern at any time without assigning any reasons. The intern may be disengaged NITTTR is of the view that the services of the Intern are no longer required.
- (ix) If the Intern decides to discontinue, he/she should submit 15 days prior notice in writing, failing which he/she shall not be paid any stipend and Certificate.

7. Certificate:

Interns who have completed the Internship with minimum 75% attendance and having submitted the report to the project supervisor to which the Intern was attached would be issued Certificate of Internship.

8. No other Assignment:

The engagement is on a full-time basis and the Intern shall not take any other assignment during the internship period at NITTTR Bhopal.

9. Termination of Assignment:

NITTTR Bhopal shall be within its right to terminate the Internship without assigning any reason whatsoever in following cases.

- a. Any violation of instructions or suppression of facts or disclosure of NITTTR Bhopal matters, records, documents etc. in hard or soft form to an outsider
- b. In the event of unsatisfactory performance or indiscipline noticed at any time, the concerned intern may be discontinued by NITTR before completion of the term of internship, without any stipend and Certificate of Internship.
- c. NITTTRB may disengage the Intern if the services of the Intern are no longer required.

10. Confidentiality of Data and Documents:

Interns shall maintain confidentiality of data and shall not divulge or disclose to any person any details of the manufacturer or other organizations

collected/obtained as part of the project. Interns shall not divulge or disclose to any person any details of NITTTR Bhopal, security arrangements, administrative/operational process, and other organizational matters.

11. Conflict of Interest:

The Intern shall in no case represent or give opinion or advice to others in any matter which is averse to NITTTR Bhopal.

12. Any or all the terms and conditions can be changed with the approval of Director, NITTTR Bhopal.

I accept the above terms & conditions for doing my internship at NITTTR Bhopal.

Name of the candidate:

Signature of the candidate:

Date: