

### **Guidelines for Long-Term Internship**

1. The student must obtain an internship offer letter or email confirmation from the external institution/organization.
2. If the internship is obtained through the Career Development Centre (CDC), the relevant email confirmation must be attached. If the internship is not obtained through the CDC, the student must obtain a No Objection Certificate (NoC) from the CDC.
3. The internship-offering institution/organization must agree to the terms and conditions of IIT Palakkad and allot a mentor from their organization if there is a plan for crediting the internship work. In that case, the student must also identify an internal mentor at IIT Palakkad.
4. The student shall submit the following documents, duly filled and signed, to the Faculty Advisor (FA) and Head of the Department (HoD) for recommendation:
  - a. Internship offer Letter or email confirmation from the external organization
  - b. Email Confirmation from CDC or NoC issued by CDC (refer Sl. No. 2)
  - c. Leave Application Form ([Annexure-A](#))
  - d. Undertaking Form ([Annexure-B](#))
  - e. Credit Completion Status ([Annexure-C](#))
5. After obtaining recommendations from the FA and HoD, all documents listed in Sl. No. 5 must be submitted to the Office of Academics through the respective Department Office.
6. Upon approval by the Dean (Academics), the Office of Academics will issue the required Bonafide Certificate and/or No Objection Certificate (NoC).

#### **Remarks:**

- If the company requires a Bonafide Certificate/NoC prior to issuing the internship offer letter, the Training and Placement Officer (TPO) may request the Office of Academics to issue a Bonafide Certificate ([Annexure D](#)).
- In the case of M.Tech. students, HTTA disbursement shall cease during the internship period, unless specific permission is obtained to continue it.