இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under MoE, Govt. of India)
SETHURAPATTI, TRICHY-MADURAI HIGHWAY, TIRUCHIRAPPALLI 620012
Website: www.iiitt.ac.in   **Mail id:** office@iiitt.ac.in   **Mobile No.:** 9442045851

INTERNAL INTERNSHIP FOR THE IIITT STUDENTS - GENERAL GUIDELINES

Students currently enrolled in a degree program at IIITT and interested in pursuing an internship at the IIITT may apply for the Internal Internship Programme. The internship is offered in the following department/fields:

- Computer Science and Engineering
- Electronics and Communication Engineering
- Mechanical Engineering
- Sciences and Humanities (Physics)

Duration: Minimum of **5 weeks** and a maximum of **8 weeks**.

Internship Period

- **Summer:** 5th June 2025 – 1st August 2025.

- **Winter:** 15th November 2025 – 5th January 2026.

Application Process

- Applications must be submitted in the prescribed format available on the IIITT website.

- The completed and signed application, along with required enclosures, should be submitted through google form https://forms.gle/YtDvGKoQfGwMu2Lb6.

- Convert all your (applicable) documents to PDF and merge them (strictly) in the following order, (1. Institute ID card, 2.Aadhaar card, 3.Printed Consent mail received from the Supervisor, 4.Filled-in Hostel Accommodation Form, 5.Combined Payment Proofs-both Registration and Hostel Accommodation fee, 6.Filled-in Application Form). The final merged single PDF must not exceed 10 MB in size.

Fellowship

Fellowship, if any, will be at the discretion of the supervisor, subject to availability of funds.

Accommodation (Offline Mode Only)

- Hostel accommodation may be provided based on availability and is subject to payment of applicable fees.

- The hostel accommodation fee is ₹300/- per day, inclusive of food. Charges for other amenities, if any, are to be borne by the student.

- Once selected, the application for accommodation must be submitted to the Warden In-Charge, Hostels, through the faculty supervisor and Head of the Department (HoD) for necessary approval.

- The request for accommodation must be submitted prior to arrival as per the institute's existing rules.
- Full payment of hostel room rent and food charges must be made in advance at the Hostel Office, IIIT Tiruchirappalli.
- Separate shared rooms will be allotted for male and female students in the hostels.
- A minimum of one day's charge will be levied for all bookings unless cancelled at least 48 hours prior to the scheduled occupancy date.
- If a student fails to report on the scheduled date, the booking will be cancelled after one day from the original booking date.
- In case of cancellation, one day's charge will apply on a 24-hour basis or part thereof, starting from the time of arrival.
- Accommodation will not be provided to students who are undergoing medical treatment or advice, suffering from communicable diseases, who are bedridden, or In post-delivery cases.
- Incomplete application forms will be rejected and not processed.
- Remit your Registration fee (Rs.500/-) and Hostel Accommodation fee in the following Institute Account through NEFT or other digital payment methods.

> Account Name: Indian Institute of Information Technology Tiruchirappalli
>
> Bank Name: Punjab National Bank,
>
> Branch: Sethurapatti (Nagamangalam)
>
> Account No: 1088000106101545
>
> IFSC: PUNB0108800

Contact Information: For any queries or clarifications, kindly contact your IIITT faculty supervisor.

Important Application Deadlines

- For **Summer Internship**: 4th June 2025,
- For **Winter Internship**: 10th November 2025

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Instructions for IIITT Students to Pursue Internal Internship at IIITT

Step	When	Action
1	Before Joining	Review faculty profiles on the IIITT website and contact the faculty member directly to express your interest.
2	Before Joining	Once the faculty member agrees, Pay the Registration fee and Hostel accommodation fee (if required), download the internship application form from the IIITT website, complete it, and submit it via the Google Form link: https://forms.gle/YtDvGKoQfGwMu2Lb6 along with the required supporting documents (Hostel Accommodation form (Form 2, if required), Payment proofs, and the consent email from the supervisor).
3	Before Joining	If accommodation is required, send the completed hostel accommodation form (Form 2) to the supervisor. Accommodation is subject to availability.
4	Before Joining	Regularly check the IIITT website for updates on shortlisted candidates and notification letters.
5	Upon Arrival	Report at the IIITT main gate or the concerned department. Students requesting accommodation will be guided to their respective hostels.
6	Upon Arrival	Submit a hard copy of the signed application form along with required documents at the office through the concerned supervisor.
7	While at IIITT	Sign the attendance register daily at the department office.
8	While at IIITT	Present your internship work; the date will be scheduled by your supervisor.
9	While at IIITT	Apply for the Internship Completion Certificate at least 7 days before departure. Complete the No Dues Certificate process and submit it with your project report through the supervisor to the Office. Clearly mention the start and end dates.
10	Before Leaving Institute	Collect your internship completion certificate from the faculty supervisor.

FORM -2

HOSTEL ACCOMMODATION FORM FOR INTERNSHIP STUDENTS

1. Name of the Internship student:

2. Gender (Male / Female):

3. Name of the Institute/ College:

4. Full Address of the student:

5. Contact Number:

6. Emergency Contact Number: Blood Group:

7. Whether the student is currently undergoing medical treatment/ advice or suffering

   from any communicable disease or bed ridden or are under post-delivery case.

   Yes/No:_____.   If   Yes,   Please   mention   the   name   of   disease:

   _____.

8. Period of stay: From_____ To _____

9. Date and Time of arrival, Date:_____   Time:_____am/pm

10. Date and Time of departure, Date:_____   Time: _____am/pm

11. Remarks, if any:

Signature of the student   **Signature of Faculty Supervisor**

Date: **Name:**

                                                     Contact Number:

Recommendation of Head of the Department:

☐ **Recommended**   ☐ **Not Recommended**

Signature of HoD: