



Dear Summer Intern,

At the outset, we congratulate you for being selected as a Summer Intern at NIT Rourkela for 2019. Please go through the guidelines regarding joining procedure etc.:

1. Please report for joining Summer Internship on **20th May, 2019 at 9.30 AM in the Academic Section (UG/PG) (main building 1st floor)**, NIT Rourkela with documents as per the list provided at the end. You will be issued Identity cards.
2. **After that you have go to the office of Chief Warden for room allotment.**
3. **You need to submit the Demand Draft for mess charge at the Office of Chief Warden and then only room will be allotted to you.**
4. **In the hostel only bed will be provided. Bedding accessories (Mattresses, blanket, pillow etc) need to be arranged by the summer intern himself/herself.**
5. **After this, please proceed for registration of biometric (Lecture Hall Complex: LA 119) on the same day (20.05.2019).**
6. Please remember that two-time **biometric attendance on the working days during your designated internship period is mandatory for successful completion. Biometric timings: Morning between 7.00 AM to 10.00 AM and Evening between 5.00 PM to 9.00 PM. Except emergency, no leave will be granted.**
7. Next, you have to go to the concerned Department on the same day and have to meet the supervisor as assigned to you.
8. On the next day (21.05.2018) at 05:30 P.M. there will be a gathering (venue will be informed later) to discuss any queries. For the rest of the day summer intern will start their work as per his/her supervisor's guideline in the respective department.
9. For accessing internet, you need to collect the user id and password from data centre (main building, ground floor)
10. It is advised to take care of your own belongings. The Institute will not take any responsibility of the theft / missing of one's personal belongings.
11. Free medical consultation/prescription facility will be extended to the Summer Internship fellows in the NIT dispensary. The expenses towards medicine or treatment outside the NIT dispensary will be borne by the fellows.
12. Library facilities will also be available without borrowing capacity.
13. Interns have to follow the hostel rules like normal boarders.
14. You may bring your Laptop if you have one.



***You are requested to bring the followings:***

1. Print out of original online application, original recommendation form from your HOD.
2. Photocopies of mark/Grade sheets of all semesters of B.Tech./B. Arch./Integrated M. Tech./Integrated M.Sc./M.Sc/MA/MBA/other programme passed so far to fulfil all claims made in the online application form.
3. Identity card of the Institute where you are currently studying.

Please remember that Rourkela will be extremely hot during this period.

**Dr. Sumit Kumar Pal**  
**PIC, Summer Internship Programme**