Form No: PG2

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD**

**OFFICE OF THE DEAN (ACADEMIC)**

**APPLICATION FOR PURSUING RESEARCH INTERNSHIP / ACADEMIC WORK**

**[Not applicable for the Industry Internship which is dealt by the CDC]**

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| **Academic Session** | | | |  | | **Semester** | | | Monsoon | | | |  | | | Winter | | |  | | Summer | | |  |
| 1. | Name of Student | | |  | | | | | | | | | | | | | | | | | | | | |
| 2. | Admission No. | | |  | | | | | | Department | | | | | | |  | | | | | | | |
| 3. | Program | | |  | | | | | | Branch (if any) | | | | | | |  | | | | | | | |
| 4. | Semester | | |  | | | | | | Institute Email ID | | | | | | |  | | | | | | | |
| 5. | Contact Number | | |  | | | | | | Current CGPA | | | | | | |  | | | | | | | |
| 6. | Academic Status  (if applicable) | | | Warning | | |  | | | | | | | | Academic Probation | | | | |  | | | | |
| 7. | Backlog, if any | | | Fail Backlog Count | | |  | | | | | | | | Fresh Backlog Count | | | | |  | | | | |
| 8. | Research Proposal Seminar delivered satisfactorily | | | | | | | | | | | | | | Yes | | | | | No | | | | |
| 9. | Name of the Supervisor | | | |  | | | | | | | | | | | | | | | | | | | |
| 10. | Applying for | | Research Internship | | | | |  | | | | | | Academic Work | | | | | | | |  | | |
| 11. | Brief Information about Research Internship / Academic Work *(A separate sheet may be used)*: | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Name and address of the Institute/Organization where Research Internship / Academic Work will be pursued:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Within Country**  (Attach copy of offer letter) | | | | | | | | | | **Abroad**  (Attach copy of offer letter) | | | | | | | | | | | | | |
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| **Period of Research Internship / Academic Work** | | | | | | | | | | | | | | | | | | | | | | | |
| From | DD/MM/YYYY | | | | | | | | | To | DD/MM/YYYY | | | | | | | | | | | | |
| **Financial Assistance** | | | | | | | | | | | | | | | | | | | | | | | |
| Whether it is a paid Research Internship / Academic Work: | | | | | | | | | | Yes | | | | | | |  | No | | | |  | |
| If Yes, duration | | | | | | |  | | | | | | |

**Undertaking:** I hereby assure that on pursuing the above cited research internship / acdemic work, I will not make any claim for PG degree without completing all the research work as per the delivered Research Proposal Seminar or any kind of academic adjustment for completion of my PG program. If required, I will extend my stay beyond the specified duration but not more than maximum specified duration to complete all remaining work.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Documents to be attached:**

1. Copy of Offer letter 2. Copy of Passport (in case of going to abroad)
2. Recommendation letter for Fellowship, if any. 4. Statement of purpose

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| **Consent of Supervisor:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Recommendation of Thesis Evaluation Committee (TEC):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_  Signature of Thesis Evaluation Committee Members:  1.  2.  3.  4. |
| **Recommendation of DPGC:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Whether IIT (ISM) scholarship is to be paid:  **YES NO**      Date:\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Forwarded by Dean, IRAA** *(In case of pursuing Research Internship /Academic Work abroad):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note:**

1. **Based on the recommendation of the DPGC, HoD may issue NOC**.
2. On approval of the Research Internship / Academic Work request, the HoD will forward a copy of entire documents (along with NOC) to AR (PG) for issuing an Office Memorandum.
3. **The student will be entitled to leave the institute and join the other institute/organization for research internship / academic work only after issuance of the Office Memorandum (OM) from the Academic Section.** If any student leaves from the Institute before issuance of the OM then it will be considered as an unauthorized absence.
4. On return, the student must report in writing to the concerned Supervisor and Convener, DPGC, with a copy to Academic Office.
5. If the duration of the Research Internship/Academic Work is extended beyond the approved duration, whatever the reason may be, prior permission needs to be obtained from the approving authority through the Supervisor/Convener, DPGC. Otherwise it will be considered as unauthorized absence which may result in the termination of the academic program automatically.

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| **Checked & verified by Assistant Registrar (PG):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date: \_\_\_\_\_\_\_\_\_\_\_ (Signature)  Remarks, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved by Associate Dean (PG) / Dean (Academic):**  √  √  **APPROVED NOT APPROVED**    **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date: \_\_\_\_\_\_\_\_\_\_\_ (Signature) |