



Request Procedure for NoC/Bonafide Certificate for Long-Term Internship/Project

CASE 1: Internship Through CDC

1. Student gets the offer letter
2. The company has to agree to the IITPKD conditions and identify an external mentor (mentor in the company)
3. Students have to identify the internal mentor at IIT Palakkad.
4. Students will submit the undertaking form (Annexure-F) to the academic section with both the mentors' signatures along with the leave form (Annexure-E) through the HoD.
5. The academics section will then issue a Bonafide-cum-NOC (Annexure-A/Annexure-B)
6. Academic section will stop the HTTA (unless specific permission is obtained to continue it)
7. In case the company requests a certificate for issuing offer letter, TPO may request the Academics section to issue a bonafide certificate (Annexure-C/Annexure-D)

CASE 2: Internship Through Personal Contact

1. Student gets an offer letter
2. He/She will inform the CDC
3. The company has to agree to the IITPKD conditions and identify an external mentor (mentor in the company)
4. Students have to identify the internal mentor at IIT Palakkad.
5. Students will submit the undertaking form (Annexure-F) to the academic section with both the mentors' signatures along with the leave form (Annexure-E) through the HoD.
6. The academics section will then issue a Bonafide-cum-NOC (Annexure-A/Annexure-B)
7. Academics section will stop the HTTA (unless specific permission is obtained to continue it)
8. In case the company requests a certificate for issuing offer letter, the student through the TPO may request the Academics section to issue a bonafide certificate (Annexure-C/Annexure-D)



Annexure-A: Bonafide-cum-NoC (Course based programs)

IITPKD/⟨⟨branch⟩⟩/BNOC/2023-24/⟨⟨program⟩⟩/⟨⟨letter number⟩⟩

DD-MM-YYYY

BONAFIDE-CUM-NO OBJECTION CERTIFICATE

This is to certify that **Mr./Ms.** ⟨⟨Name⟩⟩ bearing the Roll No.⟨⟨roll no.⟩⟩, is a bonafide student of IIT Palakkad pursuing ⟨⟨mention year⟩⟩ year ⟨⟨program⟩⟩ in ⟨⟨branch⟩⟩.

This certificate is being issued based on ⟨⟨his/her⟩⟩ request for the purpose of applying for an internship at ⟨⟨⟨Internship Firm, Location⟩⟩⟩.

The institute has “No Objection” to the student taking up the above-mentioned internship from ⟨⟨date⟩⟩ to ⟨⟨date⟩⟩. The institute will not provide any financial assistance to attend the internship.

Officer In-Charge (Academics)

(Signature with date & seal)



Annexure-B: Bonafide-cum-NoC (Research programs)

IITPKD/⟨⟨branch⟩⟩/BNOc/2023-24/⟨⟨program⟩⟩/⟨⟨letter number⟩⟩

DD-MM-YYYY

BONAFIDE-CUM-NO OBJECTION CERTIFICATE

This is to certify that **Mr./Ms.** ⟨⟨Name⟩⟩ bearing the Roll No.⟨⟨ roll no.⟩⟩, is a bonafide scholar of IIT Palakkad pursuing ⟨⟨ program ⟩⟩ in ⟨⟨branch⟩⟩, since ⟨⟨dd-mm-yyyy⟩⟩.

This certificate is being issued based on ⟨⟨his/her⟩⟩ request for the purpose of applying for an internship at ⟨⟨⟨Internship Firm, Location⟩⟩⟩.

The institute has “No Objection” to the scholar taking up the above-mentioned internship from ⟨⟨date⟩⟩ to ⟨⟨date⟩⟩. The institute will not provide any financial assistance to attend the internship.

Officer In-Charge (Academics)
(Signature with date & seal)



Annexure-C: Bonafide Certificate (Course based programs)

IITPKD/Acad./B.C./2023-24/⟨⟨program⟩⟩/⟨⟨letter number⟩⟩

DD-MM-YYYY

BONAFIDE CERTIFICATE

This is to certify that **Mr./Ms.** ⟨⟨Name⟩⟩ bearing the Roll No.⟨⟨ roll no.⟩⟩, is a bonafide student of IIT Palakkad pursuing ⟨⟨ mention year⟩⟩ year ⟨⟨ program ⟩⟩ in ⟨⟨branch⟩⟩.

This certificate is being issued upon the student's request to submit to the ⟨⟨company name, Location⟩⟩ to apply for an internship/project position.

Officer In-Charge (Academics)

(Signature with date & seal)



Annexure-D: Bonafide Certificate (Research Programs)

IITPKD/Acad./B.C./2023-24/⟨⟨program⟩⟩/⟨⟨letter number⟩⟩

DD-MM-YYYY

BONAFIDE CERTIFICATE

This is to certify that **Mr./Ms.** ⟨⟨Name⟩⟩ bearing the Roll No.⟨⟨ roll no.⟩⟩, is a bonafide student of IIT Palakkad pursuing ⟨⟨ program ⟩⟩ in ⟨⟨branch⟩⟩ since, ⟨⟨dd-mm-yyyy⟩⟩.

This certificate is being issued upon the student's request to submit to the ⟨⟨company name, Location⟩⟩ to apply for an internship/project position.

Officer In-Charge (Academics)
(Signature with date & seal)

Medical/Maternity/Long Leave/Semester Drop Application for Students/Scholars

Annexure-E: Leave Application Form

Name of the Scholar:

Registration/Roll Number:

Department:

Program:

Type of Leave:

Leave applied for: From:----- To:-----

Reason for Leave¹:

Date: _____

Signature of Applicant

Recommendation of the Guide/Project Mentor (if any):	Recommendation of the Faculty Advisor/Chairperson of DC or MSC:	Approval of the Head of the Department:
Recommended/Not Recommended	Recommended/Not Recommended	Approved/Not Approved
Name and Signature	Name and Signature	Name and Signature

For use by Academics Section

Balance of leave as on date	Leave applied for (no. of days)	Balance	Remarks (Senate Approval Required and taken, not required as per regulations, etc)

Dealing Staff

Officer In-charge (Academics)

Recommended/Not Recommended	Sanctioned/Not Sanctioned
Associate Dean (Academics, UG/PG)	Dean (Academics)

¹Give details and enclose supporting documents such as medical certificate, internship offer, undertaking (only in the case of internship), etc.



Annexure-F: Undertaking Form

Undertaking for External Project/Internship

Name	
Roll Number	
Department	
Degree	
Semester	
Email	
Name of the company/firm offering project	
Project Period	
Proposed project title	
Is it a paid internship/project position? (If yes, HTTA will not be provided)	
If paid, mention the monthly remuneration (Give the approx. value if the exact figure is unknown)	
Will this be part of the Master's or Bachelor's Project?	
Copy of the Offer Letter to be attached	

I, hereby declare that, I shall attend all the classes and exams/tests as per the schedule provided by the institute.

Signature of the student:

Details of the supervisor at the place of internship / project

Name and Designation	
Email Address	
Signature of the Supervisor	

Name, designation and signature of Supervisor from IIT Palakkad:

Date: