Office of Alumni Affairs & International Relation
Indian Institute of Technology Kharagpur

Request for NoC by IIT Kharagpur students for undertaking foreign internship
(NOC to be issued by Dean OR/AdeanAA&IR)

Applicant details (to be filled in by student)			
Name :			
Email ID :		**Contact Number :**	
Roll Number:		**Degree enrolled in:**	
Department/ School/ Centre:		**Expected date of graduation:**	

Proposed Foreign internship details (to be filled in by student)			
Host organization (University/ Institute/ Laboratory) with full address:			
Title of Project/ activity:			
Name, title and contact of mentor/host:			
Start date of internship:		**End date of internship :**	
Source of funding: **Received/ Pending (Tick one)**	**Self / Scholarship**	**Details:**	
Deadline for NoC to reach host organization*:			
Undertaking by student:	- My internship does not violate any academic schedule or policy of IIT Kharagpur. I take full responsibility for my conduct during my visit and agree to strictly follow all guidelines laid down by my host university and host country and I understand that I am answerable to the Dean AA & IR and Dean SA in case of any misconduct that may harm the Institute's reputation. - Once I accept the offer of an internship, I shall not renege on my acceptance, nor accept any other offer for internship. - I shall keep OAA& IR informed about internship offers I receive/accept/decline. - Failure to comply with the above may adversely affect my placement opportunities		
Post Completion Requirements (Write NA if not applicable)			
I am using this form for (tick one):	An application made through OIR or FTP	Requesting NOC from Associate Dean, AA & IR	Other (specify):
Signature of student with date:			

Departmental Approval (to be filled in by Dept./School/ Centre)	
Approval:	Approved / Not Approved
Faculty Advisor Signature with date:	
Forwarded by Head (signature with seal and date):	

Approval	
Forwarded by Chairman CDC (signature with seal and date):	
Approval by ADean AA&IR/DeanOR (signature with date)	

Please note: Kindly return this signed form to OAA& IR for further processing.

*The completed application must be received at least two weeks before the deadline at the host organization