

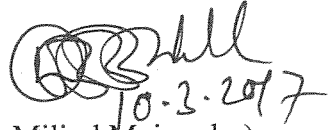
**OFFICE MEMORANDUM**

Sub: Web-based Application Forms –Academic Cell

The Director, Indian Institute of Tropical Meteorology has approved the following recommendation of Academic Cell Committee meeting (held on 23 February 2017) for the smooth functioning of processing the application forms of Internship / Project Students and day to day activities of Academic Cell.

1. Web-based application form for Internship and for project students will be asked to be submitted by the students through the portal created on IITM website. For internship students, the link of online application form will be opened for one month, quarterly in every year (i.e. Jan., April, July & Oct.) and for M.Sc./M.Tech. Project students, the same will be opened twice for two months in a year (i.e. 1March-30April, 1Oct.-30 Nov.).
2. The committee nominated Mrs. S.U. Athale, S.O. (II), for overall supervision and creation of web portal for web-based application forms. With the due approval of the Academic Cell Committee, the format of application form will be uploaded on web-portal-IITM website.
3. Maximum twenty (20) applications for Internship and thirty (30) applications for M.Sc./M.Tech. Project will be accepted on merit basis in each session.
4. Internship student/Project student will not contact any individual guide directly for carrying out projects. However a student may indicate, in the form, if he/she wishes to work on a specific topic. Such information will be used while making allotments of guide.
5. Scientists/guides of the Institute will be asked to give willingness to guide the Internship/Project students along with the broad topic. The timeline for submission of requirement of an intern or a project student by the scientist/guide will be the same as mentioned in point No. 1.

6. It is mandatory for each student, to submit the project report (soft & hard copy) to the Academic Cell with the signature of project guide by completion of the internship/ project.
7. After the last date of form submission Academic Cell Committee will evaluate and short list the students and allocation of guides, with approval of the Director. The shortlisted students name along with the guide will be uploaded on IITM Academic Cell website within a month.
8. Committee recommends those who are not IITM Ph. D. students, will be needed to complete their research work in their respective place of research and IITM facilities such as office space, computing facilities, accommodation in hostel etc. may be provided for short term duration only (2 to 3 months).

  
(Dr. Milind Mujumdar)  
Senior Manager  
For Director

Copy to:

All Project Director / Divisions / Sections /Units / Centre