



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்

(சंसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvavur.

CUTN – 13(84)/2016-AC

3553

12/04/2024

NOTIFICATION

Sub: Nodal Officer – Handling of Internship Applications.

Dr. J. Rajesh Banu, Associate Professor, Department of Biotechnology is hereby nominated as Nodal Officer to process the internship applications. The Nodal Officer has to follow CUTN Internship Guidelines. The files to be processed through the Academic Section.

This is issued with the approval of Vice Chancellor.


12/04/24
REGISTRAR

To

Dr. J. Rajesh Banu, Associate Professor, Department of Biotechnology, CUTN.

Copy to

1. All Statutory Officers, CUTN.
2. All Deans/HoDs/Faculty Members, CUTN.
3. System Analyst, CUTN (To publish in University Website)
4. PS to VC, CUTN.
5. PS to Registrar, CUTN.

பொ. அ. திருமூரகன்
PROF. R. THIRUMURUGAN
REGISTRAR
தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்
Central University of Tamil Nadu
நீலக் குடி களம் / நீலக் குடி பரிசர் / Neelakudi Campus
திருவாரூர் / Thiruvavur - 610 005
தமிழ்நாடு / Tamil Nadu



तमिलनाडु केन्द्रीय विश्वविद्यालय

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CUTN - 13(84)/2016-AC

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16/04/2024

NOTIFICATION

I am directed to notify the internship guidelines and internship application form for students from other institution to apply internship at CUTN.

Dean (Academics)

Encl: 1. Internship Guidelines at CUTN.

2. Internship Application form

संकायाध्यक्ष (अकादमिक)/Dean (Academics)

Central University of Tamil Nadu

तमिलनाडु केन्द्रीय विश्वविद्यालय

तिरुवारूर/Thiruvavur-610 005

Copy to

1. All Statutory Officers, CUTN.
2. All Deans/HoDs/Faculty Members, CUTN.
3. Chief Warden (Girls & Boys Hostel), CUTN.
4. System Analyst, CUTN (To publish in University Website)
5. PS to VC, CUTN.
6. PS to Registrar, CUTN.



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CUTN- 13(84)/2016-AC

16th April 2024

INTERNSHIP GUIDELINES AT CUTN

Guidelines for Interns:

1. The students wish to carry out internship at CUTN shall submit the prescribed internship application form which is enclosed as **Annexure – I** to the internship Nodal Officer.
2. The interns can be UG/Integrated PG/PG students or Research Scholars.
3. The nominal fees for the interns of non-CUTN students is fixed. The fees recommended are as given below:

Science Stream	Humanities Stream
For one month Rs.3000/-	For one month Rs.2000/-
For two months Rs.5000/-	For two months Rs.3000/-
For six months or one semester Rs.10,000/-	For six months or one semester Rs.6000/-

4. The internal students (CUTN) can work as summer/winter intern at CUTN without any fee with the permission of Head of the Department and University administration.

Guidelines for Internship Supervisor/Department:

5. Maximum of four interns from other institution per faculty per session.
6. Fee to be paid under the head on “Internship”.
7. The duration of the internship for the CUTN students is as per CUTN norms.
8. Temporary ID card will be issued to the external interns on payment of fee.
9. Based on availability, University Hostel facility may be provided to the interns on payment.
10. On completion of the internship, certificate will be issued by the Supervisor and Head of the Department.

11. The internship marks for CUTN students doing internship in other institutions i.e., 60% as external and 40% as internal. The 40% marks can be awarded by the department committee of three faculty members. The 60% to be awarded by the host institute supervisor based on attendance, work and other criteria fixed by him/her.
12. Common template for internship report will be shared to the department and faculty by the Nodal Officer.
13. The Supervisor/Departments have to maintain attendance for internal and external interns.
14. Without permission of the CUTN authorities no student is allowed to do any internship/training in the departments.