



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

Centre for Career Development

F.NITA.72 (61-CCD)/Internship Coordinator/2020-21

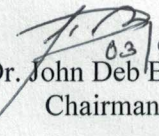
Dated: 03/03/2023

Notice

Subject: Procedures to be followed for issuing Letter of Recommendation (LoR) with respect to Training/Internship for the Undergraduate and Post Graduate students of NIT Agartala.

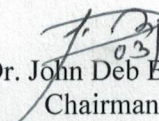
Based on the approval of the Competent Authority, vide File No- F.NITA.72 (61-CCD)/Internship Coordinator/2020-21, students will apply for Online/Summer/Winter Internships/Training Program to the CCD through proper channel. In this regard, approved format of Letter of Recommendation (LoR), Student Declaration Form and Forwarding Letter have been included in MIS Portal of the Institute. In this connection, the following procedures to be followed by the students for getting Letter of Recommendation (LoR) with respect to Training/Internship for the Undergraduate and Post Graduate students of NIT Agartala.

- 1) The individual student will fill up the Letter of Recommendations (LoR), Student Declaration Form and Forwarding Letter alongwith student database information through their respective MIS Account for Online/Summer/Winter Internships/Training Program.
- 2) The signed copies of two sets of the documents (LoR, and Student Declaration Form) alongwith the Forwarding letter need to be submitted to the respective Student Internship Coordinator by the student.
- 3) The above mentioned documents need to be submitted to the Departmental Faculty Placement Coordinator by the Student Internship Coordinator of the respective Department/Branch. All the cases will be sent to CCD for necessary approval.
- 4) Finally, the LoR will be signed by the Faculty Coordinators after getting necessary approval and will be issued by the CCD.


03/03/2023
(Dr. John Deb Barma)
Chairman, CCD

Copy to:

1. P.S. to the Director, NIT Agartala, for kind information.
2. The Registrar, NIT Agartala, for kind information.
3. All HoDs, for kind information.
4. All the Concerned, for kind information.
5. The System Administrator, to kindly upload the notice in the Institute website.


03/03/2023
(Dr. John Deb Barma)
Chairman, CCD