



राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन एवं नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy)

गुरुग्राम - फरीदाबाद मार्ग, ग्वाल पहाड़ी, गुरुग्राम - 122 003, हरियाणा, भारत
Gurugram - Faridabad Road, Gwal Pahari, Gurugram -122 003, Haryana, India

File No: SDD-36011/1/2023-LAB


Dated: 06-05-2025

OFFICE ORDER

Subject: Rules, Regulations, and Undertaking for Student Interns engaged on Short-Term Basis at NISE

I am directed to convey that the Competent Authority (DG, NISE) has accorded approval for Rules, Regulations, and Undertaking for Student Interns engaged on Short-Term Basis at NISE.

The Rules, Regulations, and Undertaking are hereby annexed with this order for further reference.


(Dr. Avadhesh Yadav)
Deputy Director General

Copy for information:

1. Office of DG, NISE
2. All Regular Officer/Staff, NISE
3. All Laboratory/Project Heads
4. IT Division for uploading in NISE-Intra
5. Guard File

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National Institute of Solar Energy (NISE) Rules and Regulations for Student Interns (Short-Term Basis)

Introduction:

National Institute of Solar Energy (NISE) is dedicated to fostering innovation, research, and sustainable energy solutions. As part of NISE's commitment to educating future leaders in the solar energy sector, student interns are welcomed to join the institute for short-term internships. To ensure a safe, productive, and respectful environment for all, the following rules and regulations have been formulated. These rule and regulations are designed to maintain high standards of conduct, discipline, and safety for student interns during their time at NISE.

1. General Conduct:

- **Professionalism:** Interns are expected to maintain a high level of professionalism while working at NISE. This includes punctuality, respect for colleagues and supervisors, and a commitment to upholding NISE's core values.
- **Work Ethics:** Interns should be proactive, responsible, and diligent in carrying out assigned tasks. They must demonstrate integrity in all their work, ensuring all tasks are completed on time and to the best of their abilities.
- **Respect for NISE Property:** Interns should respect all property and equipment of NISE. Any damage to property due to negligence or misuse may result in disciplinary action.
- **Confidentiality:** All research, data, and any proprietary information related to NISE should remain confidential. Interns must not share any sensitive information or documents with unauthorized individuals or organizations. The research data/results obtained from NISE must not be used for publication without the Institutes prior approval.
- **Communication:** Interns are encouraged to maintain open communication with their supervisors. Any concerns or issues related to their internship must be brought to the attention of their supervisor or the Internship Division.

2. Behaviour and Discipline:

- **Respectful Interaction:** Interns are required to interact respectfully with all employees, fellow interns, and visitors at NISE. Discrimination, harassment, or any form of inappropriate behaviour—including exclusionary conduct—will not be tolerated.
- **Attendance and Punctuality:** Interns must adhere to the work hours specified by their supervisor. In case of illness or unavoidable absence, interns are required to inform their supervisor beforehand. Repeated unexcused absences or tardiness will be subject to disciplinary review.
- **Dress Code:** Interns should dress in a manner that is professional and appropriate for a workplace setting. Casual attire is permitted, but clothes should not be overly casual (e.g., no flip-flops, shorts, or inappropriate graphic tees). Safety gear (if required) must always be worn when working in specific labs or on field assignments.



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3. Safety and Security:

- **No Night-Time Movement on Campus:** For the safety of all interns, no movement around the NISE campus is allowed after sunset, except for essential activities. The surrounding area of NISE is prone to the presence of wild animals, which may pose a risk to personal safety. Any intern found outside the designated residential or office areas after sunset will be subject to disciplinary action.
- **Emergencies:** In case of an emergency or an urgent situation, the intern's first point of contact should always be their allocated supervisor. The supervisor will guide them on the necessary steps to take. In case the supervisor is unavailable, the intern may contact the head of security.
- **Accidents and Injuries:** Any accidents, or injuries, regardless of their severity, must be immediately reported to the supervisor and the head of security. Interns are responsible for their own personal safety during the course of the internship and institute would not be responsible for any mishap/eventualities during the course of internship.
- **Campus Access:** Interns are not permitted to access restricted areas of the campus without prior approval from their supervisor. This includes laboratories, storage rooms, or other specialized areas. Unauthorized access will lead to immediate action.

4. Leave and Absence:

- **Prior Permission to Leave Station:** Interns must seek prior permission from their assigned supervisor before leaving the station or taking time off for any reason, whether for personal or professional matters.
- **Leave Policy:** Interns are allowed to take leave with the permission of NISE supervisor. In case of emergencies or urgent situations, interns should inform their supervisor as soon as possible to seek permission for any leave.

5. Supervisor's Role and Responsibility:

- **Assigned Supervisor:** Every intern at NISE will be allocated a specific supervisor who will be responsible for their guidance, evaluation, and monitoring during the internship. Interns must consult their supervisor for any matters related to their work, leave requests, or personal issues that may affect their internship.
- **Supervisor's Approval for External Activities:** Interns must seek their supervisor's permission before engaging in any activities outside of the internship program, particularly those that may affect their availability for work.

6. Code of Ethics:

- **Academic Integrity:** Interns are expected to conduct themselves in an academically honest manner. Plagiarism, falsification of data, or any form of dishonesty will not be tolerated at NISE.
- **Respect for Local Culture:** Interns from different regions or countries are expected to show sensitivity to the local culture and traditions while on campus.



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7. Termination and Disciplinary Action:

- **Violation of Rules:** Any violation of the above rules and regulations may lead to disciplinary action, including but not limited to verbal or written warnings, suspension, or termination of the internship with the approval of competent authority.
- **Immediate Termination:** In severe cases, such as gross misconduct, theft, harassment, or other illegal activities, NISE reserves the right to terminate the internship immediately, with no further notice.

NISE is committed to providing a meaningful and productive internship experience for students. By adhering to these rules and regulations, interns will contribute to maintaining a safe, respectful, and professional environment conducive to both personal and organizational growth. Interns must ensure that they are fully aware of and comply with these Rules and Regulations during their tenure at NISE.

These rules and regulations have been established to protect the well-being of both interns and the NISE community as a whole. It is the responsibility of each intern to read, understand, and abide by these rules. Non-compliance will be addressed seriously and may result in termination of the internship.

Acknowledgment:

I, the undersigned, hereby acknowledge that I have read and understood the Rules and Regulations of the National Institute of Solar Energy (NISE) as detailed above. I agree to abide by all terms and conditions during my internship at NISE.

Intern Name: _____

Signature: _____

Date: _____

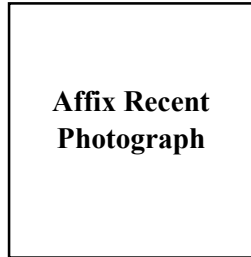


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Undertaking by the Student for the Project Work at NISE

1. Name of the Student:
2. Date of Birth:
3. Aadhar Number:
4. Father/husband's name:
5. Present address:
6. Phone Number:
7. E-mail ID:
8. Emergency Contact Person & Phone No:
9. Blood Group :
10. Educational Qualifications: Graduate/Post Graduate/PhD
(Mention the discipline against the course selected)
11. Name of the Institute:
12. Address of the Institute:
13. Institute Contact Details:



I have read the prescribed rules and regulations and I agree to abide by them during my project work at NISE and adhere to the conduct and discipline mandate of the institute. I will not include in any unlawful activity and will maintain decorum with fellow students and staff of NISE. I am also aware that officers and staff of NISE would not be responsible for any mishap/eventualities during the course of internship.

Date:

Place:

Signature of Candidate