



SAHA INSTITUTE OF NUCLEAR PHYSICS
1/AF, Bidhannagar, Kolkata-700 064

Policy for Externally Accepted Interns

Saha Institute of Nuclear Physics (SINP)

1. Scope & Applicability

This policy applies to students (UG/PG) accepted by SINP Faculty Members for short-term research projects (typically 1–3 months) outside the centralized Institutional Internship Programs.

2. Mandatory Approval & Clearance

No intern shall be allowed entry into SINP premises without formal Approval & Clearance.

- **Approval Authority:** The request must be forwarded by the Host Faculty and approved by the **Head of the Division**.
- **Host Institution Clearance:** Interns must submit a copy of their College/University ID and a "Letter of Introduction" from their HOD/Principal.
- **Gate Pass:** Upon approval, the Security Section will issue a **Temporary Access Pass (TAP)** valid for the specific duration of the internship.

3. Financial Terms & Liability

- **Zero Financial Liability:** SINP will not provide any stipend, travel allowance, or contingency grant to interns accepted on a personal capacity.
- **Financial Support:** If the Host Faculty wishes to pay a stipend, it must be drawn from their own **Extramural Projects** (e.g., SERB, DST, CSIR, Science Academy) and must comply with the specific funding agency's norms.
- **Medical Insurance:** The intern must provide proof of valid personal accident/medical insurance. The Institute bears no liability for any accident that may occur on the Institute premises.

4. Resource Access & Restrictions

- **Laboratory Access:** Access is limited to the host's laboratory. Access to Central Facilities (e.g., Clean Rooms, High-End Imaging, central HPC servers) requires a separate request by the Host Faculty to the respective HoD.
- **Hostel/Accommodation:**
 - Institutional hostels are reserved for centralized program students only.
 - Personal interns may only be considered for **vacant "Transit" accommodation** on a payment basis, strictly *after* all official program students are accommodated. In case, a student is accommodated in SINP Hostel, a temporary bus-pass may be issued by the Transport Section.
- **Library & IT:** Interns will be granted "Reading Room" access only. No remote VPN or institutional email ID will be provided. Wi-Fi access is subject to registration of MAC address of user's laptop with the Computer Section.

5. Intellectual Property (IPR) & Publications

- All data generated during the internship remains the property of **SINP**.
- Any publication resulting from the work must acknowledge the Institute.
- The student must sign a **Non-Disclosure Agreement (NDA)** regarding institutional data or research protocols if applicable.

Administrative Flowchart for Onboarding

Step	Action	Responsibility
1	Acceptance Letter	Host Faculty
2	Submission of Intern Dossier (CV, ID, Insurance)	Student
3	Divisional Approval	Head of Division
4	Administrative Approval	Registrar's Office
5	Issuance of Temporary Access Pass	Security Section