

ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ

ਸਿੰਡੀਕੇਟ ਦੀ ਇਕੱਤਰਤਾ ਮਿਤੀ 21.7.2023 ਦੀ ਕਾਰਵਾਈ ਦੇ ਪੈਰਾ ਨੰ:
5.13 ਦਾ ਉਤਾਰਾ।

Item No. 5.13

Title Recommendations of the committee regarding the on campus internship rules/ policy.

Background The meeting of the committee to frame on campus internship rules/ policy was held on 19.7.2023.

Previous decision of the Syndicate NIL

Points under consideration:

To consider the recommendations of the committee dated 19.7.2023, as per **Appendix**, to frame on campus internship rules/ policy.

Approved as per Appendix.

ਪਿੱਠ ਅੰਕਣ ਨੰ: 2400-260/ਸਿੰ: /ਐਮ.

ਮਿਤੀ 25/7/2023

ਉਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ, ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਅਤੇ ਸਬੰਧਤ ਸ਼ਾਖਾਵਾਂ/ਵਿਭਾਗਾਂ/ਕਾਲਜਾਂ/ਸੰਸਥਾਵਾਂ ਆਦਿ ਨੂੰ ਸੂਚਿਤ ਕਰਨ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. Dean, Academic Affairs
2. Dean, Students Welfare with file



ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ (ਸਿੰਡੀਕੇਟ)
ਵਾਸਤੇ ਰਜਿਸਟਰਾਰ

Dated: 21.7.2023



GURU NANAK DEV UNIVERSITY, AMRITSAR

(Established by the State Legislature Act No. 21 of 1969 and University with Potential for Excellence recognized by UGC)

OFFICE OF DEAN STUDENTS' WELFARE



No. :
Date :

A meeting of the approved committee to frame on campus internship rules/policy was held in the office of Dean Students' Welfare on 19.07.2023 at 11:00 AM. Following members were present in the meeting :-

1. Prof. Preet Mohinder Singh Bedi, Dean Students' Welfare
2. Prof. Sarbjot Singh, Dean, Faculty of Physical Planning & Architecture
3. Prof. Shalini Bahel, Dean, Faculty of Engineering & Technology
4. Prof. Rajesh Kumar, Dean, Faculty of Social Science
5. Prof. Sandeep Sharma, Head, Department of Computer Engg. & Technology
6. Prof. P.K. Pati, Head, Department of Biotechnology
7. Dr. Amit Chopra, Asst. Placement Officer (Nominee for Prof. B.S. Bajwa, Professor Incharge, Placement)
8. Sh. Vipin Kumar, A.R. Accounts (Nominee for Dr. Rajesh Kalia, D.R. Finance)

Following recommendations were made in the meeting:-

1. After thorough deliberations on all aspects of internship policy the committee unanimously recommends the internship policy and placement committee attached as C-5 to 13.
2. It is further recommended that the Internship portal (Internal/ External) will be developed by the Centre for IT Solutions.
3. Chairman of the committee will be authorized to incorporate any change in the policy.

Prof. P.M.S. Bedi

Prof. Sarbjot Singh

Prof. Shalini Bahel

Prof. Rajesh Kumar

Prof. Sandeep Sharma

Prof. P.K. Pati

Dr. Amit Chopra

Sh. Vipin Kumar

Submitted for approval and orders of the Worthy Vice-Chancellor for placing the matter before the syndicate.

Dean Academic Affairs

Vice-Chancellor

A.R. (Syndicate)

(Prof. P.M.S. Bedi)
Dean Students' Welfare

Ch. Anil
21/7/23



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ GURU NANAK DEV UNIVERSITY

INTERNSHIP POLICY

Table of Contents:

1. Introduction
2. Objectives
3. Duration
4. Eligibility
5. Guidelines
6. Expectations from Student Interns
7. Faculty Mentor Allocation, Reporting & Supervision

Appendix 1: Internship initiation report

Appendix 2: Mid-term checkpoint review

Appendix 3: Internship project report

INTRODUCTION

Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the University. Further, depending upon the curriculum structure of various departments within the University, multiple internships may be required in summers and/or winters, and may be assigned academic credits/grades within the curricula. The general structure of the internship(s) requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

OBJECTIVES

The Internship aims to achieve the following for the students:

1. Learnings as students apply their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Calibration of post-degree career plans based on real-life work exposure
4. Pre-placement offers where feasible/appropriate.

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DURATION

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) as prescribed. While the actual structure and durations of the Internship(s) will vary from program to program, it is normal for a minimum duration to be at least eight weeks once during the penultimate year of the program. Typically, summer internships start around May every year and the durations range between six to eight weeks. Specific programs may include two or more summer internships as per the requirements of respective regulatory bodies. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the University.

ELIGIBILITY

- The University would facilitate internship placement of its students undergoing UG/PG programme provided that the student has successfully completed their previous semester examinations and their conduct at the University has been satisfactory throughout the program.
- Students interested for internship should apply in internship portal which will be developed by Centre for IT Solutions.
- For pursuing internship, students should be formally enrolled in an academic institution or working in an industry.
- The selection of outside students for internship will be purely the discretion of the university/department or the respective BOC.
- In case of any issues related to eligibility the decision of the IPC committee will be considered as final.

GUIDELINES

- The Directorate of Placement & Career Enhancement (Placement department) is responsible for operationalizing the Internship Placement process for university students. At the commencement of each academic year, each participating department will constitute a Placement Committee consisting of students and one or two faculty members to be nominated by the BOC of the Department.
- The University will assist in organizing the internship opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests at their own level. Any such internship opportunities directly obtained by the student need to be approved by the University in writing before the student embarks upon the internship.

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- In line with the University's intent to nurture the spirit of entrepreneurship, the University will support students working on their own ventures in lieu of industry internships if these are formally approved by the Heads' of the respective departments and are conducted under respective faculty mentors.
- Any engagement involving freelancing, work from home etc if not approved by the respective Head will not be accepted as valid internships.
- All students who are eligible and are required to undergo internships must fill an Internship registration form.
- Students must complete the minimum duration of internship as specified in the curriculum.
- The students must complete the requisite paperwork, including project reports, presentations in the prescribed formats (if any), and obtain the completion certificates from the sponsoring organizations adhering to minimum specified duration of internship.
- Any internship in multiple organizations must be approved by the student from concerned department.
- A daily diary must be maintained by the student during the internship period. This diary must be checked by the Faculty Mentor during the midterm checkpoint and closure of the internship period.

EXPECTATIONS FROM STUDENT INTERNS

The students act as unofficial spokespersons and help in building the image of the University. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the University. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

- Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.
- The University expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the University. Any student found disregarding any of the norms would be liable for disciplinary action.
- Any act of non-cooperation or manipulation with the sponsoring organization's selection process; and/or misconduct or acts of dishonesty are liable to withdrawal of Internship at the University's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend, and any such behaviour that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.
- Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.

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- The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment.
- The University cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.
- Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the University.
- If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed and will not be eligible for further placement assistance from the University.

FACULTY MENTOR ALLOCATION, REPORTING & SUPERVISION

During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty mentor from the respective department depending on the project domain and the type of organization. The projects will be performed under the direct supervision of the Reporting manager and will receive guidance from the faculty mentor. The following process is envisaged:

1. Faculty mentor will be assigned for each student by the Head/BOC of the respective department.
2. The allocation of faculty mentor shall seek to obtain a match with the faculty expertise areas, to allow interaction between the faculty and the industry. Such interactions are expected to lead to collaborations for research, executive education, and consultancy projects etc. and are viewed as beneficial to the faculty members of the University.
3. Upon the allocation, Directorate of Placement & Career Enhancement will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
4. During this course, several interactions between the Faculty and the organization are expected. These can be conducted through multiple modes such as email, phone, video, or in-person as may be expedient/appropriate.
5. While there is no explicit guideline about the number of interactions, the following interactions are envisaged:
 - (a) Initiation stage: Directorate of Placement & Career Enhancement will introduce the reporting manager of the sponsoring organization to the University's faculty mentor. The faculty mentor will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed, and Deliverables from the internship. The student intern will prepare a short write-up documenting these elements and get it signed by both the reporting manager of the sponsoring organization & the Faculty mentor. (See Appendix 1 for the report format).
 - (b) Mid-term checkpoint: Faculty Mentor will conduct a mid-term review of the progress of the internships – typically around 4-5 weeks after commencement. After the review, the Faculty Mentor shall prepare a mid-term progress report in the format given in Appendix 2.

- (c) Closure: At the end of the internship, the student intern shall prepare a report (Appendix 3) and may be optionally required to make a presentation to the organization. As a proof of completion of internship, the student intern will obtain a letter of completion from the organization showing the performance evaluation as per university rules.
6. Where possible, the Faculty mentor should make at least one visit to the workplace of the student for a meeting with the organization to review the progress made by the student and to build up long term relationship between the University and the organization.
7. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace are some examples of serious misconduct during the internship. In case the student intern is found to have **indulged in such misconduct, then he/she is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.**

1-8

Appendix 1: Internship initiation report

Name of the student intern:

Name of the company:

Manager supervising the internship project:

Faculty mentor:


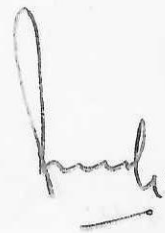







Project start date:

Project objectives:

Project scope and activities:

How will the project be performed?

Project deliverables:





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Appendix 3: Internship project report

The Internship project report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often subject the interviewees to in-depth examinations. Recruiters judge the quality of the report based on student's analytical skills, methodology, grasp of research tools and contribution to the organization in terms of cost or time saving attributable to implementation of student's recommendations. The University expects every student to take the report preparation seriously and submit an excellent project report at the end of internship which would enhance the student's chances of placement.

The report should cover the following aspects:

- (i) **Introduction:** Clear understanding of the topic/subject; understanding of the organisation/unit/field.
- (ii) **Literature Review:** Published studies, review of similar studies
- (iii) **Details about the study:** Objectives, formulation of the problem, scope, and rationale of the study.
- (iv) **Methods/methodology adopted for the study:** Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- (v) **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- (vi) **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
- (vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organizations.
- (viii) **Presentation of the report,** format of the report, flow of the report, style, language, etc.

Internship & Placement Committee (IPC)MEMBERS OF THE COMMITTEE:

1. Prof. (Dr.) Preet Mohinder Singh Bedi (Department of Pharmaceutical Sciences, GNDU, Amritsar)	Chairman
2. Dean Faculty of Physical Planning & Architecture	Member
3. Dean Faculty of Engineering & Tech.	Member
4. Dean Faculty of Social Science	Member
5. Head, Department of Computer Engineering & Tech.	Member
6. Director/Prof. Incharge (Placement)	Member
7. Prof. P. K. Pati, Dept. of Bio tech.	Member
8. D. R (F)	Member
9. Assistant Placement Officer	Member Secretary

Note: i) Any Other Member/s as Special Invitee/s with the approval of Chairman IPC.
 ii) IPC work from, Directorate of Placement & Career Enhancement, GNDU, Amritsar
 (Placement Department)

AIMS

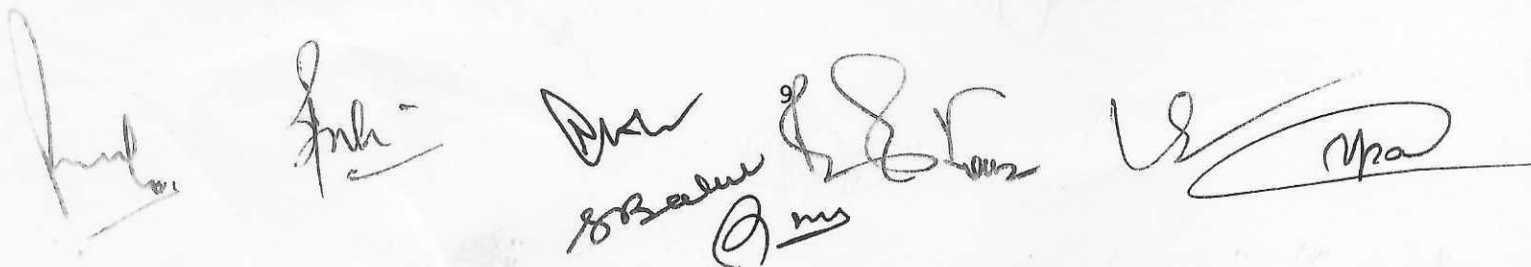
- To widen the students' perspective by providing exposure to real life organizational, legal and environmental situations
- To enable the students to explore industry and organization, build a relationship with advocates or simply hone their skills in a familiar field
- To provide invaluable knowledge and networking experience to the students through internship

OBJECTIVES OF THE INTERNSHIP PROGRAMME

- To enhance the students to gain practical experience in real work environment
- To assist the students to develop professional skills and etiquettes
- To supplement the knowledge of the students that enhance their participation in their classes

DUTIES AND RESPONSIBILITIES OF COMMITTEE

- Providing orientation to the students regarding the importance of internship
- Providing training and workshop on how to build the résumé and mock interviews
- Providing opportunity to the interested students for internship in their area of interest by providing support to the students i.e. issuing bonafide/conduct certificate.
- Providing opportunity to the selected students in the High court based on their academic performance and other activities.



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