

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification No.F-9-
36/2006-U.3 (A) dated 25th May 2007**



Registrar

Registrar
Sri Devaraj Urs Academy of Higher
Education and Research
Tamaka, Kolar - 563 103.

Internship Policy



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

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| Name of the Policy/ Guidelines | Internship Policy (Allied Health & Basic Sciences) | |
| Short Description | The Internship Policy provides SOP's of various departments/Units of SDUAHER for newly joined Interns. | |
| Scope | This policy is applicable to all the Under Graduate and Post Graduate students of Allied Health & Basic Sciences. | |
| Policy status | <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised | |
| Date of approval of Version 1 | 15 October 2020 | |
| Policy No. | SDUAHER/KLR/POLICY/025 | |
| Brief description of last revision | Not Applicable | |
| Date of approval of current revision | Not Applicable | |
| Effective date | | |
| Approval Authority | Board of Management | |
| Responsible officer | Registrar | |
| Name of the Policy/ Guidelines | Standard Operative Procedures for Interns | |
| Details of Revision | Date of Revision | Approved by |
| | | |
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SDUAHER ALLIED HEALTH SCIENCES INTERNSHIP POLICY

1.0 Introduction

This policy seeks to engage students pursuing Under Graduate/Graduate/Post Graduate Degrees or are Research Scholars enrolled in recognized University/Institution within India or abroad, as "Interns". These 'interns' "shall be given exposure to various Divisions/Departments within the Academy and would be expected to supplement the process of analysis within the Academy through empirical collection and collation of in-house and other information. For the " Interns" the exposure to the functioning of the various departments of the Academy may be an add-on in furthering their future interests.

The internship will be on unpaid basis.

2.0 Purpose:

To allow short term exposure of "selected candidates " within the different Divisions/Units/Departments of the Academy as 'Interns'.

3.0 Objectives of the Scheme:

- 3 a. To allow young academic talent to be associated with the Academy's work for mutual benefit.
- 3 b. The Interns" shall have an opportunity to know about the functioning and policy issues in a Health Care providing institution in Rural India and contribute to generating inputs such as empirical analysis, briefing reports, policy papers, etc.

4.0 Internship:

Internship shall be available throughout the year based on the requirements of the Academy.

5.0 Eligibility:

Bonafide students of any recognized University/ Institution within India or abroad, fulfilling following conditions are eligible to apply for the internship:

- a. Under-graduate students, having completed/appeared in the term end exams of second year 4th, semester of the bachelor degree course.
- b. Graduate students having completed/ appeared in the term end exams of first year/2nd semester of their post graduate program or perusing research/PhD.
- c. The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies may also be considered for internship.

The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months e.g. if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December.

6.0 Period:

The period of Internship shall be at least two weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.

7.0 Experience Certificate:

A certificate regarding successful completion of internship shall be issued by the Registrar/Dean of the concerned Faculty of the Academy in the enclosed format – Annexure-I

8.0 Procedure and Conditions for Applicants:

- 8.1. Interested applicants may apply to the Registrar/Dean of the Academy in the address link to be indicated in the website of the Academy during 1st to 10th of every month.
- 8.2. A candidate can apply for internship only once during a financial year.
- 8.3. The applicants who do not fulfil the eligibility conditions, their applications shall be rejected by the system automatically.
- 8.4. The selected applicant has to produce original mark sheets and NOC from the college/institution at the time of joining, failing which his/her candidature shall be cancelled.

9.0 Procedure for Selection and Other Modalities of the Scheme:

- 9.1. All the applications received will be made available to the concerned Heads of Departments and Consultants in the Academy for further scrutiny and selection of eligible candidates.
- 9.2. The Heads of departments can take a maximum of 3 (three) interns for Internship at a time. This number may be relaxed beyond 3(three) with the permission of VC of the Academy. The decision of the HOD regarding the suitability of a candidate as intern shall be final and binding.
- 9.3. The selected candidates may be asked to submit the soft copy of their NOC from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the Academy. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship.
- 9.4. The HOD has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original

- 9.5. Documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the Academy.
- 9.6. The concerned HOD will send the list of selected candidates to the Deans of the Academy.
- 9.7. The concerned heads of departments/Consultants shall be personally responsible for ensuring that the work program and output mutually agreed upon with the Intern is satisfactorily completed.
- 9.8. Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned departments/Consultants about their learning experience.
- 9.9. Seminars/presentation can be conducted by the concerned Heads of departments for their interns.

10.0 Attendance :

- 10.1 While doing internship in the Academy, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of departments.
- 10.2 It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned HOD`s only.

11.0 Internship Fee :

As the internship counts as an elective, this means the intern student pays to take a course and work with an employer. Hence, the fees will be Rs 2000/- per month.

This issues with the approval of Vice Chancellor, Sri Devaraj Urs Academy of Higher Education and Research, Tamaka, Kolar.

Annexure – I

TO WHOM IT MAY CONCERN

This is to certify that, Mr/Ms..... Student of
..... worked under
during his/her internship period from to at
.....
..... During this period his/her work found to be satisfactory.

HoD

Registrar