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NOTIFICATION NO. KU/POL./2022/001

Date: 6th January 2022

Subject: Karnavati University - Rules and Regulations for Internships and Training of Students (Issue 01 Revision 02)

Karnavati University hereby notifies 'Rules and Regulations for Internships and Training of Students' as appended herewith. These regulations extend to every student who has to undertake or who has undergone an internship and/or training, under any program/course of the University and its constituent Institutes for the completion of the said Program/course and further award of degree. To make a specific set of guidelines for the smooth and effective functioning of the same.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



UID
ignite your
ambition

KSD

UWSB

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KSR

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Rules and Regulations for Internships and Trainings of Students

Policy Title	Rules and Regulations for Internships and Trainings of Students
Key Stakeholders	Student
Approved on	6 th January 2022
Date Effective	7 th January 2022
Next Version	
Relevant Policies	
Relevant Committees/Centres	Internship & Placement Committee Corporate Resource Center
Related guidelines	

1. Short Title and Extent of Application –

These rules shall be called the “*Rules and Regulations for Internship and Training of Students*”. It shall extend to every student who has to undertake or who has undergone an internship and or training, under any program/course of the University and its constituent Institutes for the completion of the said Program/course and further award of degree.

2. Objective –

These rules and regulations are framed with the objectives -

- i. To regulate the procedure of Internships/training for students of the University;
- ii. Make a specific set of guidelines for the smooth and effective functioning of the same;
- iii. Assist the students to gain practical knowledge of their domain of study;

3. Definitions –

- i. “**Corporate Resource Centre (CRC)**” is a centre constituted by the University to facilitate corporate trainings/internships/placements of the students of the university..
- ii. “**Constituent Institutes**” shall include, all the institutes constituted by the University under the Gujarat Private University Act, 2009.
- iii. “**Internship/training**” shall mean a training which shall be undertaken by a student, off/on the campus, at a commercial or non-commercial organization, enterprise, office or industry premises, to get work-based/ practical knowledge in the relevant discipline/subject/course during the period of their program/course.
- iv. “**Internship & Placement Committee**” shall mean the committee constituted by CRC as per the University Rules.
- v. “**Organization**” shall include commercial or non-commercial enterprise, office, industry, firms, Governmental/Non-Governmental organizations, Banks, Hospitals, Public Sector Undertakings, Companies, Tribunals, Courts, Universities, Labs, Factory, industry expert and the like.
- vi. “**Regulatory Authority**” shall mean a body established by the Central/State Government for laying down the norms and conditions for ensuring academic standards of higher education, such as, UGC, AICTE, ACPC NCTE, MCI, DCI, BCI, PCI, NAAC, ICAR, DEC, CSIR.

- vii. **“Student”** shall mean a person who has been enrolled in the University by its constituent Institutes for pursuing a course offered by the University at the Undergraduate and Postgraduate level.
- viii. **“University”** shall mean Karnavati University at Gandhinagar, Gujarat.

4. Applicability – internship/training shall be assigned to the students as per the specific areas of program/course/subject they are enrolled in. These rules shall be applicable to all the students from the day/date of their admission.

- i. These rules apply to all the students enrolled in the various programs provided by the University and its constituent Institutes, at both Undergraduate and Postgraduate levels.
- ii. The internship/training curriculum structure for the respective program/courses offered by the University shall be as per the norms and rules as framed by the constituent Institutes of the University as per the course requirement and in accordance with the guidelines of the regulatory authorities.
- iii. Every student of the University has to compulsorily undertake internships and training, except in cases where the course requirements suggest otherwise.

5. Internship and Placement Committee –

- i. There shall be an Internship & Placement Committee which shall be headed by the Director - Internship and Placement at the University level.
- ii. The Committee is not bound to provide internships, training or placements, the role shall be limited to assistance.

6. Duration of Internship and Training –

- i. The duration of the internship and training shall be as per the individual program/course/subject requirement, in accordance with UGC norms and the rules of other regulatory authorities as declared from time to time.
- ii. The dates/period of internship shall be announced at the commencement of the academic year along with the academic calendar. The dates shall be announced keeping in mind the academic schedule and without altering the total duration of the program.
- iii. The University has full discretion to schedule or reschedule and alter the internship and/or training within the course duration.
- iv. The period of internship and training shall be scheduled either continuously or periodically based on the requirement of the program/course concerned.

7. Procedure for applying for Internships and Training -

- i. Every student shall apply for the internship and/or training on their own, based on their preference of work and location but strictly in compliance with the requirement of the program/course, they are enrolled in at the University.
- ii. It shall be the responsibility of the Student to apply to their respective internship and training organizations well in advance to secure their internship/training.
- iii. In case, when the student is unable to secure an internship/training on their own, he/she shall then apply to the Internship & Placement Committee, well in advance (**Annexure A**). The Committee then may facilitate such students in finding internships and training opportunities.

8. Internship and Training Process -

- i. Once the internship is finalized the Student has to intimate/ inform the Committee or CRC in writing as per the prescribed mode and format (**Annexure B**) along with the letter of acceptance of internship/training received from the respective organization.
- ii. The committee shall then issue a letter of recommendation to the organization through the student, informing them about the internship/training program and criteria of the University, which shall be signed by the Dean of the concerned Institute or the person authorized by him/her. Such a letter shall be submitted by the student to the organization. (**Annexure C**)

9. During the Internship/ Training -

The committee shall constantly monitor the conduct and performance of the student during the internship and/or training. The CRC reserves its right to delegate such monitoring tasks to the teaching employee of the respective institute.

10. Post Internship/Training Process -

- i. At the completion of the internship/training period, the student shall have to submit the following particulars –
 - a. Monthly/periodic report of the internship/training (**Annexure D**).
 - b. The Students may, however, be asked to submit a weekly report if the Committee deems so necessary.
 - c. An internship or training certificate stating the duration and work responsibilities, conduct of the student at the Internship or training, signed by the Organization from which the student has completed his/her internship or training, as Evidence (**Annexure E**).

ii. Format of the report and Certificates shall be as decided by the constituent Institute in consultation with the CRC.

11. Evaluation -

- i. The internship/training program at the Undergraduate and Post - Graduate level shall be as per the academic requirement and shall be included as coursework. The internship shall be evaluated and be counted in the total credit of the entire program.
- ii. The University and its constituent Institutes have the discretion to devise their own mechanism to give academic credits for the internship/training.
- iii. The student shall be assigned grades or marks as per the grading system.
- iv. During the internship/training evaluation, the students have to pass in the said internship and/or training; reappearance in case of failed/incompleted internship and/or training is mandatory.
- v. The marks/grades/credit secured by the student in the internship and/or training evaluation shall be mentioned in the semester and final mark/grade sheet.
- vi. The evaluation criteria for such Internship and/or training shall be made by the constituent Institute which shall be as per the requirements of the regulatory authorities. The components of assessment shall include submission of reports, supervision and monitoring by the CRC or persons authorized by it, viva voce and etc. The rules and weightage of marks for such assessment shall be made by the constituent Institute.

ANNEXURE A

**Application to Internship and Placement Committee for assistance in
internship/training**

Name-

Enrollment No.-

Institute:

Program/Course -

Year:

Semester:

Address:

Email address:

Contact No.:

Subject: Seeking assistance for Internship/training

Field/ Area:

Tenure/Time period:

From:

To:

- I hereby agree and accept the assistance of the Internship and Placement Committee in providing me a suitable internship/training.
- I am aware that the Committee does not guarantee any internship/training, and the committee shall not be held liable in any manner whatsoever.
- I further agree that I shall not request for any change in the tenure, place, organization, nature, mode of the internship/training offered to me by the Committee.
- I shall abide by the rules and regulations of the University as well as the place of internship/training, I shall maintain the student code of conduct at all times.

Signature of the Student:

Date:

Place:

ANNEXURE B

Details of Internship/Training

Date:

Name:

Enrolment No.:

Institute:

Program/Course:

Year:

Semester:

Email Address:

Contact No.:

Details of Internship/training Coordinator -

Name:

Contact No.:

Email Address:

Institute/Department:

Details of Internship/training -

Name:

Contact No.:

Address

Email Address:

**Details of Internship Co-ordinator at the place of
Internship (if applicable):**

Duration of Internship/training:

Mode of Internship/training:

Place of Internship/training:

Whether acceptance letter or communication is attached:

Sign of Internship Coordinator

Sign of Student

Annexure C

Letter of Recommendation to the Internship/Training

Date:

From,
Director - Internship and Placement Committee,
Karnavati University, Uvarsad.
382422,
Contact No.:
Email:

To,

Name and Address

Greetings of the Day!

At the outset we want to thank you for accepting _____ student at _____ (institute) in their _____ (year/semester) of _____ (Program/course) as an intern/trainee at your organization/institution/firm etc. The duration of the internship/training shall be from _____ to _____.

We want to bring to your kind notice that this internship/training shall be treated as part of the curriculum, and the students performance shall be evaluated and graded on the basis of the report and certificate submitted by them, the work they have done and the feedback received from you.

If you require any further information and details you may contact the students Internship coordinator allotted by the University's Corporate Resource Centre, Mr/Ms./Mrs. _____ email _____ contact no. _____. They shall act as a point of contact for the students as well as the organization/institute/firm etc. any grievance, information, clarification can be directed towards them.

Thanking you,

(Name)

(Signature)

ANNEXURE D

Format of Internship/Training Report

1. Title page
 - Details of the Student
 - Name of the University
 - Name of the Firm/ Company/ Institute/ Person
 - Logo of the University
2. Certificate of Internship/Training
3. Preface
4. Acknowledgment
5. List of Abbreviations
6. Information about the Firm/ Company/ Institute/ Person
7. Learning Objectives/Internship Objectives
8. Day-to Day schedule
9. In-detail work carried out by the student
10. Outcomes and Conclusion

ANNEXURE E

Format of Internship/Training Certificate

- *Following is a suggestive format, the certificate shall have to mandatorily include the following information - Name of Student, Name of Place of Internship/training, Signature and Seal of Internship/training, Date or duration of internship/training.*
- *The certificate should be printed on the letterhead of the place of internship/training.*

ON THE LETTERHEAD OF THE PLACE OF INTERNSHIP/TRAINING

DATE:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **(NAME)**, studying in **(year)**, pursuing **(Program/Course)** at **(Institute name)**, Karnavati University, Gandhinagar has successfully completed their internship from **(Joining date to end date)** at _____

During their internship, they have worked, performed tasks, experiments, studied, researched, and

- a)
- b)
- c)

We found **(Student's name)** to be sincere, hardworking, and efficacious. We wish them all the success for their future endeavors.

(Firm/Place/Company/Institute/Organization/Person)

(Signature and seal)

(Date)