

# SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 08 / 2022-23

20<sup>th</sup> February 2023

## STUDENT INTERNSHIP POLICY AT SRM AP

### OBJECTIVE:

SRM University AP thrives for excellence in teaching, learning, research and innovation in the fields of science, engineering, management and social sciences. The aim is to prepare student leaders for future. Therefore, the university provides an opportunity to the student community to learn leadership skills, organization and managerial skills, team work and communication skills through its student internship Programme. The program not only provides exposure to young interns to professional culture of organizations but also provides an opportunity to get fresh perspectives of business of the University. The specific objectives are,

- To build a talent pool with professional competency which can contribute towards industry & society.
- To allow young academic talent to be associated with SRM University, to learn, understand and sharpen Technical / Managerial skills required at job.
- To obtain fresh ideas from budding professionals and implement them in business practices of SRM University.
- To meet the temporary, professional/additional workload, Interns can be engaged.

### ELIGIBILITY:

- All regular students from SRM AP & other reputed Universities/ Institutions shall be eligible to apply for undertaking internship at SRM University, AP - Andhra Pradesh.
- While the policy does not restrict any student at the university from availing this benefit, preference might be given to students who are on need-based.

### STIPEND:

- A paid internship will be part-time. The Interns will be paid stipend @ Rs. 200/- per hour subject to a ceiling of Rs. 15000/- per month for the period of internship. For an exceptional candidate, this may be increased on approval of the Vice Chancellor.
- Paid interns shall have set work hours, which shall be monitored by the concern department/Centre HOD. Such hours shall not exceed twenty (20) hours per week. Paid interns are not employees and are not eligible for employee benefits or paid leave.

  
Dr. R. PREMKUMAR  
REGISTRAR  
SRM UNIVERSITY - AP  
Andhra Pradesh - 522240

**PERIOD OF INTERNSHIP:**

The eligible students may participate in the Programme throughout the academic year including summer and winter vacations. At a stretch, the duration of internship may be from two months to a maximum of six months.

**PROCEDURE FOR APPLICATION AND SELECTION:**

- Head of the department through the respective Dean of the School or Head of the Directorate will raise an MRF (Manpower requisition form) and seek necessary approvals. Post approval, the process of hiring interns will be initiated by HR department.
- Interested applicants may apply for internship in SRM University at least one month in advance to the concern department. Also, HR department may also invite an application from respective institutes/department as applicable.
- Applicants will be required to submit their expression of interest along with their Bio-data.
- Short listed applicant(s) will be invited for an interview with respective Dean of the school or Head of the Directorate.
- A department can hire a maximum of 3 (three) interns at a time. This number may be relaxed with the approval of Vice-Chancellor.
- Engagement letter will be issued by the competent authority from university.
- The student can commence work as per the guidance from concerned department. Respective departments shall carry out orientation to student before she/he starts her/his working as interns.
- Failure to Report for Duty: If any candidate fails to report for duty within the prescribed time frame, then the engagement order shall stand cancelled, and the student will be debarred from the Student Internship Programme in future.

**GUIDELINES OF INTERNSHIP:**

- Interns shall not part with any document/information relating to the University to any outside agency without specific and express permission of university authority. Maintaining confidentiality of student and university records to which the student may have access is important. Any breach of confidentiality will result in immediate termination of internship.

  
**Dr. R. PREMKUMAR**  
REGISTRAR  
SRM UNIVERSITY - AP  
Andhra Pradesh - 522240

- Intern shall abide by all the rules and regulation of SRM University, AP.
- Intern shall maintain proper discipline, decorum and punctuality and will not commit any unbecoming omission/commissions and any act which may bring disrepute to University.
- In case of any loss or damage to the University's property by intern, the cost will be recovered from the intern.
- The intern will make his own arrangement for stay and transport. The University shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.
- In case of stay and usage of transportation facilities, the charges as per University norms shall be applicable.
- The intern will be required to submit complete report of his assignment before departure.
- Supervisor will review and provide feedback to the interns for her/his development at the end of the internship.

#### **ATTENDANCE / OFFICE TIMINGS**

- The office timings for interns may be flexible and must be mutually agreed in advance and mentioned in the offer issued. In such cases any stipend payable shall be adjusted accordingly.
- Interns will be required to sign in the attendance register to be maintained by the concern Department.

#### **Guidelines for successful engagement**

There are some key points to improve job performance (and supervisor satisfaction) no matter whether you work in the campus or outside.

- i. Show up for work on time
- ii. Keep your work area clean
- iii. Have interest and energy at your work
- iv. Demonstrate responsibility and initiative
- v. Communicate with your supervisor

  
**Dr. R. PREMKUMAR**  
REGISTRAR  
SRM UNIVERSITY - AP  
Andhra Pradesh - 522240

### Student Work Evaluations

- a. Before any student completes the work assignment for the academic year, the supervisor has an opportunity to complete a Student Intern Evaluation Form. Supervisors that complete an evaluation should review it with the student intern.
- b. At the end of the performance review, the form should be signed by both the supervisor and the student Intern. The signature does not indicate that student Intern agree with your supervisor's evaluation of his/her work. It merely indicates that he/she had a chance to see and review the evaluation form. All Student Intern Evaluation Forms become part of the permanent file in the concerned department.

### Payment to Student

- i. At the end of every month the student will submit the completed and duly signed 'Time Sheet' to the HR Department.
- ii. The student will be paid stipend on confirmation from department.
- iii. In case of delay or any other challenge the student can seek the help from the Head of the Department or Director HR.

### INTERSHIP CERTIFICATE:

- On completion of the internship supervisor will submit the assessment of the intern to the HR department. An internship certificate will be given to interns that complete the internship as per offer and guidelines and to the satisfaction of the supervisor.
- The Human Resource Department will issue the certificate.

### TERMINATION / EXPIRY OF INTERNSHIP:

- The internship offer may be terminated by either side with 2 days' notice.
- In case of any misconduct, indiscipline, or disinterest on the part of intern including absence without prior information, the training is liable to be terminated at any time without any notice.
- Upon prior termination or on the expiry of offer, the intern will deliver to all documents, data, reports, correspondence, and any other material relating to the internship in good order or in such format as university may reasonably require. Human Resource Department will ensure that the intern no longer attends office, and that his /her name is taken off the attendance register.



  
**Registrar**  
**Dr. R. PREMKUMAR**  
REGISTRAR  
SRM UNIVERSITY - AP  
Andhra Pradesh - 522240