SADHAN CHANDRA MAHAVIDYALAYA

Affiliated to the University of Calcutta and included under section 2(f) & 12(B) of the UGC Act, 1956

Vill.-Harindanga, ❖ P.O.-Chaberia, ❖ P.S.-Falta ❖ Dist.-South 24 Parganas,
Pin.-743504 ❖ Phone : 9734786645; 03174-298873 (Land line)

ESTD-2007   E-mail : sadhanchandra.mahavidyalaya@gmail.com ● Website : sadhanchandramahavidyalaya.org & scm.ac.in

f. No. :   Date ....

Policy on Internship Opportunities for Students

1. Introduction

Sadhan Chandra Mahavidyalaya is committed to providing its students with practical exposure and real world experience through structured internships. This policy document outlines the guidelines and procedures for the Internship Program at the institution.

2. Objectives

The primary objectives of this policy are to:

1. Provide students with hands-on experience in their field of study.
2. Enhance students' employability by developing their professional skills.
3. Facilitate industryacademia collaboration.
4. Encourage students to apply theoretical knowledge in practical settings.
5. Foster a culture of continuous learning and professional development.

3. Scope

This policy applies to all undergraduate and postgraduate students of Sadhan Chandra Mahavidyalaya who are eligible and interested in participating in summer internships. It covers aspects such as eligibility criteria, application and selection process, roles and responsibilities, evaluation, and grievance redressal.

4. Internship Structure and Guidelines

4.1 Eligibility

1. Academic Standing: Students must have completed at least first semester of their degree program and maintain a satisfactory academic record.
2. Disciplinary Record: Students must have a clean disciplinary record within the institution.

4.2 Internship Duration

1. Duration: Internships should typically last between atleast 15 days, depending on the requirements of the host organization and the academic schedule.
2. Timing: Internships should be undertaken during the summer break, usually from May to July.

4.3 Application Process

1. Notification: The institution will notify students about available internship opportunities through official channels such as the college website, notice boards, and email.
2. Application Form: Interested students must complete and submit the internship application form along with their resume and a statement of purpose.
3. Deadline: Applications must be submitted by the specified deadline.

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4.4 Selection Process

1. Screening: Applications will be screened based on academic performance, skills, and relevance to the internship.
2. Interviews: Shortlisted candidates may be required to attend interviews conducted by the host organization or the institution's Internship Committee.
3. Selection: Final selection will be based on the overall assessment of the candidate's suitability for the internship.

5. Roles and Responsibilities

5.1 Institution's Responsibilities

1. Facilitation: Facilitate the internship process by identifying opportunities, liaising with host organizations, and providing necessary documentation.
2. Support: Offer guidance and support to students throughout the internship period.
3. Monitoring: Monitor the progress of interns and address any issues that may arise.

5.2 Intern's Responsibilities

1. Professionalism: Maintain a high level of professionalism, punctuality, and commitment during the internship.
2. Reporting: Regularly update the institution on their progress and submit required reports or evaluations.
3. Compliance: Adhere to the rules and regulations of the host organization and maintain confidentiality.

5.3 Supervisor's Responsibilities

1. Guidance: Provide guidance, feedback, and support to interns.
2. Evaluation: Assess the performance of interns and provide a formal evaluation at the end of the internship period.
3. Communication: Maintain regular communication with the institution regarding the intern's progress and any issues.

6. Evaluation and Certification

1. Evaluation: Interns will be evaluated based on their performance, attendance, adherence to guidelines, and feedback from the host organization.
2. Certification: Upon successful completion of the internship, students will receive a certificate from the institution acknowledging their participation and performance.

7. Stipend and Financial Support

1. Stipend: Stipends, if any, will be provided as per the agreement between the intern and the host organization.
2. Financial Support: The institution may offer financial support or grants to students undertaking unpaid internships, subject to availability of funds and eligibility criteria.

8. Code of Conduct

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1. Ethical Behavior: Interns are expected to maintain high ethical standards and integrity during their internship.
2. Compliance: Adhere to the code of conduct and policies of both the institution and the host organization.
3. Confidentiality: Respect the confidentiality of information gained during the internship.

9. Grievance Redressal

1. Grievance Cell: Active Academic sub-committee, Placement Cell & Grievance Cell to address any issues or concerns related to the internship.
2. Reporting: Interns can report grievances through designated channels such as email or an online portal.
3. Resolution: Above bodies will review and resolve grievances within a stipulated time frame.

10. Monitoring and Feedback

1. Regular Monitoring: The institution will regularly monitor the progress of interns through periodic checking and feedback sessions.
2. Feedback Mechanisms: Establish mechanisms for interns and host organizations to provide feedback on the internship program.
3. Continuous Improvement: Use feedback to continuously improve the internship program and address any gaps or challenges.

11. Review and Amendments

1. Periodic Review: The Internship Policy will be reviewed periodically to ensure it remains aligned with best practices and industry standards.
2. Amendments: Any amendments to the policy will be made based on recommendations from the Internship Committee and changes in regulations or institutional needs.
3. Approval: Amendments will be approved by the Governing Body before implementation.

12. Conclusion

Sadhan Chandra Mahavidyalaya is dedicated to providing valuable experiential learning opportunities through summer internships. By adhering to the guidelines outlined in this policy document, the institution aims to enhance students' professional skills, employability, and overall learning experience.

Policy approved by Governing Body on: 05/12/2022 (Item No.: 18)

(Dr. Sk. Fazlul Haque)
Principal

Principal
Sadhan Chandra Mahavidyalaya
Harindanga, Falta, South 24 Parganas