

Student Internship Policy for UPG College

Purpose

The primary purpose of an internship at UPG College for students is to provide a student with a real-life work experiences related to the student's major academic or non-academic field of interest.

An internship is a part of the student's total academic experience and is not a job per se; it is a learning opportunity having direct relationship with the industry thus providing them a connect with the student's program of study and career interests.

People Involved in the Internship

The Student:

UPG College student having a valid ID Card for an academic year. Internships are initiated by the student, who plans the work experience with their academic guide / Mentor (in-charge professor) / the internship coordinator and the work supervisor at the work site (Company)

The Faculty / Mentor:

Each major has a faculty member dedicated to internships for students in that major. The course coordinator or SVKM Placements Coordinator approves the internship as a part of the student's degree program, works with the student to ensure a solid academic component to the internship

The Field Supervisor (employer):

The supervisor is the contact person at the internship site who is responsible for the day-to-day activities of the intern and who evaluates the student's performance during and post the completion of the work experience (internship).

SVKM's PLACEMENT Cell:

Centralized team of professional's in-charge for liaisoning with the industry / corporate internship and the intern students.

Attendance Committee:

UPG College individual department faculty are members of the attendance Committee reporting to the Attendance committee Chairperson.

Policies

1. An internship is a supervised experience directly related to an academic discipline or any professional niche industry.
2. Some courses like BA in Films have mandatory internship based subjects or tutorials. Other Under-Graduate course should also encourage their learners to pursue Internship to sharpen their life skills.
3. It is suggested that every student in second / third year should be involved in a paid or unpaid Internship / project on part-time basis (devoid of Lecture hours) in industry or at community based services like NGO.
4. A student is free to pursue an internship of his / her choice. However, the said internship must be approved by the Departmental Coordinator. The student must register for an internship within his / her academic department.
5. Students must begin an internship in their second semester of first year and /or second year (semester 3 or semester 4), with prior approval from their mentor
6. Internship should be of minimum six weeks and no more than 2 months per semester. Students must plan their internship and take approval from their mentor or concerned faculty.
7. Students must work for at least 150 hours during a regular semester to avail the internship advantage.
8. The internship may be full time when executed during official academic summer or winter break sessions of UPG College, and may or may not be a paid work experience. Unpaid internship opportunities, however, may discriminate against students with little or no financial reserves.
9. These internships can be arranged by the SVKM Placement Cell or if students have received any offer from their own contacts, then the same could be taken forward upon approval from the College and mentor in-charge. UPG College will only facilitate but not guarantee an internship to any student. The onus lies on the student to arrange for themselves an internship for her / his career enhancements.
10. The internship should be paid in some manner, if possible. Ways to accomplish this include:
 - (a) an hourly or weekly wage or Monthly wage;
 - (b) a single payment.This is completely up to the employer and the negotiation skills of the intern. The college will not negotiate on any monetary parameter for the said internship.
11. Sending students to work in Industry projects or community services will enhance the social awareness and it can also provide them with many valuable corporate skills thus facilitating overall development of the Students / Learner.

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12. Internships should be based majorly on the application of skills and concepts learned in class unless if it's in professional niche sector.
13. Interns must write an Internship Experience Report (essay) and provide the Department coordinator with the respective documents of internship which is the required for academic evaluation.
14. The same report can be converted into a live internship based project only for once if there is any project based evaluation in any of the semester with the approval of department coordinator. Like a TYBMS Student may use their internship learning for their third year Research Projects under a faculty as a guide provided the plagiarism check report is quantified to less than 25%.
15. No Student is allowed to miss lectures for internship. Internship should be mandatorily done during off-college hours.
16. Every student has to comply with attendance ordinances and rules of Mumbai University from time to time and should adhere to the UPG College's attendance committee reporting mechanism.

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