

Presidency University

Kolkata

Guidelines for Summer Training / Internship/ Dissertation Programme for the outside - students in Presidency University

(As approved by the 2nd Governing Board at its 11th Meeting held on 19th October 2022 and with certain revisions made subsequently under the approval of the Hon'ble Vice-Chancellor to be ratified by the Governing Board subsequently)

A. Goal

The primary goal of the Summer Training / Internship/Dissertation Programme for the outside - students in Presidency University is to provide opportunities to the under-graduate and post-graduate students outside Presidency University, employees of the corporate bodies and other segments of the society for gathering practical knowledge and experience in their subjects and thereby stimulating their research interests and enhancing professional skills and employability.

B. Procedures and formalities

1. Any teacher and/or department may impart summer training / internship/dissertation programme without hampering the normal academic and other works of the University and always with prior approval of the Vice-Chancellor of the University on the basis of the recommendation of the concerned Departmental Committee.
2. Duration of the Project may be upto two months. However, it may be more than two months on case to case basis with the recommendation of the Head of the concerned Department and prior-approval of the competent authority of the University.
3. Any outside candidate as stated under 'A' above may apply to a teacher or the Head of any Department of the University for allowing him/her the opportunity for summer training / internship programme. If an employee of a corporate body / industry, both public sector and private sector, is interested to undertake such programme, he/she should have to apply through the competent authority of his/her employer organization.
4. This application should be discussed and accepted in the meeting of concerned Departmental Committee. It needs to be ensured that the terms and conditions of the proposal should be in commensurate with the academic interests of the University and in no way be detrimental to the financial and administrative rules and regulations of the University.
5. On getting the recommendation of the Departmental Committee, the concerned HOD or teacher shall submit the proposal for summer training / internship/dissertation programme through the concerned Dean of Faculty in the prescribed format (Annexure -1) to the Vice-Chancellor for consideration and approval.
6. The concerned HOD/teacher and the concerned Dean of Faculty will be communicated regarding the approval of the Vice-Chancellor by the competent authority of the University.
7. Upon receipt of the approval stated in 5 above, the applicants will pay the requisite fee directly to the designated bank account of the University and obtain receipt from the Finance Office on production of the payment evidence. The concerned teacher / HOD shall obtain such receipt confirmation from the Finance Office before commencement of the programme.

8. Temporary Photo Identity Card shall be issued as per the structured proforma to the trainee / intern for the duration of their training programme / internship.
9. Personal records / testimonials of the candidates will be maintained by the Heads of the Departments.
10. The Head of the Department and the concerned Dean of Faculty will jointly issue a Certificate to the trainee / intern/student after successful completion of the programme.
11. Annual report of such summer training / student internship/dissertation programme in detail is to be submitted by the Heads of the Departments to the Director, IQAC at the end of every academic year.

C. Fees to be paid:

The following fees structure is to be followed:

- For each UG student Rs.3,000/- per month and for each PG student Rs.4000/- per month.
- For other candidate Rs.8,000/- per month if his / her programme is not sponsored and Rs.12,000/- per month if the programme is sponsored by his / her employer or others.
- In addition to the above, one month fee is to be paid by the candidates as interest-free refundable caution deposit.

However, students joining any internship programme under the Scientific Social Responsibility (SSR) Scheme of the DST-sponsored research projects or similar scheme of any other extra-mural research project will get exemption from such fees / deposit.

D. Sharing of Fees:

The fund collected from such fees shall be kept in the University Bank Account. The Finance Office shall maintain proper records of the related fund flow in this respect. Sixty percent (60%) of the collected fees shall be earmarked for purchase of laboratory consumables, instruments, books and journals, etc., repair and maintenance of laboratory instruments, other academic expenses and other infrastructure development for the concerned teacher / Department. Rest forty per cent (40%) shall be kept at the disposal of the University and will be used for any general development purpose as decided by the University authority.