

OPERATING MECHANISM
SOP INTERSHIP/ PLACEMENT – FCS STUDENTS

1. **General.** Internship placement plays a vital role in giving market/ industry exposure to the students once they reach at a reasonable academic stage of studies or complete their graduation. This professional activity enables the student to apply their theoretical knowledge into practical propositions. PRSA&IT Branch has designed two categories of Internship Program for FCS students; Summer Internship Program (SIP), which is normally 7-9 weeks for on-campus students and Regular Internship Program (RIP), which is for MPhil/BS completed and MPhil (Thesis phase). However PRSA&IT entertains NDU students one year after completion of the degree. The duration of this program varies from 3-6 months, as accommodated by the host organization. While formulating the mechanism, HEC Undergrad/ Graduate Policy-2023 and SOP of ISSRA has also been kept in mind.

2. PRSA&IT shall act as a conduit between students and prospective employers in acquisition and finding out, both formal and informal ways, to build the practical skills of the students. Only those prospective organization (s) are approached who are security- wise cleared/approved and can utilize human resource produced by FCS-NDU. Moreover, Internship Placement Office (IPO) - PRSA will also provide necessary advice to the students seeking internship in public and private sector organizations including internship abroad. Defining parameters of the mechanism are as under:-

- a. It should be in line with the provisions of HEC rules, regulations and guidelines on the subject.
- b. Internship will be considered as non-credited activity that may be compulsory for BS students.
- c. Should be in line with national/ international standards being followed by public/ private universities.
- d. Feedback of the students, who have completed the program shall critically be analyzed for future course of assignment.



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3. **Process at PRSA&IT.** The office of the IPO- PRSA will act as a focal office and will adopt the following process for the conduct and management of academic internships:-

- a. Search out the market in public and private sectors, and look for the opportunities of internship related to FCS students.
- b. Efforts will be made to offer at least one opportunity of internship to a student during the entire degree program.
- c. After successful acquisition of vacancies, the SIP and RIP will be advertised through available communication means including PRSA&IT link on NDU Website.
- d. Students will be required to submit online applications. In case of any query, the student can approach IPO-PRSA.
- e. Internal committee of PRSA&IT will scrutinize the submitted applications and carryout selection on merit, as per the eligibility criteria of the prospective organization.
- f. List of the earmarked students will be shared with the respective departments of FCS.
- g. ISSRA will also be offered interns on request. ISSRA will have to update PRSA about the Interns, employed out of HEC Budget.
- h. PRSA will also coordinate with GoP about allocation of internships slots under the National Internship program (NIP).
- i. Interns received under NIP will be accommodated in various Departments/ Branches of FCS, as approved.
- j. PRSA will liaise and coordinate with the organization for schedule of the selected interns.
- k. Some organizations might follow their internal process of selection. However, dropped out students will be offered internship in some other organization.
- l. PRSA will also provide Bonafide and Recommendation Letters to the students desirous to undergo internship at their own arrangements.
- m. Continuous monitoring of the internees will be carried out and PRSA will address any issue if reported by the student or by the host organization.



- n. Student will submit post-internship report to PRSA along with the copy of Internship Certificate and Performance Evaluation Performa, duly filled by the employer/ host organization.
- o. On completion of the program (SIP), Deputy President NDU will be apprised about the status on the case file.



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