



## Ramanujan College Internship Policy

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Ramanujan College is dedicated to promoting practical learning experiences for students through internships and apprenticeships that complement their academic education. This document outlines the official policy regarding attendance for students participating in internships/apprenticeships from the academic year 2024-25. The policy applies to internships/apprenticeships acquired either through the College's Placement and Career Development Cell or through individual student initiatives.

### 1. Eligibility Guidelines

- a) **Eligible Students:** Only bonafide students currently enrolled in semesters III/IV/V/VI/VII/VIII are eligible for attendance benefits associated with internships.
- b) **Duration Limit:** Attendance benefits will be granted only for the duration of the internship, with a maximum duration of 2 months per semester for Semester III and IV students, and 3 months per semester for students in V/VI/VII/VIII semester.
- c) **Essential Repeat Restriction:** Students with an "Essential Repeat" in any previous semester are not eligible for a No Objection Certificate (NOC) for internships.
- d) **Academic Requirements:** Students must have a minimum Semester Grade Point Average (SGPA) of 6.5 in all previous semesters.
- e) **Family Business Exclusion:** No attendance benefit will be granted for internships/apprenticeships in companies owned or operated by the student's parents or family.
- f) **Internal Assessment Responsibility:** Students will not receive any exemptions regarding internal or continuous assessments (other than attendance). It is the student's responsibility to submit all required assessments/tests during the internship period.
- g) **Special Cases:** Participation in official training programs/camps (e.g., NCC) for more than one month *may be* considered equivalent to an internship at the discretion of the principal of the institution upon submission of necessary documents.
- h) **Summer/winter break internships:** Students are encouraged to take up internships during summer/winter breaks. Such students are required to intimate the Placement and Career Development Cell about the same. If the internship period extends beyond the break, the

students are required to obtain NOC from the college and may seek additional attendance benefit for the extended period, subject to the guidelines.

## 2. No Objection Certificate (NOC) Application Process

Before beginning an internship or apprenticeship, students must obtain approval from the TIC and college administration by submitting the following documents to the Placement and Career Development Cell :

- Official offer letter from the host organization
- Marksheets from all previous semesters (or the latest available marksheet)
- Any additional documents required by the institution

## 3. Documentation Post-Internship/Apprenticeship

Upon completion of the internship, students must submit the following within 15 days:

- **Completion/Experience Letter:** Issued by the host organization.
- **Internship Report:** Detailed report of the internship experience.
- **Letter of Recommendation (Optional):** Letter from the employer, if received.
- **Stipend Proof:** If a stipend was received, either a bank statement or stipend slip must be provided.

Providing false information or documents will result in strict disciplinary action, including fines, suspension or expulsion etc, as determined by the Principal of the institution.

## 4. Attendance Benefit Categories

The following categories define the percentage of attendance benefits that students may receive based on the nature of their internship/apprenticeship. It must be noted that the attendance benefit would be given *only* for the duration of the internship, subject to the guidelines.

### Category A (100% Attendance Benefit):

- Publicly listed companies/organizations
- Public sector companies/organizations
- Big 4 audit firms or similar companies
- Big 3 consultancy firms or similar companies
- Vice-Chancellor's Internship
- Central or State government bodies and statutory/international organizations

### Category B (80% Attendance Benefit):

- Work from office paid internships, with a stipend of Rs. 10,000/- or more per month for Management, Commerce, and Science students.
- Work from office paid internships, with a stipend of Rs. 8,000/- or more per month for Arts students.

### Category C (60% Attendance Benefit):

- Work from office paid internships, with a stipend between Rs. 5,000/- and Rs. 10,000/- per month for Management, Commerce, and Science students.

- Work from office paid internships, with a stipend between Rs. 3,000/- and Rs. 8,000/- per month for Arts students.

#### **Category D (40% Attendance Benefit):**

- Work-from-home internships
- Start-ups not covered under Categories B or C
- Other organizations not covered under Categories B or C

### **5. Special Internships**

#### **a. Internships offered *within* the college**

- **PRCIS (Principal Ramanujan College Internship Scheme):** Students participating in paid internships at Ramanujan College will be granted attendance benefits in accordance with the ECA/Sports Attendance Guidelines. This benefit will be provided upon the recommendation of their assigned supervisor, based on the intern's performance. For further details, please refer to Annexure I regarding PRCIS guidelines.

- **IAPC\* (Within College):** Students interning under IAPC within the college will be granted attendance benefits in accordance with the ECA/Sports Attendance Guidelines. This benefit will be provided upon the recommendation of their assigned supervisor, based on the intern's performance.

- **IAPC\* (Outside College):** Students interning under IAPC but working outside the college will receive attendance benefits according to Categories B, C, or D, contingent on the host organization supervisor's report on the student's performance.

- **Articleship for Professional Courses:** Students in Semester V who have cleared the foundation level of professional courses such as CA/CS etc. may apply for a NOC for Articleship. They may receive 60% additional attendance benefit, provided their SGPA is above 6.5 and all other conditions are met.

*\*Kindly refer to the University notification CNC-II/093/1(28)/2023-24/58, Dated:31.08. for the detailed guidelines of IAPC.*

### **6. General Considerations**

- **Attendance Calculation:** Additional attendance benefits will be calculated as a percentage of the total classes held during the internship period, following the guidelines in this document.
- **Discretionary Classification:** The Placement and Career Development Cell reserves the right to classify organizations into Categories B, C, and D based on industry norms and the specific course and internship profile of the student. The Placement and Career Development Cell will evaluate each case individually and make recommendations to the Internal Assessment Committee. The final decision will be at the discretion of the Principal.

## **Annexure-I:**

### **Guidelines for PRCIS (Paid Resource Collaboration and Internship Scheme), Ramanujan College, University of Delhi**

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#### **1. Attendance Benefits for Paid Internships**

Students participating in paid internships at Ramanujan College are eligible for attendance benefits as per the ECA/sports attendance guidelines. These benefits will be granted upon the recommendation of their assigned supervisor, based on their performance during the internship. For further details regarding the PRCIS program, please refer to this annexure.

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#### **2. Objectives of PRCIS**

PRCIS is designed to provide students with valuable entry-level exposure in various fields, equipping them with the necessary skills and knowledge. The specific objectives of the program are:

- To support the goals of "Samagra Shiksha" (holistic education) as outlined in the NEP 2020.
- To bridge the gap between classroom learning and practical experience in real-world scenarios.
- To enable undergraduate students to collaborate with the college for mutual growth and benefit.
- To train students in document organization and data management.
- To develop essential skills such as self-confidence, communication, leadership, problem-solving, and teamwork.
- To enhance the overall college experience and prepare students for the competitive job market.

Interns' involvement will promote a sense of responsibility and strengthen their connection with the college. Their innovative ideas and problem-solving abilities will contribute to systemic improvements within the institution.

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#### **3. Eligibility Criteria for PRCIS**

To be eligible for the PRCIS program, applicants must meet the following criteria:

1. The student should not have an "Essential Repeat" in any paper from previous semesters.
2. The student must have a minimum SGPA of 6.5 in all previous semesters.

Please note: Students are allowed to avail of the PRCIS program only once during their course of study at Ramanujan College.

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#### 4. Nature of the Internship under PRCIS

- **Duration:** The internship will be offered during the current academic session. The internship duration will be calculated in terms of hours of work, with a minimum requirement of 1.5 months and the completion of 100 hours for a certificate.
- **Stipend:** A stipend of ₹3000 per month (subject to revision) will be provided for paid internships.

#### 5. Suggested Domains for Interns

Internships under PRCIS will be offered in the following college domains, based on requirements:

1. Principal's Office
2. Administrative Office
3. Accounts Office
4. Library
5. Media Lab
6. IT Department
7. Research Development and Services Cell (RDSC)
8. Non-Collegiate Women's Education Board (NCWEB)
9. School of Open Learning (SOL)
10. Malaviya Mission Teacher Training Programme(MMTTP)
11. Annual Report Committee
12. Magazine Committee
13. Time Table Committee
14. Antha Prerna Cell (APC)
15. Sports Department
16. Placement and Career Development Cell
17. Media Cell
18. Others

Interns will be assigned to any domain as per the college's requirements.

*\* Please note that the policy to provide internship opportunity to students within the college will not apply in the following cases:-*

- i) Exam-related work
- ii) Finance and Accounts matters involving approvals
- iii) Any other confidential work or matters

#### 6. Selection Process for Internships under PRCIS

The selection process for PRCIS is modelled after the 'VCIS' and will be based on the following criteria:

- **Merit (70%):** Academic performance will be given a weightage of 70%.
- **Interaction/Group Discussion (30%):** Communication skills and other qualities will be assessed during interviews or group discussions, accounting for 30% of the selection criteria.

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## 7. Timeline for PRCIS

The following timeline will be followed for the internship process:

- A notification containing all relevant information will be uploaded on the Ramanujan College website and social media platforms.
- Applicants must submit a Letter of Recommendation (LOR) from their respective teacher-in-charges when applying.
- The Selection Committee reserves the right to assign interns to specific domains based on need and suitability.
- The final list of selected interns will be published on the college website.
- Attendance relaxation will be provided, equivalent to the ECA/NCC/Sports guidelines.
- Selected interns will receive a formal joining letter from the designated college office.

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## 8. Certification

Upon successful completion of the internship and submission of a training report, interns will receive an official internship certificate from Ramanujan College.

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This annexure serves as a comprehensive guide for the PRCIS internship program at Ramanujan College. All interested students are advised to refer to this document for any clarifications and further instructions.

