

 THE NORTHCAP UNIVERSITY POWERED BY Arizona State University	THE NORTHCAP UNIVERSITY	REVIEW DATE :
	Inter-Office Memo	SHEET 1 OF 1

From: **Dean- Academics Affairs**

To: **All Students and Faculty members**

Cc: Hon'ble G. B., PC, VC, Academic Advisor, All Directors, All HODs, Registrar, Deputy Deans, ERP, Admin and Technical staff.

Date: **10 October 2022**

DEAN/IOM/029/2022

NOTICE

As more and more students are getting preplacement offers/campus placements, some of them are being asked by companies to join as interns before the completion of their degrees. Such internships provide rich industry experience to our students and help in making them industry ready for smooth absorption into their jobs.

To facilitate our final-year students across three Schools for availing internship opportunities, comprehensive guidelines have been prepared by an empowered committee constituted by the Hon'ble Vice-Chancellor.

The guidelines duly prepared by the committee are now approved by the Hon'ble Vice-Chancellor and are attached as **Annexure#1**.



Prof. Manoj Kumar Gopaliya
Dean-Academics Affairs

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Annexure#1

Guidelines for students joining companies as pre-placement interns/interns while in the final year

As more and more students are getting preplacement offers/campus placements, some of them are being asked by companies to join as interns before the completion of their degrees. Such internships provide rich industry experience to our students and help in making them industry ready for smooth absorption into their jobs. The University as a policy always helps students in this process. These guidelines are to facilitate such students taking up their internship while simultaneously completing their degree's requirements without deviating in any way from the academic requirement for the award of the degree.

The guidelines are as follows:

1. Eligibility & Application by the Student

- i) The student must be in the final year of any particular UG/PG year program.
- ii) The preplacement / placement should normally have been obtained through CPAA or department/with knowledge of the Dept. The offer letter should be endorsed by CPAA and the Dept. after a thorough scrutiny of the company including track record, visibility, and compensation on absorption (salary package as per NCU norms), etc. The decision of CPAA & Dept in this regard shall be final.
- iii) The student should have submitted a written request for NOC for taking up an internship early to CPAA enclosing a copy of the appointment letter. After scrutiny as above, the CPAA shall forward this request to the concerned Dept for preparing an academic plan for the student.

2. Preparation of the customized Academic Plan by the Dept.

- i) The Dept shall see the feasibility of allowing the student early joining keeping in view the students remaining academic commitments and his ability/ availability to fulfill those.
- ii) The Dept shall prepare an academic plan for the student ensuring that all the courses being pursued / to be pursued by the student including theory, practical, project work, GP, CS, etc. are covered course-wise and all credit requirements for the program are met.
- iii) Various modes for learning including MOOC, hybrid teaching, and self-study as appropriate and available can be permitted to work out the alternative academic plan. The dept should also ensure that LMS is available to the students for all courses for necessary support.
- iv) For some theory courses /lab work/ project work/moot courts the student needs to come to the university on some particular days as per the academic plan. The same should be worked out between the company and the student beforehand.
- v) The student has to complete his continuous evaluations including assignments, quizzes, seminars, presentations, case studies, survey reports, etc. in time and appear for minor and major tests along with other students as a regular student, as per plan and schedule, given by the university.
- vi) The dept shall endeavor to prepare this plan in consultation with the student to the extent possible to avoid any glitches subsequently.
- vii) The dept shall nominate a faculty coordinator for the student to facilitate the smooth implementation of the plan including MOOC. This could be the course coordinators/mentors or any other faculty as decided by the dept.

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viii) The attendance of the student at the workplace is compulsory during the internship. The student shall submit a certified copy of his/her attendance to the faculty coordinator every month or as necessary. The arrangement for getting attendance should be finalized beforehand by the University / Dept and the company.

ix) All the activities in this section must be duly coordinated with the Dean's office by the Dept.

3. Undertaking by the Student

i) It should be noted that the NOC is being issued to the students at the request of the student and he/she shall be responsible for completing all the courses successfully, complying with all the academic requirements for completion of the degree, and complying to all the rules and regulations of the university. The university shall not be responsible nor be a party to any direct or consequent liability of any kind because of this arrangement and his /her association with the company.

ii) The student shall not be eligible for any further placement opportunities through campus.

iii) The student shall have to sign an undertaking to this effect. A sample undertaking is enclosed as Annexure.

4. Non-PPO internships

(i) For students going on an internship in the final semester, provision already exists in the Schemes of Studies of various programs to avail this facility. The track record of the company should be verified by CPAA and decisions taken in consultation with the Dept. The coursework in the final semester is limited and can be offered through MOOC. Regarding project work, if the project work during the internship in the industry is suitable, it may be considered in lieu of the final project. The final academic plan has to be prepared by Dept. The student's attendance during the internship has to be maintained as in Sections 2 (viii) & 2 (ix). The student should sign an undertaking as in Section 3.

(ii) Some students while on an internship in the summer of the prefinal year (where the normal duration of the internship is 6-8 weeks) request an extension of internship beyond this period as required by the company. Such students should apply for an extension upfront before going on training if it is known or at least a week before the start of the next academic session (Odd Sem). The verification of the company and request should be done as in 4 (i) above and the maximum extension in such cases should be limited to 3-4 weeks (typically end of August). The student may be put in self-study mode for that period and other requirement of attendance, and undertaking should be completed as in 4 (i).

4. Grant of Permission

i) The permission letter/NOC to the students shall be issued by CPAA in consultation with the Dept./School.

ii) If at any stage, during the duration of his program, the student has to terminate this arrangement, he shall inform the University immediately about it.

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Undertaking by the Student

(To join _____ on PPO in ____ semester)

1. I, _____ S/o- _____, Roll No. _____ have completed internship from _____ 2022 at _____ with stipend of _____. The company has provided a Pre-Placement Offer (PPO) letter after the completion of this internship from ____ 2022. The _____ is now asking for joining w.e.f _____ 2022. It is requested that a NOC for the same be provided by the university.

2. In pursuance of this I hereby undertake:-

- i. That I shall comply with all academic requirements as mentioned in the Table below by the department in the academic plan.
- ii. I shall attend the University, as required by the Dept. and as per Academic Plan.
- iii. I shall regularly provide the monthly attendance signed by the industry supervisor to my class mentor.
- iv. I shall abide by and also continue complying with all the rules and regulations of the University.

Sample Table: Academic Plan

Course Name	Mode of study	Remarks	Mode of evaluation
Course 1 (3-0-0)3	Attend Lecture class on Wednesday and tutorials in consultation with faculty	Supplemented by NCU Canvas LMS	Students must appear for all the continuous evaluations including Minor and Major examinations as per the schedule of the university.
Course 2 (2-0-4)	Existing arrangement. Continue to attend classes on Wednesday and Saturday.	Supplemented by NCU Canvas LMS	
Course 3 (2-0-4)	Existing arrangement. Continue to attend classes on Wednesday and Saturday.	Supplemented by NCU Canvas LMS	
Course 4 (3-0-0)	Self Study Mode and Field work to be completed in consultation with the Faculty	NCU Canvas LMS	
Course 5 (3-0-0)	Self Study Mode and consultation with Faculty on Saturday	NCU Canvas LMS+ Notes from Faculty	
Major Project (4 credits)	Continue in consultation with Project Guide		

- v. I will not be eligible for appearing for any further campus placements.
- vi. I understand that this arrangement is at my request, and I will be responsible for fulfilling all academic requirements prescribed for my programme and meeting the requirements of my employer.
- vii. I further undertake that the University or any of its employees shall not have any consequential liability of any kind due to my association with _____.

(Signature of the Student with Full Name)

E-Mail ID:

Date:

Countersigned by Parents