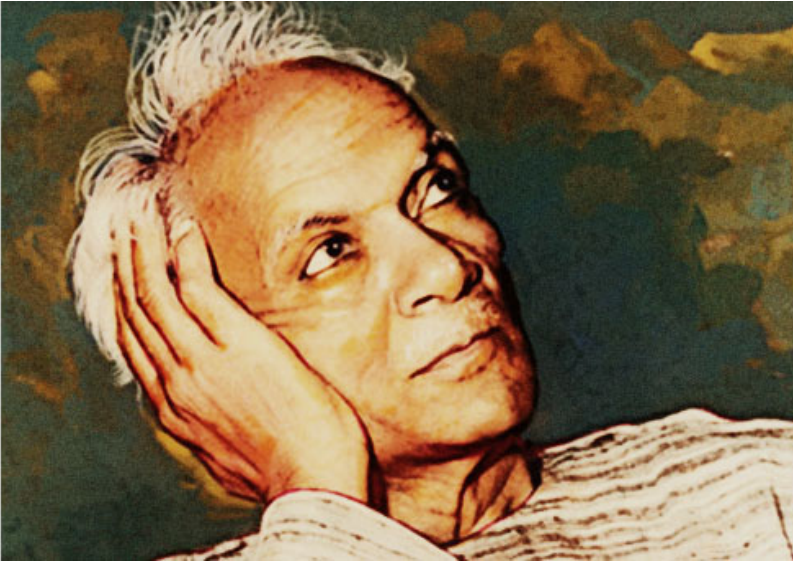


## Dev Sanskriti Vishwavidyalaya



## Internship Policy



कुलपिता  
वेदमूर्ति तपोनिष्ठ  
पं. श्रीरामशर्मा आचार्य

**Kulpita**  
Pt. Shriram Sharma Acharya

“There is need for an educational institution which could mould its students into Noble and Enlightened Human Beings, Selfless, Warm Hearted, Compassionate and Kind”



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**Approved By:**

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### Document Version Control

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## Contents

Purpose and Applicability .....	6
Compliance .....	6
Amendment to the Policy .....	6
Definitions .....	6
General Guidelines .....	8
Obligations of an intern .....	9
Obligations of Internship Supervisor .....	11
Obligations of DSVV .....	11
Internship Types, Duration and Academic Credentials .....	12
Internship Project Report .....	12
Assessment and Selection .....	13
Eligibility criteria .....	13
Advertisement of Offer .....	14
Number of Seats .....	14
Fee Structure .....	14
Application Process .....	15
Selection Process .....	15
Time taken to consider an application .....	17
Communicating with Applicants .....	17
Offers of Internship .....	17
Applicants with additional support needs .....	17
Extenuating Circumstances .....	17
Fraud and Plagiarism .....	18
Criminal Convictions .....	18
Cancellation or withdrawal of offer .....	19
Unsuccessful Applicants and Feedback .....	19
Financial Aid .....	20
Appeals and Complaints .....	20
Definition .....	20



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Procedure .....	21
Legislative and Regulatory Requirements .....	22
Data Protection .....	22
Appendix .....	23
Application Form .....	23
Admission form .....	23
Hostel admission form .....	23
Orientation process.....	23
Statement of Internship Grievance .....	23
Intern Evaluation by Internship Supervisor .....	24
Student Feedback of Internship (To be Filled by intern mid term and after Internship Completion)....	25
Health Declaration Form .....	26
Hostel Guidelines .....	26
ERP Processing .....	26
Record Keeping .....	26
End of Internship Leaver Form .....	27
No Dues .....	27
Consent of the Applicant.....	27



## Purpose and Applicability

The policy is intended to establish the guidelines by which DSVV permits non-DSVV students to complete internships at the university. This policy does not apply to internships performed by DSVV students. This policy applies to Indian applicants only.

## Compliance

This policy complies with:

1. Guidelines from the University Grants Commission

## Amendment to the Policy

The Office of Vice Chancellor / Pro-vice Chancellor reserves the right to amend the provisions of this policy as per the set internal procedures. Such amendments will be appropriately notified. In case of any discrepancies, all decisions taken by the Office of Vice Chancellor / Pro-vice Chancellor would be final.

## Definitions

1. “we/us/our” means Dev Sanskriti Vishwavidyalaya (also referred to as the “University” or DSVV)
2. “you/your” means an applicant to DSVV University
3. “Intern” is a student who is currently enrolled at a college or university other than DSVV and performing an internship at the university
4. “Internship” refers to an unpaid training program of fixed duration designed to provide interns with experience in furthering their education and academically oriented for the benefit of interns. If an intern will be paid (i.e. receive any compensation such as cash, stipends, or gift certificates/cards, the intern will be considered a staff and will not be governed by this internship policy.
5. “Absenteeism” means a student not attending the test, interview, or any other criterion required by DSVV without prior intimation (at least 24 hours before the selection process in writing or via email) will be deemed as an act of absenteeism.
6. “Banning” means either temporary or permanent disqualification of the prospective intern from participation in the Internship process as per the discretion of the Disciplinary Team. It can be for a selected process or future processes.
7. “Disciplinary Action” shall include internal disciplinary proceedings conducted by the Disciplinary team of the DSVV.



8. “Disciplinary Team” shall consist of the office bearers or any other member of the DSVV as deemed fit by the Office of the Pro-vice Chancellor of DSVV
9. “Genuine reasons” include health problems, academic clashes or other reasons subject to the approval of the Office of the Pro-vice Chancellor of DSVV
10. “Internal Disciplinary Proceedings” are the proceedings conducted by the disciplinary team in lieu of any non-compliance or misconduct.
11. “Internship Defaulter” – An intern would be deemed to be an internship defaulter if such intern:
  - a. withdraws after confirmation or does not show up for the internship
  - b. performs any action on any social media platform that may malign the reputation of the University
  - c. any disciplinary actions/behavioural complaints received against such intern by the Department in which he is doing an internship
  - d. leaves the Internship pre-maturely without any reasonable justification
12. “Internship Offer” means any offer for internship received by the students concerning interning at DSVV
13. “Internship Process” means the process of facilitating internships for students of the University and includes the formalities and requirements associated with it
14. “Internship Report” means a summary of the work undertaken and the learning experiences of the student during their internship tenure
15. “Internship Supervisor” means a designated member of the University for an intern, to monitor and supervise throughout the internship program and render feedback on their performance at the end of the internship period
16. “Feedback Form” means a confidential report by the Internship Supervisor on the intern’s performance during their internship at the University.
17. “Misconduct” means any kind of personal and professional wrongful, improper or unlawful conduct and includes minor and gross misconduct motivated by willful, premeditated or intentional purpose or by obstinate indifference to the consequences of the action that causes serious and imminent risk to the health, safety of any person; reputation, viability or profitability of the University, entails to be inconsistent with the continuation of the internship program in such semester where misconduct has been proved.
18. “Attendance” means being present as per the rules and regulations of the University
19. “Placement” means securing a job in a suitable organization



20. "Bi Monthly / Monthly Report" is the progress and learning of the intern recorded on a day-to-day basis, which is documented and submitted at the end of every week of their internship to the Supervisor for evaluation.
21. Assessment means an oral examination in which the intern answers the questions in an interview with the Examiner. It is an evaluation criterion to understand the effectiveness of the internship program

## General Guidelines

1. The head of each department or his / her designee (Internship Supervisor) is responsible for managing interns, identifying assignments for interns and developing lines of accountability and supervision for interns. The intern mobilization team may also be formed to speed up the process.
2. Interns must abide by all University policies and procedures and all national, state and local laws and regulations that govern their actions. Additionally, interns must comply with all directives and instructions as communicated by the applicable department head or his / her designee
3. Interns will not be considered employees or independent contractors of the university. Interns will receive no compensation, monetary or otherwise, from the university, nor will they be reimbursed by the University for any expenses incurred or have any expenses paid for by the university. Interns are not eligible to receive DSVV fringe benefits, including but not limited to retirement and health or compensation. DSVV makes no promise of employment to the intern after the internship
4. Each department will be restricted to a maximum of five to ten Interns per year, as per pre-approved yearly calendar, to enable efficient and effective management of the program. This is also subject to the availability of seats in the hostel
5. Internships duration ranges from 15 days to 3 months (max). More than 3 months would be considered as entire semester study (not internship) and would fall into the area of semester exchange.
6. The working hours would be as advertised although it is anticipated that Interns would be available for a minimum period of twenty-five hours per week or six days per week. Interns may work for more or less than this minimum period, subject to the agreement of the departmental HOD, Dean of Faculty and Dean of School. In addition to this, interns are required to actively participate in all *Samaydaan*-related activities, life management classes and all other mandatory activities to get a zest of social internship, character building etc.
7. Interns may begin their internships only after they have agreed to the terms and conditions of the Internship Program. An internship agreement will be issued by the Human Resources Department on or before the commencement date





8. No reports or research papers may be published based on information obtained by the Intern during the internship period without prior written consent of the DSVV. It needs to be with the assigned faculty and the paper/report will be the property of the University
9. No credit transfer or accumulation is provided to interns. This policy refers to those who are not seeking credits in return.

## Obligations of an intern

1. For internships ranging from one to three months, the intern needs to present the project/internship proposal before the DRC (Departmental Research Committee) and it needs to be approved before the commencement of the internship
2. An intern will produce an intent letter to the Head of Department / Dean School and based on the signed confirmation from Hon'ble Pro-VC, he/she will receive a letter from the Department of Human Resources (HR)
3. The Intern will demonstrate a willingness to participate fully and actively in the learning experience by planning their program of work with their Internship Supervisor
4. The Intern will participate in the introduction and orientation program of the DSVV
5. An Intern is required to adhere to the dress code and other policies and code of conduct followed by DSVV
6. An Intern is required to keep confidential all information including unpublished information made known to him/her during the period of Internship and must sign a confidentiality agreement before commencing work
7. At the end of the internship program, with the assistance of his/her Internship Supervisor, the Intern will complete an evaluation and a report on his/her assignment which will feed into the final Internship evaluation report. It will be conducted as a presentation in front of DRC
8. An Intern will complete an "End of Internship Leaver Form" and "No-Dues"
9. An intern is required to discuss his/her progress regularly with his/her Internship Supervisor monthly
10. An intern must complete the entire internship process once applied and not withdraw before a reasonable time through written communication
11. If during an internship, any student faces any unwanted incident (including harassment of sexual or another kind) or any other unethical experience, then the student must report the same



immediately to the Office of Pro-vice Chancellor in writing. The student can also terminate such an internship immediately

12. Any action by the student on any social media platform that may malign the reputation of the University may also be considered a case of Internship Default and his/her internship will be terminated immediately
13. The intern shall maintain the confidentiality of information of the University and its processes, its employees, clients and vendors
14. The intern shall use the resources of the University appropriately and responsibly with prior permission
15. The interns are considered to carry the goodwill and image of the University and their conduct shall have a bearing on the reputation of the University. Avoid discrimination and harassment in the workplace. Any unprofessional behavior, indiscipline and misconduct by the intern shall be viewed seriously and shall refrain from further participation in the DSVV internship
16. The intern shall submit an 'Affidavit / Mandatory Undertaking/ Indemnity Bond' signed by the student and counter-signed by the parents of such student declaring that they shall be solely responsible for any consequences attributable to the misconduct of the student during the period of internship, during the admission of the intern in the University
17. The intern shall strictly abide by the working hours and office timing rules of the University
18. The intern should get the 'Attendance Form' duly signed by the Internship Supervisor. If the attendance is not getting marked in DSVV ERP systems
19. Any absence during the internship is discouraged and shall be recorded by submitting a duly filled-in 'Absence Form' and approved at all levels
20. Bi-Monthly / Monthly Report: The intern shall record day-to-day work accomplished and submit the weekly report at the end of each week throughout the tenure of the internship or on the dates prescribed by the Internship Supervisor. Non-submission of these reports to the Academic Supervisor on time shall hurt the completion of internship
21. On the first day of last week of completing the internship program, the intern shall submit to the Academic Supervisor an 'Internship Report' in the prescribed format
22. The internship Supervisor shall share the evaluation of the intern evaluating the performance of the intern on various parameters during their internship period online or in a sealed envelope to the Departmental Head / School Dean and the Office of Hon'ble Pro-vice Chancellor. This evaluation is confidential and shall not be shared with the concerned intern



23. DSVV shall share a feedback form which has to be filled in by the intern and submitted to the Office of Human Resources
24. The intern needs to stay in DSVV hostel and follow all the hostel rules as followed by DSVV students
25. The interns need to participate in various morning activities as scheduled by DSVV for its regular students
26. The interns shall follow the same leave process as followed by regular DSVV students
27. Interns shall view an internship as a bridge between college and the workplace. The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program
28. As an intern, you may cite previous research done in DSVV
29. Interns should maintain a daily work log which may be crosschecked by the internship supervisor

## Obligations of Internship Supervisor

1. Evaluating and approving/not approving potential internships for academic credit or no credit internships
2. Setting grading policies for student work
3. Reviewing internships to ensure quality on bi-weekly basis
4. Recommending appropriate internships to students
5. Monitoring learning objectives and outcomes
6. Identify substitute internship experience if student is unable to complete internship due to no fault of their own
  - a. Interns who are unable to complete the internship due to no fault of their own (e.g. sexual harassment, injury, etc.) should discuss their options with the internship Supervisor. The supervisor will work with the intern to find a substitute internship experience, provide activities to fulfil the internship requirements or give a grade of “incomplete” and allow the student to complete the internship at a later stage. The decision will be based on the availability of alternative internships, the nature of the incomplete, and the discretion of the advisor along with the comments of Head of Department, Dean Faculty and Dean School

## Obligations of DSVV

1. The DSVV will provide the Intern with a conducive working environment and working space



2. The DSVV will provide the requisite equipment (lab support, library, research cell access, etc.) for the term of the Internship
3. The concerned Department shall review progress on performance and learning regularly, record such meetings and feed findings into the final Internship evaluation report
4. The DSVV reserves the right to terminate an internship without notice if the required standards of behaviour and code of conduct are not met
5. The university may dismiss interns at any time in its sole discretion for any reason or no reason

## Internship Types, Duration and Academic Credentials

1. Two types of internships may be offered
  - a. Internships for enhancing employability and knowledge enhancement such as:
    - i. Development of the project and its execution
    - ii. Decision-making
    - iii. Confidence development
    - iv. Working/coordinating in a team
    - v. Creative and critical thinking and problem-solving
    - vi. Ethical values
    - vii. Professional development
  - b. Internship for developing the research aptitude such as:
    - i. Ideation and conceptualization of a research question/problem
    - ii. Learning about new tools and handling equipment
    - iii. Experimentation and collection of data
    - iv. Simulations and development of models / developing a concept for design patent / full patent, copyright, Intellectual property, etc.
    - v. Preparation and presentation of reports

## Internship Project Report

The University expects every student to take the report preparation seriously and submit the project report at the end of the internship. The report should cover the following aspects:

1. Introduction: Clear understanding of the topic/subject; understanding of the organization/unit/field
2. Literature Review: Published studies, review of similar studies
3. Details about the study: Objectives, formulation of the problem, scope, and rationale of the study



4. Methods/methodology adopted for the study: Analytical, Survey, Field Work, product or project development or any other method with appropriate justification and reasoning
5. Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
6. Contribution and learning from the project: Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
7. Acknowledgements: References/Citations and Bibliography and help, if any, received from other individuals/organizations
8. Presentation of the report, format of the report, flow of the report, style, language, product design and its implications etc.

## Assessment and Selection

### Eligibility criteria

1. The University will publish half-yearly the internship eligibility criteria for all of its programs of study. This information shall be available on the DSVV website
2. Academic admissions criteria published on the University website will be the most up-to-date for the concerned academic session and will always take precedence over that contained in hard copy publications, and/or third-party websites
3. Eligibility criteria represent the usual level of academic attainment an applicant is expected to achieve before being admitted to that program. These criteria are not intended to provide a guarantee that all applicants who satisfy the criteria may be offered an internship, nor that all applicants to be made an offer will receive an identical offer to one another
4. The University receives many more applications than it has places available and as such, the selection process is competitive. Achievement (or predicted achievement) of relevant qualifications does not itself guarantee an offer of internship
5. The University may consider the context in which an individual's academic attainment to date has been achieved and may take into account other social contexts
6. The basic eligibility criteria for all internships shall be
  - a. For employability-enhancing / knowledge enhancing internships, the minimum eligibility criteria is a three-year bachelor's degree program
  - b. For research-oriented internships, the minimum eligibility criteria is a master's degree program in the relevant discipline
7. Departments offering professional internships may add additional eligibility criteria as per their need



8. Each applicant is eligible to accept at most one Internship offer through the process in any academic year. They would be deregistered from the process after receiving the offer
9. A minimum GPA / CGPA of 7.5 on a scale of 10 or equivalent is a must to apply for an internship

### Advertisement of Offer

Internships will be announced twice a year.

1. For the summer cycle, the offer should be published by the Last week of February and the internship may commence in May / June
2. For the Winter cycle, the offer should be published by the last week of August and the internship may commence in January
3. Openings may be distributed to Alumni groups, Online short-term modular course participants, published in Internshala and LinkedIn etc. for advertisement

### Number of Seats

The ratio of Internship supervisor to intern for the maximum number of seats which any department may offer should be 1:2 i.e. a maximum of two interns may be assigned to one Internship Supervisor during a tenure. This is subject to change based on the approval of Hon'ble Pro-vice Chancellor

### Fee Structure

The following fee structure is applicable for all internship offers unless otherwise stated separately

Breakup for monthly charges

15 Days

S.No.	Fee Head	Amount (INR)
1	Caution Money (Refundable)	2000
2	Admission Processing Fee	1000
3	Hosted, Mess and other charges	3000
<b>Total</b>		<b>6000</b>

1 Month

S.No.	Fee Head	Amount (INR)
1	Caution Money (Refundable)	2000
2	Admission Processing Fee	1000
3	Hosted, Mess and other charges	6000
<b>Total</b>		<b>9000</b>



## Dev Sanskriti Vishwavidyalaya

2 months

S.No.	Fee Head	Amount (INR)
1	Caution Money (Refundable)	2000
2	Admission Processing Fee	1000
3	Hosted, Mess and other charges	6000 + 6000
<b>Total</b>		<b>15000</b>

3 Months

S.No.	Fee Head	Amount (INR)
1	Caution Money (Refundable)	2000
2	Admission Processing Fee	1000
3	Hosted, Mess and other charges	6000 + 6000 + 6000
<b>Total</b>		<b>21000</b>

1. The total amount of the first month needs to be paid in one go
2. Caution Money and Admission Processing Fee are one-time charge
3. For the remaining months of the internship, the amount of point #3, #4 and #5 need to be paid every month
4. The intern needs to submit one copy of the fee receipts to the department
5. It's the responsibility of the department to check that the intern is paying the monthly fee
6. Only caution money is refundable at the end of the internship duration

### Application Process

1. Details of the internship offer shall be available on our website dsvv.ac.in. The applicants need to apply online at the internship portal
2. There should be no application processing fee or application form fee for internship applications
3. Applicant can apply against one internship position only at a time
4. The application will be internally reviewed and if selected candidates will be interviewed in person at the DSVV premises
5. Applicants can see all the stages of their application by logging into their application form
6. Selected applicants will receive an internship offer from the University
7. If the applicant accepts the offer, he/she needs to complete the admission process

### Selection Process

1. Academic and Artistic Potential
  - a. Applicants achieved and pending academic qualifications will be a significant factor



- b. The University pays close attention to the applicants' curriculum rigor and grades they have earned and the work they have accomplished
  - c. For programs in arts, the applicants' artistic performance will be a significant factor in the admissions decision
2. Recommendation letter from the current institution in which he /she is studying or working
3. Personal Interview
  - a. Academic Program-specific assessment
  - b. Soft skills assessment
4. Own statements of interest
5. Where required,
  - a. relevant work or other professional experience
  - b. a portfolio or original sample of the applicant's work
6. Interest in DSVV
  - a. By showing an interest in learning more about DSVV, the applicant can enhance his/her application
  - b. DSVV strongly recommend that the applicant plan a campus visit before applying for any course in DSVV
7. Extracurricular Activities
  - a. The applicants' nonacademic activities including extracurricular accomplishments, part-time jobs, hobbies and community service also play a very important role in the selection process
  - b. DSVV also considers leadership, motivation, out-of-class recognition, community and volunteer service and other experiences while making the decision
  - c. By looking at this nonacademic information, we develop a sense of your personality, motivation and responsibility
  - d. Our students make DSVV an exciting campus. The positive qualities and diverse experiences you bring with you will enrich our community
8. Where required, we also look very closely at the essay and personal statement you may be asked to write
9. The age limit of the applicant should be between 18 and 30 years





## Time taken to consider an application

DSVV aims to consider applications and make decisions as quickly as possible. However, given the volume, range and quality of applications, it will take a certain time. DSVV will contact applicants to explain the situation and let them know when they should expect a decision.

Dates of important milestones for each internship, and tenure shall be published at the time of advertising the internship.

## Communicating with Applicants

The University recognizes the importance of keeping applicants informed and aims to provide effective updates at key points during the selection process. The University normally communicates by email/SMS with applicants.

DSVV sends a range of communications to applicants which include the following:

1. Acknowledgement of the receipt of an application if online submission is made
2. Applicants can start tracking the status of their application at DSVV website after three days of submission
3. SMS/email intimation of results to successful candidates

In addition to the above, applicants receive communications from academic departments which may include an invitation to visit the University and other relevant information.

## Offers of Internship

Successful applicants will receive an offer of internship from the University. The offer of internship shall either be Conditional based on qualifications or requirements yet to be completed or Unconditional.

Any applicant receiving an offer will receive the University's Terms and Conditions upon Acceptance of an Offer, which provides further information about the commitments the University and the applicant make when the applicant accepts an offer of internship.

## Applicants with additional support needs

The University welcomes applications from differently-abled people. Currently wheel chair assistance is available on the university campus.

## Extenuating Circumstances

It is the applicant's responsibility to inform the University of any extenuating circumstances that may lead or have led to, academic performance that is not truly indicative of their true potential. Extenuating circumstances should be brought to the attention of the university before the internship offer deadline.

All relevant cases will be considered as part of the decision-making process and the University reserves the right to request further information from any applicant submitting extenuating circumstances. If



deemed necessary, and with the applicant's permission, the applicant's academic institution, examination body, doctor or other appropriate third party may be contacted.

## Fraud and Plagiarism

1. DSVV will not admit applicants on the strength of information considered to be either fraudulent or plagiarized.
2. The University reserves the right to
  - a. Reject or cancel an application under these circumstances.
  - b. Terminate a student's offer.
  - c. Request additional information to verify an application
  - d. Put the application process on hold while investigating an alleged fraudulent application
3. The final report will be evaluated by the University plagiarism software and needs to be submitted with report 8% or less

## Criminal Convictions

1. The University must ensure the safety of its students and staff community
2. The application process requires applicants to disclose relevant unspent convictions. For certain programs involving interaction with children and/or vulnerable adults, applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions
3. The University respects the privacy and human rights of applicants, and will not ask for information about convictions which are spent or which are not relevant, except where stated otherwise in this policy
4. Failure to disclose a relevant, unspent criminal conviction may result in the application being considered fraudulent
5. If an applicant is convicted of a relevant offence after they have submitted their application, they should contact the relevant Head of Department to inform them of this fact. Failure to do so may result in the application being considered fraudulent
6. The academic selection procedure for applicants who have disclosed that they have a criminal conviction is identical to the process for all other applications
7. If the applicant provides information about a criminal conviction which is "spent" or which is not considered to be "relevant", the admissions selector will inform the applicant that the criminal conviction they have disclosed will not be taken into account, and the offer will be made as normal. No information about the disclosed criminal conviction will be retained



8. Any applicant who has disclosed a relevant, unspent conviction received in a country outside India and who is eligible to receive an offer of internship will be required to obtain a disclosure certificate from any country outside India in which he or she has lived for a period of 6 months or longer (in a single period) either during the past 10 years or since the age of 16. This information will be required before an offer of internship is made
9. If the certificate is in a language other than English, the applicant will also be required to submit a certified translation of the certificate/transcript. The University may check the submitted document if required
10. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) shall be carried out before the final decision is made

## Cancellation or withdrawal of offer

The Dean Academics / Office of Pro-vice Chancellor may withdraw an offer or cancel the admission and enrollment of a student where:

1. The person fails to provide documents or to fulfil other requirements specified in the offer of internship by the specified date
2. The offer of internship has been made based on incomplete, inaccurate or fraudulent information provided by the person or a third party on behalf of the person
3. The person fails to enroll per the offer of internship by the specified date
4. The person arrives late at the designated workplace or does not engage with or genuinely begin his or her work by the date determined and advised by the University
5. In the reasonable opinion of the Dean Academics / Office of Pro-vice Chancellor, the person is holding open or intends to hold open, his or her offer or enrolment for purposes other than genuine internship
6. A Dean Academics / Office of Pro-vice Chancellor determines that it is necessary or reasonable to withdraw the offer to fulfil regulatory or administrative requirements or guidelines
7. A Dean Academics or the Office of Pro-vice Chancellor becomes aware that appropriate supervision or other resources are no longer available to support the applicant's internship
8. The internship is withdrawn from the offer as a result of a university's decision

## Unsuccessful Applicants and Feedback

The University experiences high volumes of applications resulting in competition for places. Regrettably, this means that we are sometimes unable to make offers to or accept several well-qualified applicants. If



an application is unsuccessful, we will inform the applicant via the Application Portal and will provide the primary reason for the decision. The University will make further feedback available, upon request, to unsuccessful applicants. If an applicant is subsequently dissatisfied with the feedback received, they may wish to request a formal review of the decision or make a complaint

## Financial Aid

No financial aid is available to interns.

## Appeals and Complaints

### Definition

Applicants may have reason to question or express an opinion to DSVV about its decision or how their application has been handled.

A **request for feedback** is an informal request for further information or clarification regarding an internship-related matter. This route can also be used if the applicant believes that an administrative error may have occurred in the handling of the application.

An **appeal** is a request for a formal review of a specific internship selection processing decision under the following grounds:

1. Procedural irregularity
2. Emergence of new information which may have affected the initial decision, had it been available at the time the decision was made
3. There has been prejudice or bias in the decision-making

Please note appeals cannot be based on challenges to judgments made on the applicant's application. If the applicant appeals on point No. 2 above, the applicant needs to explain why he/she had not been able to bring the information to the university's attention before the internship offer decision was made. If an appeal is successful, the original decision may be changed and will be informed to the applicant

A **complaint** is a statement of dissatisfaction concerning:

1. DSVV's internship selection procedures or policies which have been used to reach a internship offer decision
2. Lack of action or behaviour of a member of staff involved in the internship selection process decision.

If a complaint is successful DSVV may offer a commitment to revise its policies and procedures.



## Procedure

### 1. Stage 1

- a. An informal request for feedback should be submitted via email to the Office of Pro-vice Chancellor within 10 working days of the original internship offer decision, outlining the reason for the appeal or complaint
- b. The university will endeavor to provide a reply within 15 working days either in writing or over the telephone.

### 2. Stage 2

- a. If you are unhappy with the outcome of Stage 1, a formal appeal or complaint may be submitted within 10 working days of receiving Stage 1 feedback
- b. If the grounds for appeal or complaint fall within those defined in the Definition section above, the case will be evaluated by the Head of Department, Office of Registrar, Legal Cell, etc. who will review all relevant information relating to the case and may contact relevant parties for further information, including those involved in the initial decision and the appellant, before they reach on any conclusion on the case
- c. The outcome of the appeal or complaint review will be communicated to the appellant in writing and reasons will be provided
- d. If an appeal or complaint is upheld, the university's proposed action will be outlined to the appellant, when they are notified of the outcome within 15 working days of receipt. If at this point the case is unresolved, DSVV will inform the appellant of the progress of their case
- e. If the appeal or complaint specifically regards the actions of the relevant internship selection committee member, the case will be reviewed by a special committee as appointed by the Office of Pro-vice Chancellor

### 3. Stage 3

- a. If you are still not satisfied with the outcome of your appeal or complaint, the appellant may request that their case be formally reviewed by the School / Academic Dean within one month of receiving the stage 2 response
- b. The request will be considered by the Registrar / Dean Academics / School Dean, who will review all previous documentation relating to the case and may seek additional information from the appellant or the parties involved



- c. The university will notify the applicant of the decision within 20 working days of the receipt. If this is not possible, the appellant will be informed in writing of the progress being made to review the appeal or complaint. Registrar may decide to:
  - i. Confirm the original decision made on the case by Admissions manager
  - ii. Uphold the appeal or complaint and propose a resolution of the matter to the appellant
  - iii. Refer the matter for consideration in line with another university procedure
- d. The Registrar's decision on an admissions appeal or complaint is final and no further review of any case will be done.

## Legislative and Regulatory Requirements

### Data Protection

1. DSVV will not disclose to a third party any details regarding an individual's application without the applicant's permission to do so
2. However certain government regulations require the University to release certain information to Indian authorities upon request to assist those authorities with the prevention and detection of fraud or other crimes. The university will release the requested information upon receipt of appropriate requests from Indian authorities such as the police, Home Office / Local Intelligence Unit (LIU) for immigration and related matters, local authorities etc.
3. The University may use anonymized data collected as a part of an individual's application to fulfil statistical and reporting requirements
4. DSVV may share it with other bodies to verify the identity, qualifications or references of an applicant etc.
5. All material supplied by the applicant in connection with the application, including personal statements, folios and work samples, is regarded as confidential and is not available except to university staff with a genuine need to access it for selection, quality assurance, or unsatisfactory progress investigation
6. Confidential application-related material that the university does not seek to retain will be either disposed of in a manner appropriate for confidential material or returned to the person who supplied it



## Appendix

### Application Form

The following details need to be captured

1. All details as available in the academic admission application form (for statutory reporting)
2. All information as captured at the time of regular academic admissions. This data collection will assist in providing inputs to various statutory bodies.
3. Additionally, the application form needs to be modified or a copy of it can be tailored to capture below additional fields
  - a. No objection certificate from the University / Institute of the applicant (if the applicant is pursuing a degree in any institute or University)
  - b. Portfolio / digital sample of work done
  - c. Recommendation letter
  - d. Social work / other professional certificates
  - e. No objection certificate from the organization, if the applicant is doing a job in any organization
  - f. Statement of Interest in thousand words
4. Extracurricular activities like excellence in sports, social service, etc.
5. Details of Organization, if applicant is in job

### Admission form

Same as DSVV admissions application form.

### Hostel admission form

Same as DSVV hostel admissions form.

### Orientation process

To be drafted by the concerned department.

### Statement of Internship Grievance

Applicant Section

- Intern Name
- Intern Id Number
- Phone Number
- Email
- Internship Supervisor
- Description of Grievance
- Date of Incident
- Location of Incident



- Have you discussed your Concerns with your Immediate Supervisor or Someone Else at the Organization? Kindly provide their names
- If Yes, what is the Status of the Grievance?

## Office Use Section

- Intervention
- Taken by
- Date
- Description of Intervention
- Subsequent Intervention (if needed)
- Conclusion

## Intern Evaluation by Internship Supervisor

The following details need to be captured

- Intern Name
- Evaluation Period from and To
- Internship supervisor
- Department
- Phone
- Email

Please evaluate your intern using a scale of 0 to 4 as outlined below:

- N/A= not applicable
- 1= Disagree Strongly
- 2= Disagree somewhat
- 3= Agree Somewhat
- 4= Agree Strongly

## Evaluation Questions

- The intern behaved in an appropriate and professional manner
- The intern reached or exceeded their learning objectives
- Overall, I was satisfied with the performance of the intern
- Learning aptitude, work interest
- Technical knowledge and expertise, problem analysis skills
- Initiative
- Proactiveness
- Organizational skills
- Communication skills
- Cooperation with co-workers and supervisors / Team work
- Creativity/originality/innovativeness
- Criticism acceptance
- Time utilization
- Attendance and general behaviour





- Dependent, self-reliant and responsible
- Quality and effectiveness of presentation
- Depth of knowledge and demonstrated skills
- Variety and relevance of learning experience
- Practical applications and relationships with concepts taught
- Internship Report submitted?
- Attendance Percentage

Please answer the following questions:

- Was this evaluation reviewed with the student? Yes No
- What are this intern's most significant strengths?
- What constructive feedback would you provide to help the intern grow professionally?
- Has the intern completed the project and submitted the portfolio (if any)?
- Total Marks given to an intern on project/portfolio or combination (out of 100)
- Overall performance of student intern: (Needs improvement / Satisfactory / Good / Excellent)
- Additional comments, if any
- Overall grade
- Additional Remarks
- Signature of Internship supervisor, Head of Department, Dean Faculty for final comments

### **Student Feedback of Internship (To be Filled by intern mid term and after Internship Completion)**

The following should be covered

- Student Name
- Date:
- Internship Supervisor:
- Title:
- Department:
- Dates of Internship: From To
- Give a brief description of your internship work (title and tasks for which you were responsible):  
Was your internship experience related to your major area of study?  
Yes, to a large degree \_\_\_\_\_ Yes, to a slight degree \_\_\_\_\_ No, not related at all
- Indicate the degree (Strongly agree, Agree, No opinion, Disagree, Strongly disagree) to which you agree or disagree with the following statements.
  - Given me the opportunity to explore a career field
  - Allowed me to apply classroom theory to practice
  - Helped me develop my decision-making and problem-solving skills
  - Expanded my knowledge about the work world before permanent employment
  - Helped me develop my written and oral communication skills



- Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)
  - Expanded my sensitivity to the ethical implications of the work involved
  - Made it possible for me to be more confident in new situations
  - Given me a chance to improve my interpersonal skills
  - Helped me learn to handle responsibility and use my time wisely
  - Helped me discover new aspects of myself that I didn't know existed before
  - Helped me develop new interests and abilities
  - Helped me clarify my career goals
  - Provided me with contacts which may lead to future employment
  - Allowed me to acquire information and/ or use equipment not available at my Institute
- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your Internship Supervisor served such a function? Why or why not?
- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your internship?
- What did you dislike about the internship?
- Considering your overall experience, how would you rate this internship? (Tick one).  
Satisfactory/ Good/ Excellent)
- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

## Health Declaration Form

Available with the medical officer of DSVV

## Hostel Guidelines

Available with Hostel management of DSVV

## ERP Processing

Provision to be made in ERP to track all details similar to regular DSVV students

## Record Keeping

- All hard copies of records are to be maintained by the internship cell / concerned department for a minimum period of three years or as per University data retention policy
- All Soft copies of records should be uploaded to ERP in internship section



## End of Internship Leaver Form

Available with Registrar's Office.

## No Dues

The same form and process as followed by DSVV regular students.

## Consent of the Applicant

Whereas, I understand and acknowledge that I have chosen to participate in an internship for <<title of internship]>>; and

Whereas, I wish to participate in the internship with Dev Sanskriti Vishwavidyalaya, at <<name of department>>

I herewith bear all the responsibilities related to the legal aspects and follow all the rules and regulations as laid by the University. In case of any medical emergency, I will bear all the needful arrangements, and expenses and the university will not be liable for the same.

By signing below, I acknowledge that I have read this Release of Liability and Hold Harmless Agreement, and am signing it voluntarily.

Signature

Print Name

Date and Place

**I understand that I need parental consent to participate in the internship to this Release of Liability and Hold Harmless Agreement.**

I hereby give my consent to the participation in the internship and I agree to the terms of this Release of Liability and Hold Harmless Agreement.

Signature of Parent

Print Name of Parent

Date and Place

## Legal Address

Dev Sanskriti Vishwavidyalaya

Gayatrikunj, Shantikunj Haridwar

Uttarakhand – 249411

T: +91 133.426.1367, +91 133.426.5407, +91 133.426.5409

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W: [www.dsvv.ac.in](http://www.dsvv.ac.in)



When we reform, the world will be reformed  
When we transform, the world will be transformed