

ST. XAVIER'S COLLEGE (EMPOWERED AUTONOMOUS INSTITUTE)

STUDENT INTERNSHIP CELL - POLICY DOCUMENT

The Internship Cell of the St. Xavier's College (hereinafter referred to as 'College') has been incorporated with the prime goal of facilitating internships to the UG and PG students in various domains.

OBJECTIVES OF THE INTERNSHIP CELL

1. To create and develop a diverse pool of internship opportunities for students from varied streams/disciplines.
2. To have an inclusive approach to the internship process which aims to offer equal opportunities to all students.
3. To organize capacity-building workshops and training sessions by industry experts.

STRUCTURE OF THE INTERNSHIP CELL

1. The Principal of the College is the Head of the Cell and the final decision-making authority.
2. Internship Cell: A team of faculty members headed by the Staff Convener (Nodal Officer) and supported by a Co-ordinator, will be appointed by the Principal at the beginning of the academic year.
3. Head of Department or a Faculty member nominated by HOD shall co-ordinate between the Cell and the students for communication, execution, and completion of the process.
4. Student Co-ordinators: The team comprises of nominated student representatives from each department who act as a liaison between Internship Cell and their class.

CONTACT DETAILS

1. Write to us: internships@xaviers.edu
For all official communication pertaining to Internships (including but not limited to collaborations, offers, queries, feedback, assistance, support)
2. Internship Cell Convenor: Dr Radhika Tendulkar, Assistant Professor, Life Science and Biochemistry (radhika.tendulkar@xaviers.edu 9819842389)
3. Internship Cell Co-ordinator: Mr. Parag Thinge (parag.thinge@xaviers.edu 9588443573)
4. In case of confidential matters pertaining to sexual harassment faced during the internship students should seek help from the INTERNAL COMMITTEE by addressing their complaint of sexual harassment to the Internal committee at internal.committee@xaviers.edu

RULES AND RESPONSIBILITIES

A. STUDENTS:

1. All UG students should complete 120hours of internship/on-job-training (OJT) during the summer break, from 15th April to 15th June of the second academic year i.e. 4th to 5th Semester transition.

2. Evaluation will be carried out in the 5th Semester and subsequent credits will be added to the marksheet of 5th Semester.
3. A student is permitted to undertake a single OJT of 120 hours or two OJT's of 60 hours each.
4. Students who fail to undertake or complete the internship period in the summer break are expected to complete it in the subsequent Diwali break (between 5th to 6th semester). All ATKT rules as per the College handbook will be applicable in this case.
5. An internship undertaken during the FY to SY break or undertaken during an academic semester will not be considered for these credits.
6. Every SY student is expected to be a part of the respective Google classroom till the end of their third year, to avail all relevant information and instructions broadcast by the Cell.
- 7) A student can procure an internship through one of the following channels: i) self-acquired ii) opportunities offered by the Department, iii) centralized opportunities offered by the Cell
7. Every self-acquired or central opportunity tapped by a student should first be validated by the Department coordinator/HOD to ensure that the Internship is domain-centric. (An opportunity offered by the Department is expected to be domain-centric by default).
8. Once the internship is confirmed through email/letter by the Organization, a relieving letter will be issued by the Internship Cell, that will mention the dates or period of Internship.
9. A student is not allowed to reject an internship offer received through opportunities extended by the Cell or the Department.
10. Each student is eligible to accept at most one Internship offer through the process. They would be deregistered from the process after receiving the offer.
11. Any self-acquired internship offer must be reported to the Department on email, for subsequent procedures of relieving to take place in time.
12. It is mandatory for every student to sign an Undertaking for Code of Conduct, countersigned by parents.
13. Your safety at a workplace is solely your responsibility. At the same time, the Cell will always be available for any help or support needed by a student. (refer to contact details)
- 15) A student is advised to not sign any contract or offer letter with legal or monetary terms without the information of your Department coordinator. The Cell or the College will not be responsible for any problems faced by the student at a later stage due to non-compliance of this rule.
14. The Cell shall ensure that interview process, if any, will be conducted online preferably after college hours, barring certain exceptional cases (eg. pool campus internship opportunities). However, no attendance concession will be granted to a student for attending an interview process, on or off campus. Similarly, no attendance concession will be granted beyond the term mentioned in the Relieving Letter issued by the Cell. It is the responsibility of the student to fulfil the minimum eligibility for attendance laid down by the College.
15. Some organizations extend a Pre-placement Offer (PPO) to the interns based on their good performance. In case of such an organization, if one does not wish to be extended a PPO, the student should send an email to the supervisor/manager at the Organization informing and politely stating reasons for the same.

16. A student who accepts the PPO will be considered “placed” and de-registered from the Placement process of the third year.
17. Every student shall be allotted a booklet containing the Policy document, Relieving letter, Student Undertaking, Attendance sheet, Student and Employer Feedback, Final Evaluation, Completion Certificate. It is the responsibility of the student to maintain all records and ensure procedures are followed as per instructions given by the Cell.
18. After completion of Internship, students are to prepare a comprehensive report highlighting their learnings and takeaways during the internship period. The report shall be signed by the Internship Supervisor and HOD.
19. The completed booklets and internship report should be submitted to the department coordinator in the 5th Semester, on or before the deadline set by the Cell.

B. HIRING ORGANISATIONS:

1. All communication with students of St. Xavier’s College shall be routed through the Internship Cell of SXC.
2. A document/email clearly stating the title/position offered, work profile, remuneration/stipend if any, contract/lock-in period if any, timeline for selection, steps/process of selection, logistical requirements expected from the Institution should be clearly communicated in advance, before opening applicant registrations.
3. A total time of 20 days will be allotted to an organization for their process, except in case of exceptional circumstances. Companies are requested to share results as early in time to avoid selection clashes with other organizations.

C. INSTITUTION:

1. The College shall provide the necessary technical and logistical support to an Organization for conducting the selection process.
2. The Internship Cell shall facilitate and mediate all communication pertaining to the selection process, final selection, offer letter communication, and dispute redressal if any.
3. For all purposes pertaining to the Internship Cell, the Principal shall be the final decision-making authority.

GUIDELINES FOR PROTECTION AGAINST SEXUAL HARASSMENT AT WORKPLACE

1. **St. Xavier’s College** is committed to ensuring a safe and respectful environment for all students, including those engaged in internships with external organizations. The College will provide guidance and support to the aggrieved interns in addressing, reporting and redressal of complaints of sexual harassment during internship. The College has constituted an Internal Committee (IC) to handle cases of sexual harassment at the workplace which has within its ambit sexual harassment faced during the internship.
2. **Interns** are expected to adhere to the highest standards of professional conduct and respect while participating in their internships.

3. **Reporting Mechanism:** In case of confidential matters pertaining to sexual harassment faced during the internship, students should address their complaint of sexual harassment to the Internal Committee at internal.committee@xaviers.edu . The complaints pertaining to sexual harassment shall not be communicated to the internship email address.
4. **External Organization's Responsibility:** The external organization hosting the intern is required to adhere to its own sexual harassment at workplace policies and procedures. The organization must ensure that the intern is informed of these policies and has access to a process for reporting and addressing sexual harassment at workplace. The External Organization is required to maintain utmost confidentiality, disclosing information only as necessary to address the situation and in accordance with relevant legal requirements.
5. **Cooperative Resolution:** The College will work in coordination with the external organization to address any reported incidents of sexual harassment at workplace during the internship. This collaboration may require joint investigations, support measures for the intern, and, if necessary, interventions to resolve and redress the issue.
6. **Retaliation Prohibition:** Retaliation against any intern who reports sexual harassment at the workplace during internship or participates in an investigation is strictly prohibited. The College will take appropriate actions to protect the intern from retaliation and ensure that their concerns are addressed.
7. **Confidentiality:** The College will handle all reports of sexual harassment with the utmost confidentiality, disclosing information only as necessary to address the situation and in accordance with relevant legal requirements. Confidentiality is expected to be maintained by the aggrieved intern and all those concerned with the complaint of sexual harassment at workplace.
