

# **UNDERGRADUATE INTERNSHIP POLICY (2024) OF HAZARA UNIVERSITY MANSEHRA**

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## **STUDENT INTERNSHIP OFFICE CAREER COUNSELLING AND PLACEMENT CENTRE**

### **1 PRELIMINARIES**

#### **1.1 TITLE AND PURPOSE**

- 1.1.1.** This policy is called Hazara University Undergraduate Internship Policy 2024.
- 1.1.2.** This policy uniformly implements compulsory internships as part of undergraduate academic programs offered by the University or colleges affiliated with the University.

#### **1.2 DEFINITIONS**

- 1.2.1.** Academic Council means Academic Council of Hazara University.
- 1.2.2.** Academic Department or Department means an academic department of Hazara University or a college offering BS degree program in affiliation with Hazara University.
- 1.2.3.** CCPC means Career Counselling and Placement Centre of Hazara University.
- 1.2.4.** Chairperson means chairperson of an Academic Department of Hazara University or Principal of an affiliated college.
- 1.2.5.** HU-ORIC means Office of Research, Innovation and Commercialization at Hazara University.
- 1.2.6.** Industry Partner or Host Institution means outside organisations holding an MoU with Hazara University for the purpose of partnership in internship program.
- 1.2.7.** MoU means a Memorandum of Understanding signed by the Chairperson of an Academic Department on behalf of Hazara University with an industry partner/ host institution to place student internees of the respective department with respective industry partner/ host institution.
- 1.2.8.** University or Hazara University means Hazara University Mansehra
- 1.2.9.** Vice Chancellor means the Vice Chancellor of Hazara University.

### 1.3 SCOPE

- 1.3.1.** To graduate, every BS student shall have to complete a 9 weeks continuous internship after they have successfully completed four semesters. Necessary changes in schemes of studies shall be made to accommodate internship program under this policy.
- 1.3.2.** Academic Departments shall arrange one internship opportunity for every BS student at any time during 5th to 8th semester as per internship schedule devised by the Department.
- (i) The internship opportunities shall be tailored to target the field experience relevant to the degree program under which internees are enrolled.
  - (ii) The internship should preferably be planned to be carried out during the summer semester.
- 1.3.3.** The internship shall be equivalent to 3 credit hours. The grade earned by a student against these credit hours shall show up in his/ her transcript/ detailed marks as a compulsory degree requirement.
- 1.3.4.** This policy shall apply to all undergraduate programs offered by Hazara University's own academic departments and all colleges affiliated with Hazara University, for the students admitted in Fall 2023 and onwards.

### 1.4 APPROVAL AND COMPLIANCE

- 1.4.1.** This policy is vetted by the committee constituted by 32nd Meeting of Academic Council held on 30-08-2024 and approved by the Vice Chancellor.
- 1.4.2.** HU-ORIC shall be responsible for enforcing compliance with this policy.

## 2 ROLES AND RESPONSIBILITIES

### 2.1 MEMORANDUM OF UNDERSTANDING (MoU)

- 2.1.1.** The Chairperson of each department shall propose a panel of industry partners/ host institutions to the Director HU-ORIC in order to obtain the Vice Chancellor's approval.
- It is the responsibility of each Chairperson/ HoD to select industry partners/ host Institutions relevant to the academic degrees offered by the department.
- 2.1.2.** Director HU-ORIC shall provide a standard draft of the Memorandum of Understanding (MoU) or Letter of Understanding (LoU) to be signed with the approved industry partner/ host institution for the purpose of internship program. HU-ORIC shall be responsible for amending, updating and obtaining approval of standard draft.
- 2.1.3.** The Chairperson/ HoD of each department shall be responsible to sign the MoU on behalf of Hazara University with approved industry partner/ host institution pertaining

only to the academic programs run by the respective department.

- 2.1.4.** The Chairperson/ HoD of each department shall provide the signed copies of MoUs to HU-ORIC. Complete record of all Industry Partners/ Host Institutions and signed MoUs shall be maintained at the relevant section of HU-ORIC.

### **2.2 STUDENT INTERNSHIP OFFICE (SIO)**

- 2.2.1.** Career Counselling and Placement Centre (CCPC) of Hazara University will act as Student Internship Office and Manager CCPC will be the focal person between Departments and Industry Partners/ Host Institutions.
- 2.2.2.** Liaison between Departments and Industry Partners/ Host Institutions and other matters pertaining to internship placement shall be coordinated and facilitated by SIO and focal person.
- 2.2.3.** SIO shall act as an initial point of conflict resolution between Departments and Industry Partners/ Host institutions.

### **2.3 ACADEMIC DEPARTMENT**

- 2.3.1.** The Chairperson of every Department shall appoint Departmental Internship Focal Person to liaise with SIO and ORIC. In case of affiliated colleges, respective Principal/ Nominee shall act as Departmental Internship Focal Person. Departmental Internship Focal Person shall be responsible of overall coordination with SIO.
- 2.3.2.** Departmental Internship Focal Person shall be responsible for devising and executing an internship schedule for the students of the department within time frame stipulated to complete the internships.
- 2.3.3.** The Chairperson of every department shall appoint a Faculty Supervisor to every student reaching internship stage for the purpose of guiding and mentoring the internee through internship.
- 2.3.4.** Faculty Supervisors shall coordinate with SIO to solve internship issues of internees under their supervision as well as to provide them academic advice, evaluate their Internship Reports, and award them overall (internship based) grades.
- 2.3.5.** An Internship Council of every Department consisting of Chairperson, Departmental Internship Focal Person and all faculty Supervisors shall place internees to suitable industry partners/ host institutions from among the MoU signatories.
- 2.3.6.** The Internship Council shall act as final forum of resolution of any complaints regarding evaluation and grading of internship performance.
- 2.3.7.** In case Industry Partner(s)/ Host Institution(s) are high on demand among the prospective

internees, Internship Council may decide on the basis of academic performance / CGPA at the end of fourth semester.

- 2.3.8.** Each department shall maintain record of all internees of the department and their assigned faculty / site supervisors, and shall also provide for necessary paperwork communicated between academic departments and host institutions/ industry partners.
- 2.3.9.** The Department and departmental Internship Focal Person shall arrange for verifying Internship Logbooks from the respective site supervisors, and no evaluation/ grading of internee's performance will be based on unverified Internship Logbooks.
- 2.3.10.** The Department shall act as facilitation and complaint centre for internships and will issue regular counsel to the internees about their internship experience.

## **2.4 INDUSTRY PARTNER/ HOST INSTITUTION**

- 2.4.1.** Industry Partner/ Host Institution shall be responsible for providing internship to the student internees placed under this policy according to the terms and conditions of MoU with respective Academic Departments.
- 2.4.2.** Industry Partner/ Host Institution shall assign one or more Site Supervisors to the internees placed with them according to the terms and conditions of MoU with respective Academic Departments.
- 2.4.3.** Site Supervisor thus assigned shall provide necessary guidance and supervision to the internees placed by Hazara University.

## **3 EVALUATION AND GRADING**

### **3.1 INTERNSHIP LOGBOOK**

- 3.1.1.** Each internee shall maintain an Internship Logbook in prescribed format showing attendance record and tasks performed during a week.
- 3.1.2.** Attendance of the internee shall be maintained in following format:

Date	Internee's Signature	Site Supervisor's verification
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- 3.1.3.** Weekly tasks shall be recorded in Internship Logbook in following format:

Week No.	Work hours in week	Task list
1 (date ... to ...)		(1) ... (2) ... <i>continued</i>
2 (date ... to ...)		(1) ... (2) ... <i>continued</i>
<i>continued</i>	<i>ibid</i>	<i>ibid</i>

**3.1.4.** Internship Logbook shall be duly verified by Site Supervisor.

### **3.2 EVALUATION BY SITE SUPERVISOR**

**3.2.1.** Site Supervisor shall make an overall evaluation of internees under his supervision in prescribed format according to:

<b>Rubric</b>		<b>Marks Obtained</b>			
1	Regularity and punctuality	1	2	3	4
2	Discipline and social skills	1	2	3	4
3	Adaptation to work environment	1	2	3	4
4	Work proficiency (knowledge, skills, aptitude)	1	2	3	4
5	Motivation and independence	1	2	3	4
Total					

**3.2.2.** Assignment of score against above rubrics is done on a scale 1 – 4 in following manner:

- Does not meet expectations: 1
- Inconsistently meets expectations: 2
- Consistently meets expectations: 3
- Above expectations: 4

### **3.3 INTERNSHIP REPORT**

**3.3.1.** Every internee shall submit an Internship Report to his/ her Faculty Supervisor in prescribed format, which shall include the following sections:

- *Tasks Performed:* major duties assigned to the internee and completed thereof.
- *Learning Experience:* knowledge and skills gained or refined through the internship.
- *Challenges:* major challenges faced in internee’s role and how these were tackled.

**3.3.2.** Faculty Supervisor shall grade Internship Report of every internee under his supervision in prescribed format according to scoring rubrics described below:

<b>Rubric</b>		<b>Maximum Marks</b>
1	Major tasks performed	10
2	Learning Experience	10
3	Overcoming Challenges	10
Total		30

### **3.4 CREDIT DISTRIBUTION**

**3.4.1.** Faculty Supervisor of every internee shall grade the overall performance of the internee on prescribed proforma according to following distribution:

Internship Logbook Completion 20%

Evaluation by Site Supervisor 20%

Internship Report 30%

*Viva Voce* Examination 30%

**3.4.2.** The grade based on Internship Logbook Completion shall be awarded in proportion to successful entries in the Internship Logbook (i.e. attendances and tasks).

**3.4.3.** The grade based on Evaluation by Site Supervisor Evaluation shall be included as per evaluation mentioned in 3.2.

**3.4.4.** The grade based on Internship Report shall be included as per evaluation mentioned in 3.3.

**3.4.5.** *Viva Voce* Examination of every internee shall be conducted by an evaluation team comprising Chairperson/ Head of the Department, Faculty Supervisor and one other faculty member of the Department.

**3.4.6.** *Viva Voce* Examination shall be based on Internship Logbook, Site Supervisor's evaluation and Internship Report.