



SYMBIOSIS SKILLS AND PROFESSIONAL UNIVERSITY

(Recognised by UGC & Established under Govt. of Maharashtra Act. No. XXXVII of 2017)

(Formerly known as Symbiosis Skills and Open University)

Notification no. SSOU/2020/128, Dated 30/04/2020

Subject: Standard Operating Procedures and Guidelines for Students E-Internship, June - July 2020

It is hereby notified for information to all concerned that the Standard Operating Procedures and Guidelines for students E-Internship June, 2020 – July, 2020 will be as per Annexure 'A' enclosed with this notification.

The notification will come into effect from the date of its issue.

Sd/-

Registrar











Symbiosis Skills and Professional University

Copy for information to:

1. Pro-Chancellor
2. Vice-Chancellor
3. Director of Schools
4. COE
5. Director, Internship and Placement
6. Students and Parents Login.

Standard Operating Procedures and Guidelines for Students E-Internship, June - July 2020

Internship

1. As a precautionary measure to contain the spread of Coronavirus pandemic, all students of SSPU are required to complete an  **Internship** during June – July 2020
2. An  **Internship** is a program, where the student will gain an internship experience while working online in a remote professional setting & physically not being present at the internship location. SSPU is a pioneer in setting up this innovative system, to accelerate the learning process where students are facing limitations to travel
3.  **Internship** can be completed in Groups, formed by the school Directors.
4. The Registrar Office & School Directors will instruct all students regarding eligibility criteria to be able to qualify to go ahead with their  **Internship**. Eg. Attendance until the pre lockdown period, clearance of fees etc. Students should ensure that they strictly complete the desired requisites of eligibility , to be qualified & permitted to go for  **Internship**
5. The School Directors, will be allocating a faculty mentor to each group of students
6. The School Director & Faculty mentor will be assigning a problem statement, which is relevant to the society and in consultation with industry mentor, to each group of students.
7. An Online Induction to brief students regarding  **Internship** will be organized for every school, along with Directors, faculty members and Placement team.
8. The start & end date of  **Internship** will be instructed by the faculty mentors , duration of this  **Internship** will be minimum 6 weeks to maximum 8 weeks, from 1st June.
9. Once assigned an  **Internship**, Students can research, make an individual report and group PPT etc. via online, as per instructions given by their faculty mentor
10. Progress Reviews of the  **Internship** will be conducted by faculty members via online (skype, zoom, mail etc.) every week / fortnightly during June – July 2020 in consultation with industry mentors and recorded for assigning credits to the students.

11. Directors and Faculty mentors will be doing an online Assessment of students, which will be based on his performance judged by progress review and feedback / Inputs received from faculty and industry mentor weekly / fortnightly. Accordingly credits will be allotted.
12. For B. Tech. 3rd year students who have to complete a 6 months internship, the same process will be followed till July 2020. Further decision regarding remaining period of Internship, will be taken by management & authorities, depending on the situation of Corona pandemic impact during that particular period. Those instructions will be shared with the students at that particular time accordingly. There will be no flipping of Semester.
13. For final year students from BBA/ MBA/ B. Tech / B. Sc who are currently doing an internship from Dec / Jan onwards but had to leave their internship in March, (before actual completion date, because of Corona situation) , will have to contact their School Director & faculty mentor. They will assign a related problem statement to students for completing his / her pending internship work for the remaining period and students have to submit a complete internship report as per UGC rules.

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