



## **PERIYAR UNIVERSITY,**

**DIRECTORATE OF UNIVERSITY-INDUSTRY COLLABORATION (PU-DUIC)**

( NAAC A++ Grade – State University – NIRF Rank 63, ARIIA Rank – 10)

**Salem – 636011.**

### **STANDARD OPERATING PROCEDURE (SOP) FOR UNIVERSITY**

#### **DEPARTMENTS OFFERING INTERNSHIP UNDER CISTAD, PU-DUIC**

1. The University Department who propose to offer internship shall do so through the University Industry Collaborative Programme under the aegis of CISTAD, PU-DUIC. This Standard Operating Procedure is drawn for such University Departments.
2. The University Department which has agreed to implement internship programmes, shall follow the terms and conditions specified by the Directorate of University-Industry Collaboration (DUIC) of the Periyar University.
3. The DUIC of the Periyar University and the respective department willing to offer the required training programme shall follow these SOP in order to streamline the activities meant for each of such programmes at Periyar University.
4. The internship fee for all science departments (Excluding Department of Mathematics and Computer Science) shall be fixed as Rs. 5000/- and for Arts departments (including Department of Mathematics and Computer Science) shall be Rs. 3000/-. This fee shall be collected for internship programmes for a period of more than a month and not less than three months. For internship programmes less than a month, a fee of Rs. 2000/- shall be collected from the interns of both Science and Arts stream.
5. During the period of internship for the use of chemicals and other sophisticated instruments, concerned departments shall collect an estimated fee from the interns. In case, the department is supposed to collect any fee other than the permitted heads, a request letter with proper justification shall be sent to the Registrar. Only after obtaining permission from the authorities, such fees can be collected by the university department.
6. All the fees payable to the University should be made either in the form of Demand Draft to be drawn in favour of **The Registrar, PU-DUIC payable at**

**Salem** or through the Payment Gateway approved by University and as provided in the online portal of the University.

7. At the end of the even semester in every academic year, the schedule for internship shall be announced by the DUIC in consultation with the Departments and shall be uploaded in the website in advance for the students to apply.
8. If any separate request from any of the organisation if received either by the Department or by the DUIC, the same may also be considered and organised accordingly.
9. All internship programmes should be entertained using web portal only to enable the University and DUIC to have the entire database of the internship programme.
10. The facilities for boarding and lodging of candidates shall be ensured by the University Department. The University Department shall not at any time for any reason cause to the University any situation leading to legal implications.
11. The University Department shall maintain all mandatory Registers including accounts.
12. Any dispute or claim arising from beneficiaries or from a third party shall be resolved by negotiation and legal disputes of any nature shall be subject to the Salem jurisdiction only.

  
K. Ugal  
REGISTRAR

20.5.23