

Credit-Based Summer Internship Program (IHRD)

1. **Program Overview** The Credit-Based Summer Internship Program is designed to provide FYUGP students with practical industry exposure, skill enhancement, and academic credits. These guidelines ensure a standardized process for all participants.
2. **Enrollment & Commencement:**
 - a. **Batch Size:** A minimum of 15 students is required to commence a program. IHRD reserves the right to reschedule or cancel a batch if the minimum enrollment is not met.
 - b. **Timeline:** The tentative commencement date is 15 April 2026.
 - c. **Notification:** Confirmed schedules and batches will be communicated to registered participants via their registered email or mobile number.
3. **Fee Structure & Payment:**
 - a. **Fee Tiers:**
 - i. **2 Credits: ₹3,000**
 - ii. **4 Credits: ₹6,000**

Inclusions: The fee covers training sessions and supervision.
 - b. **Certification Fee ₹150/-**

Inclusions: This Fee covers Academic Assessment and Certification.
 - c. **Payment Schedule:** Fees must be paid online in two equal instalments:
 - i. **First Instalment:** Within five working days of admission confirmation.
 - ii. **Second Instalment:** Prior to the commencement of the final internship assessment.
 - d. **Admission Confirmation:** Enrolment is finalized only upon receipt of the first instalment.
4. **Attendance & Academic Integrity:**
 - a. **Minimum Attendance:** Participants must maintain at least 80% attendance. Falling below this threshold may lead to disqualification from assessment and certification.
 - b. **Originality:** All submissions (reports/projects) must be original. Plagiarism or any form of academic malpractice will result in immediate disqualification.
5. **Assessment & Evaluation** Completion of the internship is subject to the following evaluation components:
 - a. Practical assignments and project work.
 - b. Submission of a formal Internship Report by the specified deadline.
 - c. Participation in a final presentation or Viva Voce.

6. Professional Conduct:

- a. **Discipline:** Participants are expected to uphold the highest standards of professional and ethical behaviour.
- b. **Institutional Rules:** Any violation of rules or misconduct may result in the student's removal from the program without a refund.

7. Refund & Liability:

- a. **Refund Policy:** Fees are non-refundable, except in cases where the program is cancelled by the institution due to unavoidable circumstances.
- b. **Liability:** The institution is not responsible for personal loss, damage, or injury, except for incidents directly occurring during supervised training activities at the center.

8. Administrative Provisions:

- a. **Grievance Redressal:** For academic or administrative concerns, students should contact the designated Program or Internship Coordinator.
- b. **Right to Modify:** IHRD reserves the right to modify training modules, assessment methods, or schedules to meet academic or administrative requirements.