



## Policies & Procedures Manual Sir Syed University of Engineering & Technology

<b>Title of Policy:</b> Policy and Procedure for Engaging Interns	
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### Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continue the improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
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## **Policy and Procedure for Engaging Interns**

### **1. Preamble**

All recruitments at SSUET are made according to regulations and procedure defined in SSUET Statutes. The recruitments of regular employees is made through Selection Board/Committee based on the requirement. However, situations arise where it becomes necessary to engage temporary staff for a short duration. For this purpose, interns are appointed for execution of specific tasks. These interns are usually fresh graduates who are interested in acquiring hands-on experience. No formal policy & procedure was in place for appointing interns and the situation was usually handled on case to case basis. This document provides the policy and procedure for engaging interns.

### **2. Introduction**

This policy describes the “Eligibility Criteria” for appointment and the “Procedure” for hiring and “Terms of Reference” of appointment of the Intern.

### **3. Eligibility Criteria**

An intern should have graduated from an HEC’s Recognized University.  
{The Eligibility criteria is applicable for appointments made after 30/11/21}

### **4. Procedure**

- a. Chairperson / HOD submits the requirement of an Intern to the Registrar with proper justification.
- b. The Registrar office processes the requirement and submits the case for approval of the Vice Chancellor along with the need analysis.
- c. Considering the need and the financial strength of the University, the Vice Chancellor approves or disapproves the hiring request and directs the Registrar office either to initiate the process of employment of Intern or to inform the concerned Chairperson / HOD in case of disapproval.

### **5. Terms of Reference**

- a. An intern can be initially appointed for a maximum period of 12 weeks.
- b. On expiry of the appointment duration, the Vice Chancellor may reappoint the Intern on recommendations of the Registrar.
- c. The Vice Chancellor may approve payment of a stipend of maximum Rs.15,000/- (Rupees fifteen thousand) per month to the Intern based on the qualifications of the Intern.
- d. In case of renewal of agreement, the candidate shall be interviewed again for continuation of internship.