

**Policy and Regulations**  
**Faculty Internship Program (FIP)**  
**With Effective From**  
**July 13, 2021**

### **Section I: Objective**

Woxsen University encourages its faculties by supporting them in their professional development activities. One such initiative is Faculty Internship Program (FIP) enabling the faculty members to work on full time basis in Indian industries where the learning and experiences can be brought back and enable the students with industry oriented practical knowledge and enhance their problem-solving skills. It will primarily have following objectives:

- Enriching class room teaching
- Help strengthening relationship with industry
- Creating awareness at all levels
- Opportunity for guest lectures/Joint R&D Projects/internships

### **Section II: Eligibility**

- Faculty opting to undergo FIP should have completed his probation period with the University
- Faculty who are in their notice period are not eligible to undertake FIP
- Faculty has not undergone FIP in previous academic year

### **Section III: Tenure & Remunerations**

- The tenure of internship program should not be more than 2 months
- University is liable to provide the monthly remuneration for the faculty and no other honorarium will be provided
- University will provide TA/DA based on the travel regulations set by the university
- University at its discretion will reimburse any additional expenses incurred on account of FIP (it is advised to obtain prior approval for all anticipated expenses)
- The period of FIP (including journey period for outstation FIP) shall be counted on duty

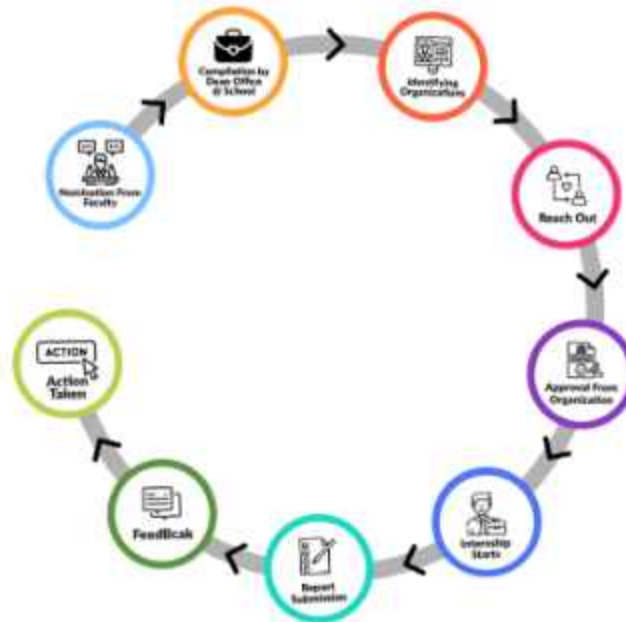
#### **Section IV: Outcome Measure**

Post the internship, faculty are required to submit a report on the internship as well as make a presentation to their respective departments on the key learnings. Faculty are also encouraged to publish academic papers / case study in reputed journals.

#### **Section V: Standard Operating Procedure**

1. Faculty is required to do a thorough analysis of their needs and expected learning outcomes and submit a statement of purpose (1 page).
2. Faculty notifies both their own department on the need of such internship. Based on feedback from industry regarding employability, HODs in consultation with Director / Dean identify several areas in which the department and School will benefit from the internship. New and emerging areas in respective domains are also identified for the internships.
3. This submission of statement of purpose and desired domain is then matched with the appropriate organization for the internship. An approach is made to the relevant industry, and the department of finance and administration facilitates travel, boarding & lodging.
4. One faculty shall be made responsible for co-coordinating all activities of FIP and maintaining proper records

**Process Flow:**



**Section VI: Finding suitable and willing organizations**

1. Any Faculty (through his/ her personal network) can suggest potential areas and organizations and shall provide details of contact person
2. Corporate relations department shall prepare and maintain a list of potential organizations
3. A team of 2-3 faculties (nominated by Dean/Program Chair) will have the responsibility of educating potential organization(s) about the FIP and apprise them about the mutual gain
4. The concept of FIP shall be widely circulated in social/print media to generate interest amongst corporate world