

RULES FOR CONDUCT AND GOVERNING OF SUMMER INTERNSHIP PROGRAM

MAHARASHTRA UNIVERSITY OF SCIENCES, - YRROOY Dindori Road, Mhasrul, Nashik - 42200'
Tel : (0253) 2539156/6659156 Student Helpline : (0253) 2539111/6659111 MUHS Website :
www.muhs.ac.in, E-mail : ieh@muhs.ac.in Dr. Kalidas D. Chavan M.B.B.S., M.D. (Forensic Medicine),
Ph.D., D.Sc. MUHS/ IEH / 33/ 2022 Registrar Dated :-23th March 2022 by Email / by Post Notification
No. .12./2022 : (MUHS International Education Hub) Subject: To notify the "Rules for conduct and
governing of Summer Internship Program" regarding... It is notified for the information of all concerned
that "Rules for conduct and governing of Summer Internship Program (SIP)" at the various SIP Center(s)
enrolled by Maharashtra University of the Health Sciences, have been approved by the concerned
Authorities. The same is hereby published on University website (www.muhs.ac.in) for sake of all the
concerned (Copy attached). Accordingly, all concerned willing to undertake Sumer Internship program
activity should the note and do the needful at their end. Dr. Kalidas D. Chavan Registrar Enclosure: As
above Copy to : MUHS NashN 2. 3. 4. 5. 6. 7. 8

9. Hon'ble Vice-Chancellor Office, MUHS, Nashik. Hon'ble Pro Vice-Chancellor Office, MUHS,
Nashik. Hon'ble Registrar Office, MUHS, Nashik . Controller of Examinations, MUHS, Nashik Finance &
Accounts Officer, MUHS, Nashik Director, Planning Board, MUHS, Nashik All concerned HOD MUHS,
Nashik. All the SIP Center(s) enrolled by MUHS. Dean /Principal of all the MUHS affiliated UG
Colleges. 1

2. MUHS MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK Dindori Road, Mhasrul, Nashik, INDIA - 422004 Tel : (+91-253) 2539156, Fax : (+91-253) 2539294 Website :
www.muhs.ac.in, E-mail : ieh@muhs.ac.in "Rules for conduct and governing of Summer Internship
Program" Short title, extent and commencement a) These rules may be called as "Rules for conduct and
governing of Summer Internship Program" b) It shall be applicable to all concerns and shall come in to
force from date of its issuance. Definitions a) Words and expression used in this rules shall have the same
meaning, respectively, assigned to them in the Maharashtra University of Health Sciences Act, 1998 b)
The expression 'University' defined as the Maharashtra University of health Sciences (hereinafter referred
as 'MUHS'). c) The expression 'Learning Goal' defined as the aim to be achieved by candidate undergoing
summer Internship Program (hereinafter referred as 'SIP'). d) The expression 'SIP Center' defined as the
Center enrolled by MUHS to conduct SIP. e) The expression 'Nodal Officer' defined as person nominated
by SIP Center for smooth functioning of SIP at concerned SIP Center. f) The expression 'Vertical Head'
defined as person nominated by SIP Center for overall execution of activities as per concerned Learning
Goal agreed by at SIP Center. g) The expression 'Candidate' defined as student admitted in undergraduate
course (up to 3rd year on going) and applying for SIP. h) The expression 'Statement of Purpose' defined as
narrative that highlights candidate's academic strength and background, research interests, long term goals,
and why he is fit for that particular SIP. Typically, it should between 500 to 1 ,000 words long, which
means that candidate must make a special effort to convey, as much meaningful inform bout himself as
candidate can within this relatively small words limit. Page 1 of 11 MUHS 3. 4

5. Overview : a) **This Program is the outcome of the Vision Document and Road Map of the University, prepared by the Hon'ble Vice-Chancellor, MUHS.** b) The SIP is consisting of multiple
elements. The idea is that each intern will work with his/her mentor to create a summer plan that
supplements the intern's applied progress with other career and scientific development activities. c) It is a
sort of experiential learning that integrates knowledge and theory learned in the classroom with practical
application and skills development in a professional setting. d) SIP is unique platform to provide
significant exposure to students for observership with broad exposure to the organization /
Orientation/Real life experience / help to establish the Professional relations in your esteemed organization
and vice versa. Objective : a. To give an opportunity for undergraduate Candidates to utilize the summer
vacation period for their value addition through extra-curricular activities. b. To provide a unique
experience among the under graduate Candidates from a variety of backgrounds. c. To provide a platform
for undergraduate up to 3rd year ongoing Candidates to learn and understand diverse culture and
traditional practices. d. To provide the research exposure for those interested in potential careers in health
sciences and public health. e. To comply with the provisions prescribed under National Education Policy

like cultural awareness and societal well-being. Benefits: a) b) c) Participants gain both theoretical knowledge and practical skills in research, scientific experimentation and other scholarly investigations under the close guidance of faculty or research mentors or experts or professionals. SIP Candidates take part in a range of professional and career development activities, networking events, and research discussions. Candidates also have the opportunity to present their work in oral or poster format at the conclusion of the program. In addition, SIP Candidates often go on to present their summer research at national conferences throughout the year, and candidate(s) shall be awarded with stipend as decided by the University from time to time. Page 2 of 11 6. 7

8. Stipend Each Allotted candidate shall be awarded a weekly stipend of 0500/ week (maximum up to Four weeks) or as may be decided by the University from time to time.

Eligibility Criteria: Normally the eligibility criteria for SIP shall be as per the requirement of concerned learning goal of SIP and shall be as decided by the MUHS from time to time. Candidates up to 3rd year ongoing who are currently admitted in under graduate Health Science Curriculum (MBBS / BDS / BAMS / BHMS / BUMS / BPTH / BSC. Nursing / BOTH / BNYS / BPMT/B.A.S.L.P/BPO/BSC (HLS) in a college affiliated to MUHS, Nashik.

Process Modality : a) Online admission process shall be carried out by MUHS. b) Candidate shall have to fill the application form online and pay non-refundable processing fee of Rs.500/- or as may be prescribed by the University from time to time. Applicant who is financially incapable of paying processing fee or those who belongs to below poverty line (BPL) family, such Candidates shall have to submit the certificate in that respect and undertaking duly certified by concerned Dean / Principal to the University. The Vice-Chancellor shall have right to grant the processing fee waiver in such case of applicant. c) Candidate need to choose SIP Center and Learning Goal. d) No Objection Certificate (NOC) from the college / institute, where the applicant candidate currently studying, in the format prescribed by the University as (ANNEXURE - A) e) It shall be mandatory for the Candidate to submit Statement of Purpose for any one of the learning goal opted by the candidate, while submitting online application form. It will carry 03 Marks weightage. Which shall be evaluated by the University and candidate shall awarded a proportionate mark(s) (either : 1 or 2 or 3) on the basis of statement of purpose submitted by candidate. Page 3 of 11

6. 7 MUHS Nashik 9. f) 12th /HSC Percentage OR Cumulative Grade Point Average (CGPA) (Candidate shall have to fill the prospective percentage after conversion equivalent percentage of marks as per concerned examination body guidelines (as applicable) will be converted in to 10 Marks. g) The merit list shall be prepared on the basis of marks or score secured by the candidate as per above marking criteria of 13 Marks (Marks obtained out of 03 Marks Statement of purpose + Marks obtained out of 10 marks assigned to 12th / HSC percentage 13 Marks). The seats will be allotted to Candidates as per Inter-Se-Merit. h) Scrutiny of application(s) and evaluation of statement of purpose shall be carried out by MUHS. i) Merit list will be published. j) Letter of allotment will be made available online. k) Candidate has to report at the concerned SIP center at their own cost and submit the joining letter through concerned Nodal Officer nominated by MUHS at respective SIP Center. l) Accommodation and mess facilities will subject to availability and subject to payment of necessary charges at par with that paid by Candidates living in hostels. m) All interns will be issued a temporary institute ID online by MUHS. n) At the successful completion of the internship, online certificate will be awarded by MUHS (In the template as prescribed by the MUHS authorities) (ANNEXURE - B).

Roles and Responsibilities: a) MUHS: . Make enrolment of SIP Centre(s). ii. Confirm the Nomination of Nodal Officer. Finalize Learning goal and confirm the Vertical head for each SIP. iii. Publish SIP online admission Notification. iv. Carry out online admission process. v. vi. Issue temporary I-Card online to selected candidates. vii. Pay Stipend to the allotted candidate as decided by MUHS for time to time. viii. May grant honorarium / financial assistance to SIP Centre / Nodal Officer/ Vertical MUHS head as may be decided by the University for time to time. * Nasht. To issue Certificate to successful candidates online. ix. Page 4 of 11 b) c) d) SIP Centre: ii. iii. iv. v. vi. vii. Get enrolled as SIP Centre. Define learning goals. Utilize the SIP assistance amount granted by MUHS for SIP activity only. Schedule orientation. Nominate one Nodal officer and vertical head for each SIP. Provide the accommodation and food arrangements as per availability. May charge the minimal amount as per concerned SIP Centre norms. Opportunity to guide and evaluate talent Nodal Officer: ii. iii. iv. v. vi. vii. Shall be actively involved in the process of formulation and implementation of SIP at each and every stage. Nodal support for various activities performed and in smooth functioning of SIP. Covey and update intake capacity for SIP at respective SIP Center. Point of contact to decide on learning Goals

and Vertical Heads. Enroll the Candidate and submit joining report. Arrange orientation Session before start of SIP. Submit list of successful candidate to MUHS through SIP Center. Vertical Head : i. Shall play the key role in process of finalizing the detailed program for Learning goal assigned to him. ii. Responsible for overall planning and execution of weeks' activities as per concerned Learning Goal agreed by at SIP Center iii. Admit the candidate and submit joining report to concerned Nodal officer. iv. Conduct orientation Session before start of SIP v. Convey the progress report and data to MUHS through SIP Center, under intimation to nodal officer. vi. Share list of successful candidate of concerned Learning goal under him/her to Nodal Officer for further needful action. Page 5 of 11 .49ehlk e) Candidate: ii. iii. iv. v. vi. vii. viii. ix. x. xi. Fill necessary information and submit Application form & statement of purpose for any one of the leaning goal opted by the candidate. Need to upload necessary documents and pay non-refundable application form processing fees online. Join at respective SIP Centre at his own cost. Learn, observe experience and achieve the objectives by completing the SIP. share his ideas & explore career and scientific development activities. Create a meaningful full-time experience. Need to pay the food and accommodation charges, if any; availed as per availability and norms of SIP Center. Grab opportunity to gain valuable applied experience. Gain an insider and realistic view of SIP Center. Use the platform to develop network and make connections with professionals in his field of interest. Submit Undertaking in the format prescribed by the University (ANNEXURE - C) 10. Time schedule : Normally time schedule for SIP activity shall be as decided and notified by the University from time to time. However, MUHS Notification inviting SIP application online will be issued in the month of March / April every year. In case public holiday next working day will be observed

11. Miscellaneous : a) No act or omission in respect of procedure of these rules shall be deemed to be invalid at any time merely on the ground that there is any irregularity in the said process or any minor deviation made from any procedure, not affecting the merits of the process. b) University may, at any time, without giving prior notice, amend, relax, alter or repeal any criteria and or provision of these rules or may prescribe additional rules or procedure in conformity with abovementioned provisions. Page 6 of 11 c) It is mandatory for all the SIP center(s) to submit the Utilization Certificate in the format prescribed by MUHS from time to time, for the financial assistance granted by MUHS for SIP activity, separately for each financial year, to ensure the suitability for next tranche of financial disbursement. The Utilization Certificate(s) submitted by the SIP center should be duly signed by the Director / Principal / Head of the SIP Center and concerned Nodal officer. MUHS shall make sure that SIP Center has submitted utilization certificate for concerned financial year. d) Aggrieved student / stake holder, if any; in the matter concern with MUHS Summer Internship program may represent his representation/complaint in writing to the Registrar, MUHS. The Registrar, MUHS shall assess the case and convey directives to the concerns. If the grievance not settled at the level of Registrar, MUHS then, it shall be referred to the Hon'ble Vice-Chancellor, MUHS for perusal and final decision in the matter. e) The decision of the Vice-Chancellor, MUHS shall be final and binding on all the stakeholders. f) In case of interpretation of or difficulty arising in implementation of any of the provision of these rules the decision of the Vice-Chancellor, MUHS shall be final. g) As the interns may be accessing confidential documents and information during the course of their SIP, it is prudent that they will not disclose the same and follow the policy of the concerned SIP Center in that regards. h) In some cases, interns may work on projects where intellectual property rights are a concern for SIP Center. As MUHS is State governmental entities, the intellectual property created by interns may well be vested with MUHS and SIP Center Jointly. i) All the words or terms denoting any gender shall include all genders. Issued with the approval of competent Authority. Date: 17/03/2022 Place: Nashik Enclosures: As per above (ANNEXURE - c,D). Dr. K. D. Chavan Registrar nuns Page 7 of 11 (ANNEXURE - A) FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE / INSTITUTION (To be given on Letter Head) To be signed by HOD / Principal) Dated:- Subject:- No Objection Certificate for MUHS Summer Internship Programme. It is certified that <Mr./Ms.> . . Is a bonafide student <College ID No.> of < Semester/Year> of <name of the programme> of this <Institution/College>. The <Institution/College>. has no objection for doing the summer internship programme at any SIP center enrolled by Maharashtra University of Health Sciences, Nashik (MUHS) for the period from. to..... It is also certified that <he/she> is not registered for any course requiring <his/her> attendance in the class during the said period. The conduct of the student as recorded by the <college/institution has been found good/satisfactory/unsatisfactory. It is also confirmed that, <Mr./Ms.> .

Belongs to OR / does not Belongs to below poverty line (BPL) family (strike out which is not applicable). (Signature and Seal) Dean / Principal Name of College/Institute (where candidate is presently doing his/her studies) 4. Note: If the Candidate is belonging to BPL family income group, then he/she shall have to submit the Certificate, in that regard. MUHS *ashik * Page 8 of 11 YIHSV N 'SHnw EIF!6eu (oumeufi!s) d!S-SHnw (umeufi!s 11 JO 6 Obed Jowel!a / ueea (oameu8!s 100!40 lepoN (umeu8!s) peeH leo!uen (oameufi!s) ueaeo pue eJ!l u! sseoons Lene us!M I •6uppompeq pue lemound sem d!qsl.uell-l! lewwns 10 poped 6uuna leoo 6u!tue31 JO euv •61.1!weel JO eae 6U!MOlIOJ u! emsodxe peu!e6 pue uomppe erme,••, se d!qsl-ueWl lewwns u! poped uoueoA El-utuns pez!lun seq eus / OH (Uä1NäO dis JO wepms :pmeq SHnw u-10]1 (SHnn) 'seoueps queel..1 10 KusEA!un elulseæqen KJ!ueo 01 s! (Sl--lnn {q eu!luo penss! eq 01) .jöl1l60 d!S .10t1JOJO paoq N011W1dWOO J*.avuOOHd d!HSNH31N1 uanvqns do IVRHOD UNDERTAKING son/daughter of RIO MUHS Summer Internship Program, understand that : (ANNEXURE - C) Age: who is applying for I. "Confidential Information" means any information of a secret or confidential nature relating to the Summer internship workplace, which may include methods, documents, data, drawings, manual, notebooks, reports, processes, software, information systems, contracts, proposals and training materials

2. I agree to the following: I have read and understood the above definition of "Confidential Information"

3. I agree that I will not at any time, both during and after completion of internship, communicate or disclose confidential information to any person, corporation or entity unless required by applicable law or legal process failing which I shall be liable to legal remedies as per law

4. I am fully aware that my entire responsibility lies with myself.In any case MUHS or SIP Center shall not be held responsible for my any sort of academic and or financial loss

5. In the event of my selection, I will be present at the premises of the MUHS or SIP Center or any other venue at my cost, as notified by the nodal officer/authorized officer, to undertake tasks assigned to me for the duration of the internship and pay the required charges for food and accommodation, if made available and provided by SIP Centre.I will communicate to the nodal officer/authorized officer/ vertical head, should there be any reason or inability to be present

6. I will communicate regularly with the said nodal officer/authorized officer/vertical head on the progress of the tasks undertaken and furnish the monthly progress report to be evaluated by the said nodal officer/authorized officer/vertical head

7. I understand that any work products/IPR produced during the internship is a property of the MUHS and SIP Center and the terms of its use shall be decided at the discretion of the MUHS and SIP Center

8. I declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the concerned authorities to solve any problem, but amicably resolve the same through the nodal officer or appropriate grievance redressal mechanisms

9. I will adhere to workplace norms and abide by ethical standards followed in the MUHS and SIP Center.In the instance of a professional misdemeanor or misconduct. I understand that the concerned authorities shall terminate my summer internship and may take appropriate legal recourse as provided under the law of land. IO. I declare that, I shall be solely responsible for any act/actions of disrepute and shall be liable punishment as per the law of the land. I further understand that the MUHS and SIP Center or concerned authorities shall in no way provide any legal support to me and will not be held responsible

11. I declare that I have not been convicted or found guilty of any criminal offence or associated with or accomplice to an ongoing criminal investigation

12. I declare that I am not suffering from any serious/contagious ailment and/or psychiatric/psychological disorder which may hinder my performance as intern

13. I further declare that, my internship shall be terminated forthwith at any stage, if I am found to be ineligible and/or the information provided by me are found to be incorrect or on grounds of misconduct etc.as came to the notice of MUHS and SIP Center

14. I hereby undertake to inform the MUHS and SIP Center and concerned authorities, about my changes in information submitted by me, in the application and any other documents, including changes contact details/addresses/phone nos.etc., from time to time. Date: Place : (Signature of Candidate) Full Name of Candidate: Page IO of 11 (ANNEXURE - D) (To be filled by SIP Center)

UTILISATION CERTIFICATE Certified that out of Rs. of grants-in-aid sanctioned during the year in favor of ...and Rs.... on under this MUHS SIP Scheme Letter No... account of unspent balance of the previous year, a sum of Rs..... .has been utilized for the purpose of SIP activity, for which it was sanctioned and that the balance of Rs remaining unutilized at the end of the year has been surrendered to the MUHS (vide Challan no.....dated.... grants-in-aid payable during the next year i.e.. Name & Signature of Nodal Officer :..... Date: / 120... Name & Signature of Principal / Director/ Head :.. Date: of SIP Centre (To be filled in by MUHS) .Will be adjusted towards the has Certified that the SIP Center: . submitted Utilization Certificate for Year With respect to the financial assistance granted by MUHS for SIP activity and see that the money was actually utilized / not utilized for the purpose for which it was sanctioned: Recommendation / Remarks if any; please mentioned below: 2..... 3..... Signature of Coordinator, SIP, MUHS, Nashik : . Name & Designation:. Date:.. Page 11 of 11 MOHS

