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Office of the Deans  
Industry Collaboration and Internship Affairs (ICIA)  
SGT University, Gurugram

Subject : Industry Collaboration and Internship policy & Guidelines 2024

Sir


University has recently created a new umbrella Department namely **Industry Collaboration and Internship Affairs (ICIA)** to cater broader industrial and hospital need of all faculties of SGTU. The objective of ICIA is to explore greater collaboration for short term and long term training and internship of students, specially in view of implementation of NEP 2020 and students centric learning approach under new pedagogy in the University.

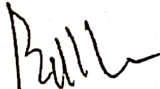
In order to achieve this, it was felt that there is a need to have a SGTU policy on Industrial collaboration under broader framework of "UGC Guidelines on Sustainable and vibrant university-industry linkage system".

We have prepared a policy guidelines of ICIA, in line with UGC recommendations, which is to be followed in SGTU for a sustainable growth of university in this direction.

This is being submitted for your necessary direction /vetting/ and approval.

With Regards

  
Prof. M. Ejaz Hussain 18/11/25

  
Prof. Vijay Bhalla

Deans, ICIA

V. C. - Pl examine  
02/11/2025

Deputy Dean Academics, Vcoffice.

PTO

Respected Sir,

The proposal of formulating the policy for 'ICIA' is as per UGC Guidelines. However, a few points have been suggested to be taken into consideration.

- ① As per annexure-H, item-2.05, point no. 7(iii) & 7(iv) an Advisory Committee and Mentoring and Monitoring Committee must be constituted.
- ② Strong policy and detailed schemes should be formulated to encourage 'Student-teacher' collaborative research catering to the needs of industry and society both. The research must be other than dissertation and SIP. (as per Point. 2 (2 & 3)). (The major focus of the submitted policy is on internship, it is suggested to include strong policy for research other than internship, SIP & dissertation).
- ④ Strong policy & schemes must be formulated for 'Skill development and enhancement of students through NSDC recognised Sector Skill Partners (SSPs) in accordance with the National Occupational Standards (NOSs) (as per Point. 9(3)).

Dr. Reetika Dadheech

Phd  
13/1/25

VC Sir

for consideration in light of the above comments

WD  
13/1/2025

Deans, ICIA

- The enclosed copy of UGC guidelines are meant for establishing "University-industry linkage centre" for which a separate application to UGC has to be submitted for financial assistance upto 2 Crore.
- Presently SGTU requires a ICIA Policy for its normal functioning.
- In future, when we decide to establish centre in SGTU, UGC guidelines will be followed, if centre is approved with UGC budget.
- Infr, this Policy may be approved for ICIA functioning.

Phd  
27/1/25

Mr Va  
21/1/25  
Conda -





Forwarded to V.C. in review. The proposal is for framing only Policy.

V.C. Si

pm → Dr. Lakshmi  
29/11/21

Approved  
29/11/2021

Deputy, ICIA / Registrar.

- Since V.C. Si has approved the policy of ICIA functioning, this may be submitted/placed before AC for approval in next meeting.
- Proposed organizational requirement & human resource i.e. -  
organogram is enclosed - Annex -
- Financial implication & this may be worked out by HR/Finance.

M. P. Mani  
6/2/25

M. P. Mani  
10.02.25

Registrar -

**Policy and guidelines**  
**Industry Collaboration and Internship**  
**Affairs (ICIA)**



**Shri Guru Gobind Singh Tricentenary University**  
**(SGTU)**  
**Gurugram, Haryana**

**2024**

*MO Anshu*  
*18/11/24*

*[Signature]*



## Genesis :

Stronger collaboration between academia and industry can inspire creative approaches to integrate new skills in the curriculum while continuing to teach the fundamentals of each discipline. To achieve these objectives, The National Educational Policy (NEP) 2020 has recommended a vibrant University-Industry linkage with emphasis on exposure for students to real-life examples and making them globally competent. The NEP has also recommended that students, as a part of holistic education, may be provided the opportunities with industries/corporate as well as research internships with research institutions, which will further improve their employability. SGT University is having huge talent pool of Medical/Health care and non-medical Interdisciplinary programmes in 18 different faculties. Hence, there is an urgent need to involve all stake holders to develop a strong ecosystem of University-Industry linkage in line with UGC recommendations to groom skilled and competent workforce to meet the guidelines of Atmanirbhar Bharat mission. In order to achieve this goal, SGTU has taken a lead in establishing an independent Department namely, **"Industry collaboration & Internship Affairs"** at University level to look after the need of all Faculties with the following policy for operational purpose :

### A. Objective:

1. To establish career guidance (beginning Semester I), Training, Internship and a placement cell (in each faculty).
2. To promote University-Industry (UI) collaborations in the University to address practical R&D problems of high societal relevance by engaging the faculty and students right from degree (UG) level and upwards.
3. To develop the skills/Vocational/life skill sets amongst the learners and make them industry-ready through student Internships, including field/industry/on-job
4. To establish a vibrant Industry relation cell (IRC) under the umbrella of ICIA for sustainable relationships between Industry/Hospital/corporate and Academia.
6. To advise CCA/ CRC of SGTU create training opportunities and apprenticeship opportunities in the industries/ R&D labs/ Research organisations/ other organisations.

*MP*

*BM*



## B . Stakeholders

SGT University, any other University, Institutes, Colleges (PG/UG), Faculty and Students of Higher Education system in the Country and Industries in India .

## C. Creation of the Industry Relations Cell (IRC)

### 1.Responsibilities of the Industry Relations Cell (IRC):

- a. Identification of potential prospects for collaboration, creation of links with technical professionals and signing of MOU between industry and the concerned Department of the University .
- b. Liaisoning and establishing network with industries/Hospitals/ Hospitality Industries, Non-Government Organizations(NGOs) and corporates
- c.Liaison with IRCs of other Universities/ Institutes/ Colleges in the country.
- d.To support eligible students for career guidance, training and skill building , internships/apprenticeship, preplacement activities and preliminary research projects .
- e. To Explore sources of funding from Government /non Government agencies IRC.
- f. Identifying current research topics of interest, including those that have local/regional relevance and dissemination of the same among the stakeholders.
- g. Periodic Monitoring and evaluation of above-mentioned activities

### 2. Composition of IRC:

1. Deans ICIA	Chairman/Co-Chairman
2. Dean, FEAT	Member
3. Dean, FCM	Member
4. Director, CCA/CRC	Member
5. Central Coordinator-Medical (IAB)	Member
6. Central Coordinator-Non-Medical (IAB)	Member
7. Central Coordinator – Medical (placement)	Member
8. Central Coordinator – Non-Medical (Placement)	Member



9. Two External Industry Experts- Medical Members
10. Two External Industry Experts- Non-Medical Members
11. Two Students Representatives- Medical Members
12. Two Students Representatives- Non-Medical Members
  
13. Two Alumni Representatives- Medical Members
14. Two Alumni Representatives- Non-Medical Members

The IRC will conduct minimum of two meetings in one Calander year and the IRC committee will hold the office for a period of two years duration from its approval by the competent authorities.

**D. Creation of the University Relations Cell (URC) in an Industry:**

1. Every industry/Institute/Hospital with which SGTU signs an MOU will establish a URC with a nodal person as coordinator.

2. SGT University is expected to provide Hand-holding support Industry to adopt modern technology.

**3. Responsibilities of the University Relations Cell (URC):**

a. Liaisoning IRCs of SGTU with other nearby Universities/ Institutes/ Hospitals and enabling the realization of the proposed R&D culture involving Universities/ Institutes/ Colleges and their own industry.

b. Participation in the R&D needs assessment exercise by IRCs, promoting and carrying out activities such as R&D, continuing education and others of mutual interest.

c. Understanding the present and future R&D needs of the industry in association with the R&D setup of the industry.

d. To drive the actions related to supporting student internships and apprenticeships.

f. In association with the CSR and R&D cells of the industry and IRC ensuring possible allocation of financial support to the SGTU related work

g. Monitor the progress of the work.

*MP Singh*

*Bill*





4. May create a technology-centric mechanism to capture the local problems and then assign the same as projects to the students based on the infrastructural cum human expertise available at the host institute of a student.

5. SGTU faculty will be incentivised for motivated research which can be done in two ways, such as,

a) Reforming the promotion criteria to give more weightage to IP, technology transfers, industry linkages, etc.,

b) Offer Performance-based rewards wrt Teachers-student distinct achievement in innovation/technology development involvement in .

6. **A University-Industry (UI) day** may be organised by the SGTU and Industry, showcasing the R&D and the other work done for strengthening UI linkages.

#### **E. University-Industry (UI) Linkages for Enhancements of Student Internship and Apprenticeship:**

1. All faculties of SGTU will constitute an **"Industrial Advisory Board "** comprising highly experienced industry professionals (5-10 depending on the strength of the faculty) which will meet 1-2 times in a year to guide the concerned faculty of its industrial needs.

2. Industrial experts may also be nominated on the Board of Studies, Academic Councils, and other committees of the University.

3. SGTU may invite professionals from industry as **"Professor of Practice"** as per the UGC Guidelines for Engaging Professors of Practice in Universities and Colleges .

4. SGTU may encourage the facilitation and exchanging of experts for conducting and monitoring of R&D projects as investigators or consultants in each other's or joint project and consultancy activities.

5. SGTU may conduct **specialised Workshops and Training** programmes jointly with industry on science and technology developments in the respective subjects.

6. The industry may provide **endowments** for the creation of advanced facilities and vocational training centres as per the requirement of the industry or for the cause of education at SGTU.

7. Industries may **allow faculty/ research scholars** of SGTU to use sophisticated and costly equipment available in industry for



training/research. Similarly, SGTU may allow industry to use the facilities of the University for testing and certification.

8. Industries may establish **Industry chairs in SGTU** and support scholarship schemes to attract meritorious young researchers to the University.

9. The industries and SGTU may jointly work for the development of new technologies in the research labs of the Universities and take benefit of **technology transfer**.

10. The industries and SGTU may jointly offer **collaborative degree programmes** tailored for industry personnel or with emphasis on practice for generic aspirants.

11. **Project/dissertation** work of UG and PG students of SGTU may be effectively executed under the joint guidance of the faculty and experts from the industry on generic or industry problems.

13. SGTU may introduce internships/ apprenticeships irrespective of the field, including Arts, Science and Engineering, as per the UGC Curriculum and Credit framework for programmes as notified and amended from time to time.

14. The number of Internships and type of internships may be decided by SGTU with the approval of its Statutory Authorities. SGTU will abide by the UGC Curriculum and Credit framework, National Curriculum Framework, and other relevant notifications of the Ministry of Education(MoE)/other Ministries/ UGC/AICTE.

15. A student may take additional internships on the basis of recommendation from the institute or on their own depending on the type of programme (professional /non-professional) and own interest.

16. SGTU may designate

i. A faculty member per course to handle and coordinate the internships related to the academic programme and

ii. An overall in-charge, head or chairperson at the level of the University .

18. The responsibility of handling the internship may be entrusted to the Curriculum development or placement cell, which may take the help of the IRC for the creation of internships.

*Person?*

*Person*





19. URC may be responsible for creating and handling the internships in the Industry or Organisation.

20. URC may provide a coordinator and designate:

- i. A hosting mentor for each or each group of students and
- ii. An in-charge at the organisation (or URC) level to handle the internships of all students granted internships.

21. The regulatory framework for the courses and the common framework for running URC and IRC cells may be created by SGTU and industry or organisation.

22. Companies/ firms need to be encouraged to offer paid internships to students and make the internships sustainable.

23. University/Institute/College may do periodic or annual evaluations of the outcomes at their level.

24. SGTU may accept an apprenticeship done in any other institute or industry, where acceptable standards are ensured, in lieu of an apprentice course of a programme.

25. The inclusion of vocational education may also be done in the present curricular structure by making some space in terms of credits as well as contact hours. SGTU may offer vocational courses in the form of several electives for students to choose from based on their own interests.

26. University/ Institute/ College may provide guidance to students through faculty advisors and a Dedicated "**Student Career Counselling Cell**" (comprising of senior members from both the Institute and from the Industry)".

27. A University/ Institute / College may use the services of facilities and resource persons from industry and organisations effectively to offer training in an enriching set of courses.

#### **F. Sustainability of the Proposed UI Linkage System:**

1. **Financial sustainability:** SGTU may provide support to strengthen the mechanisms and may include (but not limited to) the following:

- i. Equity-based funding for entrepreneurial faculty.
- ii. Attract CSR funding from industry (local/national level): Industry associations play a significant role.

*MP*

*BHU*



2. **Administrative sustainability:** For strengthening UI linkages through research, the following pre-requisites may be adopted :

- i. Formation of various cells and monitoring mechanisms
- ii. Evolution of time-bound programmes for the different objectives by both SGTU and Industry with clear deliverables.
- iii. Development of an aggregator platform that will coordinate and synergise efforts from various quarters of SGTU and Industry/Industry associations, etc.
- iv. Funding for IRC from corpus/CSR funds/Government projects/donations etc.

#####

*Ad  
Kumar  
R/14/17*

*Rm*



# ORGANOGRAM (Proposed)

## Industry Collaboration and Internship Affairs

BOARD OF GOVERNANCE / BOM		
VICE CHANCELLOR		
Dean Industry Collaboration & Internship Affairs (1)		Dean Industry Collaboration & Internship Affairs (2)
BROAD OPERATION AREAS		
<ul style="list-style-type: none"> <li>Capacity Building Cell</li> <li>Career Guidance &amp; Training (Soft Skill, Communication)</li> <li>Monitoring &amp; Assessment Cell</li> </ul>	<ul style="list-style-type: none"> <li>Internship</li> <li>Training</li> <li>Placement</li> </ul>	<ul style="list-style-type: none"> <li>Industry Collaboration Cell (IRC) &amp; University Relation Cell (URC) For Collaboration, Internships &amp; Research Projects</li> </ul>
<ul style="list-style-type: none"> <li>Semester 1 &amp; 2: Career Guidance activities (credits 2 in each semester)</li> </ul>	<ul style="list-style-type: none"> <li>Semester 5 &amp; 6 (UG- 3-year program): Internship &amp; Placement Activities (as per curriculum)</li> <li>Semester 7 &amp; 8 (UG- 4-year program): Research Projects / Internship &amp; Placement Activities (Credits as per curriculum)</li> <li>Semester 3 &amp; 4 (PG- 2-year program): Research Project, Dissertation /Internship &amp; Placement Activities (Credits as per curriculum)</li> </ul>	<ul style="list-style-type: none"> <li>Semester 3 &amp; 4 (UG): Training activities (credits 2 in each semester)</li> <li>Semester 3 &amp; 4 (PG): Research Projects &amp; Dissertation (credits as per curriculum)</li> </ul>
WORK FORCE		
Director CRC/ CCA	Director IRC / URC	Director Monitoring & Evaluation (M & E)
Executives (Three)	Executive (One)	Executive (One)
Office Staff (one)	Office Staff (one)	Office Staff (one)
Attendant (Two)		
<p>General Instructions regarding IRC:</p> <ol style="list-style-type: none"> <li>Dean FEAT &amp; FCAM will be permanent member of the IRC</li> <li>There shall be one central coordinator each from (Medical &amp; Non- Medical) for Industry Advisory Board (IAB) and Placement</li> <li>There shall be two external experts each (Medical &amp; Non- Medical) from Industry</li> <li>There shall be two Student Representatives each (Medical &amp; Non- Medical) from SGT University</li> <li>There shall be two Alumni Representatives each (Medical &amp; Non- Medical) from SGT University</li> <li>The IRC will hold the office for two years duration and conduct a minimum of two meetings per Calander year to look after all operation areas.</li> <li>Any other matter brought in the notice of the related to the above activities will be addressed by the Dean ICIA</li> </ol>		

*M. P. Sami*  
18/11/20

*Bill*