



GURU NANAK EDUCATION TRUST



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

(GNIPST)

*A JIS Group Institution | Approved by PCI | Accredited by NAAC & NBA | Affiliated to
Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT)
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INSTITUTIONAL POLICY DOCUMENT INDUSTRY INTERACTION AND INTERNSHIP POLICY

Document Control

Document Title	Industry Interaction and Internship Policy
Applicable To	All students, faculty, staff and departments of GNIPST
Custodian	Industry–Institute Partnership Cell (IIPC), in coordination with the Training & Placement Cell
Approving Authority	Governing Body, GNIPST
Version	1.0
Effective Date	To be notified upon Governing Body approval
Review Cycle	Once every three (3) years, or as required

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1. Preamble

Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST), established in 2005 under the aegis of the Guru Nanak Education Trust and nurtured within the JIS Group, believes that pharmacy education is complete only when classroom and laboratory learning is connected with the realities of the pharmaceutical industry, hospitals, community pharmacies, research organisations and regulatory bodies. Sustained interaction with industry and well-structured internships are therefore recognised as essential components of the Institute's academic programmes.

This Industry Interaction and Internship Policy has been framed in line with the Education Regulations of the Pharmacy Council of India (PCI), the internship and industry-linkage guidelines of the norms of the National Assessment and Accreditation Council (NAAC) and National Board of Accreditation (NBA), the regulations of the affiliating University (MAKAUT), and the practices followed across leading technical and pharmaceutical institutions, so as to provide a transparent and well-governed framework for industry engagement and internships at GNIPST.

2. Objectives of the Policy

The specific objectives of this policy are to:

- Build long-term, mutually beneficial partnerships between the Institute and the pharmaceutical industry, healthcare organisations and research institutions.
- Provide students with practical exposure to industrial, clinical and professional practice through internships, industrial training and industrial visits.
- Ensure that mandatory internships and practical training prescribed by PCI and MAKAUT are planned, supervised and evaluated in a uniform manner.
- Align the curriculum, skill development and research of the Institute with the current needs of industry.
- Provide opportunities for faculty members to update their knowledge through industrial exposure and collaborative work.
- Safeguard the safety of students and the confidentiality and intellectual property of partner organisations.
- Maintain records of industry interaction and internship outcomes for NAAC, NBA, PCI reporting.

3. Definitions

"Institute" means Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST).

"Industry Partner" means any pharmaceutical or allied company, hospital, community pharmacy, clinical research organisation, testing laboratory, research institution, regulatory or government body, or other organisation that interacts with the Institute or hosts its students.

"Industry Interaction" means any structured engagement between the Institute and an Industry Partner, including MoUs, industrial visits, expert lectures, internships, joint projects, curriculum inputs and faculty industrial exposure.

"Internship" means a period of supervised practical training undertaken by a student at an Industry Partner, whether mandatory under the curriculum or optional, and includes industrial training, practice school, hospital training and community pharmacy training.

"Host Organisation" means the Industry Partner at which a student undertakes an internship.

"Industry Supervisor" means the person designated by the Host Organisation to guide and assess the intern.

"Faculty Mentor" means the faculty member of the Institute assigned to monitor and evaluate a student's internship.

"IIPC" means the Industry–Institute Partnership Cell constituted under Section 5 of this policy.

"Competent Authority" means the Director/Principal of the Institute, or the Governing Body where specified.

4. Scope and Applicability

This policy applies to all students of GNIPST enrolled in the B.Pharm, M.Pharm, Ph.D and other programmes offered by the Institute, and to all faculty, staff and departments engaged in industry interaction or internship activities. It covers mandatory internships and practical training prescribed in the curriculum, optional and vacation internships, industrial visits, expert lectures, MoUs, industry-supported projects and faculty industrial exposure, whether conducted in person or virtually.

Consultancy assignments undertaken for industry shall be governed by the Institute's Consultancy Policy, and campus recruitment by the Training and Placement Policy; this policy shall be read together with those policies.

5. Institutional Mechanism – Industry–Institute Partnership Cell

All industry interaction and internship activities at GNIPST shall be coordinated through the Industry–Institute Partnership Cell (IIPC), which shall be constituted as follows:

- **Chairperson:** Director / Principal, GNIPST
- **Coordinator:** Dean/Head, IIPC, nominated by the Director
- **Members:** Heads of Departments, one faculty internship coordinator from each department, the Training & Placement Officer, and a representative of the Finance & Accounts Office
- **External Members:** Two to three representatives from industry, hospitals or research organisations, and one distinguished alumnus, nominated by the Director

The IIPC shall be responsible for:

- Identifying potential Industry Partners and maintaining a database of partners, contacts and internship opportunities.
- Initiating, drafting and monitoring MoUs with Industry Partners in coordination with the Institute's administrative office.
- Preparing an annual calendar of industrial visits, expert lectures and internship schedules for each programme.
- Coordinating the placement of students in internships and assigning Faculty Mentors in consultation with the departments.
- Collecting feedback from Industry Partners, Industry Supervisors and students, and communicating it to the departments.
- Seeking industry inputs for curriculum enrichment, value-added courses and research.
- Meeting at least twice in each academic year, with minutes duly recorded.

6. Modes of Industry Interaction

6.1 Expert Lectures and Guest Faculty

Industry professionals shall be invited to deliver expert lectures, seminars and workshops on current practices in manufacturing, quality, regulatory affairs, clinical research, pharmacovigilance, hospital and community pharmacy, and related areas. Experienced industry professionals may also be engaged as adjunct or guest faculty with the approval of the Competent Authority.

6.2 Industrial Visits

Industrial visits to manufacturing units, quality control laboratories, research facilities, hospitals and other organisations shall be organised for students as per Section 13 of this policy.

6.3 Industry Advisory Inputs and Curriculum Enrichment

Industry representatives shall be invited to Board of Studies/department advisory meetings, where applicable, to provide inputs on skill requirements, value-added and certificate courses, and project topics.

6.4 Joint Projects, Research and Consultancy

Faculty and students may undertake industry-sponsored projects, collaborative research, student dissertation work at partner sites, and consultancy and testing services. Consultancy and testing shall be undertaken in accordance with the Institute's Consultancy Policy.

6.5 Faculty Industrial Exposure

Faculty members shall be encouraged to undertake short-term industrial training, faculty internships, and industry-sponsored faculty development programmes, particularly during vacations, with the approval of the Competent Authority. Such training shall be counted towards the faculty member's professional development.

6.6 Industry Events and Conferences

The Institute may organise industry–academia meets, conclaves, career fairs and conferences jointly with Industry Partners and professional bodies.

7. Memoranda of Understanding (MoUs) with Industry

1. **Identification:** A department, faculty member or the IIPC identifies a prospective Industry Partner and the proposed areas of collaboration.
2. **Proposal:** The IIPC prepares a draft MoU indicating the objectives, areas of collaboration (such as internships, visits, expert lectures, joint projects, testing or training), duration, responsibilities of each party, confidentiality and IPR terms, and financial implications, if any.
3. **Approval:** The draft is reviewed by the IIPC and approved by the Competent Authority. MoUs with financial commitments shall require the prior approval of the Governing Body/Director.
4. **Execution:** The MoU is signed by the Director/Principal (or an authorised signatory) on behalf of the Institute and by an authorised representative of the Industry Partner.
5. **Implementation:** A faculty coordinator is designated for each MoU to plan and record activities under it.
6. **Review and Renewal:** Activities under each MoU are reviewed annually. MoUs that are inactive for two consecutive years may be discontinued, and active MoUs may be renewed on expiry.

8. Types of Internships

Students shall undertake internships and practical training as follows:

Programme	Type of Internship / Training	Duration and Timing
B.Pharm	Industrial training, practice school and project work	As prescribed in the PCI regulations and MAKAUT curriculum
M.Pharm	Research project / dissertation, which may be carried out at an Industry Partner	As per the MAKAUT curriculum
All programmes (optional)	Vacation / summer internships, virtual internships, short-term industry projects	Indicatively 2 to 8 weeks, during vacations

Note: Durations, hours and credits for mandatory internships shall always follow the prevailing PCI regulations and MAKAUT curriculum, which shall prevail over this table.

9. Eligibility and Registration for Internship

1. All students required to undergo mandatory internship or training under their curriculum shall register with their department internship coordinator at the notified time.
2. Students seeking optional internships may apply with the approval of the Head of Department, provided that the internship does not affect their attendance in regular classes and examinations.

3. A student shall submit the Internship Application and Recommendation Form (Annexure I), duly recommended by the Head of Department, before the start of the internship.
4. Students may identify Host Organisations on their own, subject to approval of the organisation by the department and the IIPC as suitable for the purpose of the internship.
5. Students with serious disciplinary proceedings pending against them may be refused a recommendation for internship at the discretion of the Competent Authority.

10. Procedure for Internships

1. **Identification of Host Organisations:** The IIPC and departments identify suitable Host Organisations through MoUs, alumni, the Training & Placement Cell and industry contacts.
2. **Application:** Students apply through the department using Annexure I.
3. **Recommendation Letter:** The IIPC issues a recommendation/No-Objection letter on behalf of the Institute to the Host Organisation.
4. **Confirmation:** The student submits the acceptance/joining letter issued by the Host Organisation to the department.
5. **Assignment of Faculty Mentor:** The department assigns a Faculty Mentor to each student or group of students.
6. **Execution:** The student undergoes the internship under the guidance of the Industry Supervisor, maintaining a daily diary/logbook of work done.
7. **Completion:** On completion, the student submits the internship certificate from the Host Organisation, the Internship Evaluation Form (Annexure II) completed by the Industry Supervisor, the logbook and an internship report to the department.
8. **Evaluation:** The internship is evaluated as per Section 12 of this policy.

11. Supervision, Attendance and Conduct during Internship

- Interns shall follow the working hours, rules, dress code, discipline, safety norms and standard operating procedures of the Host Organisation.
- Interns shall maintain the attendance required by the Host Organisation and the curriculum. Leave during the internship may be availed only with the permission of both the Industry Supervisor and the Faculty Mentor.
- The Faculty Mentor shall monitor the progress of the intern through periodic communication, review of the logbook, and, where feasible, visits to the Host Organisation or virtual reviews.
- Interns shall conduct themselves professionally and courteously, and shall not engage in any activity that may harm the interests or reputation of the Host Organisation or the Institute.
- Any problem, grievance or incident during the internship shall be reported promptly to the Faculty Mentor, who shall bring it to the notice of the IIPC for resolution.
- A student may change the Host Organisation during an internship only with the prior approval of the department and the IIPC, for valid reasons.

12. Evaluation and Credit for Internships

Where the curriculum prescribes the scheme of evaluation for an internship, it shall be followed. Where it does not, the internship shall be evaluated by the department on the following indicative components:

Component	Indicative Weightage
Assessment by Industry Supervisor (Annexure II)	40%
Internship report and logbook	30%
Presentation and viva voce before a departmental committee	30%
Total	100%

Note: Weightages are indicative and may be revised by the department with the approval of the IIPC.

Successful completion of mandatory internships shall be a requirement for the award of the degree/diploma as per the regulations. Certificates of optional internships shall be recorded in the student's profile and may be counted towards co-curricular credits or activity points where permitted by the University.

13. Industrial Visits

1. Industrial visits shall be planned by departments as part of the annual IIPC calendar and approved by the Head of Department and the Competent Authority.
2. Every visit shall be accompanied by faculty members in the ratio of at least one faculty member for every twenty (20) students, including at least one female faculty member where female students participate.
3. Written consent of parents/guardians shall be obtained for visits involving overnight stay or outstation travel.
4. Students shall follow the safety instructions, gowning requirements and restrictions of the host facility, and shall not photograph or record inside the facility without permission.
5. Students shall maintain discipline during travel and at the host facility; the accompanying faculty shall be responsible for the conduct and safety of the group.
6. On return, the faculty coordinator shall submit an Industrial Visit / Industry Interaction Report (Annexure III), with attendance and photographs where permitted, to the IIPC. Students may be asked to submit individual visit reports for assessment.

14. Confidentiality, Intellectual Property and Safety

- Students and faculty shall maintain strict confidentiality of all information, data, processes, formulations and documents of the Host Organisation or Industry Partner, both during and after the internship or interaction, and shall sign a Non-Disclosure Agreement where required.
- Internship reports, dissertations and publications arising from work at a Host Organisation shall not disclose confidential information and shall be shared or published only with the written consent of the Host Organisation.
- Ownership of intellectual property arising from joint projects or student work at a partner site shall be governed by the MoU or agreement with the Industry Partner. In the absence of such terms, the provisions of the Institute's Intellectual Property Rights Policy (or the IPR provisions of the Consultancy Policy) shall apply.
- The safety of students shall be given the highest priority. Host Organisations shall be requested to provide safety orientation, and students shall use prescribed personal protective equipment. Students shall be covered under the Institute's group accident insurance, where available, for the duration of internships and industrial visits.

15. Financial Provisions

An annual budget for industry interaction activities, including expert lectures, honoraria for industry experts, industrial visits, industry–academia events and IIPC administration, shall be proposed by the IIPC and approved by

the Competent Authority. Travel and accommodation for internships shall ordinarily be borne by the students unless provided by the Host Organisation or specifically sanctioned by the Institute. Stipends offered by a Host Organisation shall be paid directly to the student. No faculty member, staff member or student shall demand or accept any payment or consideration from a Host Organisation for arranging an internship, and no student shall be required to pay a Host Organisation for an internship without the prior approval of the Competent Authority.

16. Records, Reporting and Feedback

The IIPC shall maintain a consolidated register of MoUs, Industry Partners, expert lectures, industrial visits and internships (including the student, programme, Host Organisation, duration and outcome), together with supporting documents such as MoU copies, recommendation letters, certificates, attendance and photographs.

Feedback shall be collected from Industry Supervisors, Industry Partners and students after each internship and major activity, analysed, and used to improve the curriculum and training. An annual Industry Interaction and Internship Report shall be compiled and placed before the Governing Body, and shall form part of the Institute's NAAC, NBA, PCI and AICTE compliance reporting. Departments shall review the status of industry interaction and internships at each department review meeting.

17. Non-Compliance and Disciplinary Provisions

Absence from an internship without permission, misconduct or indiscipline at a Host Organisation or during an industrial visit, breach of confidentiality, submission of false certificates or reports, or any act that brings disrepute to the Institute before an Industry Partner shall be treated as a violation of this policy. Such violations may result in one or more of the following:

- Written warning by the Faculty Mentor or IIPC Coordinator.
- Cancellation of the internship and a requirement to repeat it, subject to the regulations.
- Debarment from future internships, industrial visits or industry-linked activities for a specified period.
- Referral for disciplinary action under the Institute's student disciplinary rules or service rules, as applicable, in addition to recovery of any loss caused to the Institute.

18. Amendment and Review of Policy

This policy shall be reviewed once every three years, or earlier if required by changes in PCI/NAAC/NBA/MAKAUT guidelines, applicable law, or Institute needs. Operational matters such as the annual activity calendar and evaluation weightages may be notified by the IIPC with the approval of the Competent Authority. Any other amendment shall require the approval of the Governing Body of GNIPST and shall be communicated to all students, faculty and staff through official circulars.

19. Approval

This Industry Interaction and Internship Policy have been recommended by the industry–Institute Partnership Cell (IIPC) and is placed for approval before the Governing Body of Guru Nanak Institute of Pharmaceutical Science and Technology.

Prepared by
(IIPC Coordinator)

Date:

Recommended by
(Director / Principal)

Date:

Approved by
(Chairperson, Governing Body)

Date:

Annexure I – Internship Application and Recommendation Form

1. Name of Student	
2. Programme, Year / Semester & Department	
3. University Roll No. / Registration No.	
4. Contact Number & E-mail Address	
5. Type of Internship (Mandatory / Optional / Virtual)	
6. Name & Address of Host Organisation	
7. Area / Department of Training at Host Organisation	
8. Proposed Period (From – To) & Total Hours	
9. Stipend, if any (₹ per month)	
10. Undertaking: I shall abide by the rules of the Host Organisation and this policy, and maintain confidentiality. Signature of Student & Date	
11. Faculty Mentor Assigned	
12. Recommendation of Head of Department	
13. Approval of IIPC Coordinator	

Annexure II – Internship Evaluation Form (Industry Supervisor)

1. Name of Intern & Programme	
2. Name of Host Organisation	
3. Department / Section where Trained	
4. Period of Internship (From – To) & Attendance	
5. Technical Knowledge and Skills (Excellent / Very Good / Good / Satisfactory / Poor)	
6. Punctuality and Discipline (as above)	
7. Initiative and Learning Attitude (as above)	
8. Communication and Teamwork (as above)	
9. Adherence to Safety, SOPs and Confidentiality (as above)	
10. Overall Assessment / Marks (out of 40)	
11. Remarks of Industry Supervisor	
12. Name, Designation, Signature & Seal of Industry Supervisor, with Date	

Annexure III – Industrial Visit / Industry Interaction Report

1. Type of Activity (Industrial Visit / Expert Lecture / Workshop / MoU Activity / Other)	
2. Name & Address of Industry Partner	
3. Date(s) of Activity	
4. Department(s), Programme & Year of Students	
5. Number of Students (Male / Female)	
6. Accompanying Faculty / Coordinator(s)	
7. Resource Person(s) from Industry (Name & Designation)	
8. Summary of the Activity and Learning Outcomes	
9. Feedback from Students / Industry Partner	
10. Supporting Documents Attached (Attendance, Photographs, Permission Letter)	
11. Signature of Faculty Coordinator & Date	
12. Remarks of Head of Department / IIPC Coordinator	