

# **Policy for Earn while Learn**

This is in continuation to the efforts put in by VIIT to garner industry partners to support the Earn While Learn Scheme.

This was in the form of MoU's signed between the parties, it is therefore being documented in the form of guidelines to be followed for Earn While Learn

- **Last year students for all the programmes are eligible**
- **The students will be allowed to pursue their internship only after Lunch period of their academic time table.**
- **Every student must undertake in writing about the discipline, confidentiality and punctuality to be followed during the tenure**
- **The industry partner needs to assure the intern about a guarantee of internship tenure which could be between Six to Twelve months**
- **The industry partner must assure reasonable /token payment of stipend (It could be minimum Rs.4,500/- for about four to six hours work.**
- **The understanding between the intern and the industry partner will be formally documented in such documentation VIIT will be a party (Third Party)**
- **The industry partner shall certify the intern after successful completion of the tenure.**
- **In the event of absorbing the intern a separate contract of employment has to be executed under intimation to VIIT**
- **The intern is supposed to provide a weekly report to placement cell regularly.**
- **The industry partner needs to provide frank feedback about the intern and his or her performance on monthly basis.**
- **The industry partner shall ensure to cover the intern with appropriate accidents/hospitalization insurance policy (Example Mediclaim)**

## **SOP**

- 1. Obtain individual undertakings from eligible students specifying whether he or she wishes to undergo internship/part time employment/full time employment/ startup venture.**
- 2. Identify appropriate Industry partner suitable to place the intern**
- 3. Allow the intern to work with the industry partner only after necessary compliance of documents for 4 to 6 hours a day.**
- 4. Ensure and ask the intern to undertake that he or she will maintain the discipline, confidentiality and punctuality to be followed during the tenure.**
- 5. Confirm and ensure that Industry Partner makes appropriate stipend payment to the intern on regular basis under intimation to VIIT.**
- 6. The intern should submit the proof of stipend receive on monthly basis.**