



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

**Guidelines for Observer-ship/Summer Training/Internship for
national External candidates**

Approved by the Board of Management in its 41st Meeting held on
4th November 2023

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Guidelines for Observer-ship/Summer Training/Internship for national External candidates

Guidelines for granting permission to external candidates pursuing their programme (Medical/Nursing/ Paramedical/ Bio-Sciences/ Hospital Administration/Clinical Research, etc.) of study in India, for observer-ship/internship/ summer training at associated & accredited teaching hospitals/constituent academic units of Swami Rama Himalayan University (SRHU) shall be as defined hereunder:

1. Eligibility

- 1.1 For observer-ship, the applicant must be duly registered with the respective statutory council (wherever applicable).
- 1.2 For compulsory internship of the programme, the candidate should have passed the examination from a recognized Institution/University.
- 1.3 For summer training, the candidate must be a registered student of a recognized Institution/University in the relevant field of study.

2. Documents required

The candidate shall be required to make an application in the prescribed proforma, to the Head of the respective constituent academic unit of SRHU, where the candidate is interested in seeking observer-ship/internship/summer training, along with the following documents:

- (a) Provisional Pass Certificate of the relevant programme of study.
- (b) Original Mark Sheets of the related programme, issued by the affiliated University.
- (c) Provisional Registration Certificate (if applicable) from the concerned Statutory Council.
- (d) In case of Observer-ship, letter of recommendation from the employer.
- (e) A letter from the parent Institute/University stating therein that the Internship/summer training is a part of curriculum of the programme in which the candidate is studying.
- (f) 'No Objection Certificate' from the parent College/Institute/University.
- (g) Statutory schedule of Internship prescribed by the parent Institution/University.
- (h) Three latest passport size photographs.


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3. Selection Procedure:

- 3.1 The candidate shall have to appear for an interview before the duly constituted Selection Committee.
- 3.2 The selected candidate shall have to appear before the Medical Board of the University to be examined and declared medically fit as a prerequisite to eligibility for the training; the candidate, only on being declared medically fit, shall be required to deposit the fee for observer-ship/internship/training, within a stipulated date.
- 3.3 The selected candidate shall be granted permission by the concerned Head of the constituent academic unit specifying therein the date of commencement of observer-ship/internship/training and its duration.
- 3.4 The selected candidate shall have to join by the stipulated date: failing which permission shall stand cancelled and withdrawn.
- 3.5 The selected candidate shall report to the Head of the respective constituent unit and submit his joining, in writing.

4. Fees & Charges:

- 4.1 The candidate shall have to pay a non-refundable processing fee as decided by University from time to time, along with the application seeking permission for observer-ship/internship/summer training.
- 4.2 The selected candidate, after being declared medically fit by the Medical Board of the University, shall have to pay non-refundable observer-ship fee as decided by University from time to time. The fee shall be paid by the candidate either in cash or in Demand Draft in favour of Swami Rama Himalayan University or electronic transfer in University bank account no. 33082676422, IFSC SBIN0010580, prior to commencement of the training. The fee is subject to revision by the University from time to time.
- 4.3 Hostel may be allotted on request and subject to availability. Hostel fee and Mess charges shall be charged as per the prevalent rates.
- 4.4 In case the candidate withdraws from the training before the stipulated day of its completion, the training fee shall be forfeited.

5. Terms & Conditions:

- 5.1 In case the statutory schedule and protocol for internship/training of the parent institute/university of the candidate is in variance with SRHU's, it will be the responsibility of the candidate to ensure 'No Objection' from the parent institute/university for undertaking training as per the schedule/protocol of SRHU.
- 5.2 No stipend will be paid to the external candidate undergoing observer-ship/internship/training at SRHU.



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- 5.3 No benefit, as applicable to the employees of the University, shall be applicable to the external candidate.
- 5.4 External intern shall be restricted as an 'observer' in the Department.
- 5.5 During observer-ship/internship/training, the candidates must abstain themselves from the following:
- a) To fill/file any research data without seeking prior approval of the competent authority of the University.
 - b) To independently work in the Department/Academic Unit.
 - c) To possess the departmental data on any of personal device like laptop, mobile or any other means of communication like e-mail, google drive, etc.
 - d) To divulge or disclose any information or the affairs or transaction of the University business which may come to knowledge during the course of internship with the University.
- 5.6 The period of internship shall normally not be permitted for a period of less than one month and beyond twelve months.
- 5.7 The candidate shall be required to follow the rules and codes of conduct of Swami Rama Himalayan University.
- 5.8 The name of Swami Rama Himalayan University will be acknowledged in the final report documentation and publications. No individual name in this process should be mentioned.
- 5.9 The candidates will have to submit the report/recommendations to be used by the University.
- 5.10 After successful completion of the training, Internship Completion Certificate shall be issued by the University only on receipt of 'No Dues' Certificate by concerned departments/units.



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Application Form for Observer-ship/Summer Training/Internship

(For External Candidates Seeking Training at SRHU)

Name of the Applicant:	
Address for Correspondence:	
Date of Birth (As in 10th Certificate):	
Phone No/Mob No.:	
Name of Parent / Guardian:	
E-mail address:	
Details of the College/University where the candidate is studying/studied: Name & Address : Email: Phone No.:	
Details of Application Fee: Amount: Mode of Payment (Demand Draft/Online Payment/Cash): Details of Document (DD No & Bank Name/Online payment reference/Cash receipt No.):	
Details of Qualifying Examination : Name of the Programme: Year/Semester of studying: Marks obtained in last examination: Aggregate percentage/ CGPA/ Grade:	



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List of Documents attached (Kindly tick (✓) for available documents):

- (a) All Original/Provisional Mark sheets of respective University examinations.
- (b) Provisional Pass Certificate, in case of programme Internship or Observer-ship.
- (c) Provisional Registration Certificate (if applicable) from concerned Council.
- (d) A letter from the parent college and/or the parent University stating that the Internship is the part of curriculum in which candidate is studying OR recommendation letter in case of Observer-ship.
- (e) No Objection Certificate parent college/University and also from the parent University.
- (f) Statutory schedule of Internship by the parent Institution/University.
- (g) Three latest passport size photographs.

Declaration:

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any point of time, I am found to have concealed/distorted any information or given any false statement, my application/internship shall be liable to be summarily rejected/terminated without notice.

Date: _____

Signature of the Candidate

Place: _____


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