RASHTRIYA RAKSHA UNIVERSITY

SCHOOL OF FORENSICS, RISK MANAGEMENT & NATIONAL SECURITY

Internship Policy
For
Students & Professionals
## Content

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1. ABOUT SCHOOL OF FORENSICS, RISK MANAGEMENT & NATIONAL SECURITY (SFRMNS)

The School of Forensics, Risk Management & National Security (SFRMNS) is one of the pioneer and flagship schools of the Rashtriya Raksha University. SFRMNS is a Research-Intensive School (RIS) and has assumed the position of scholastic nucleus in the overall academic set up of the university.

The School of Forensics, Risk Management & National Security has been established specifically with an aim to prepare trained & skilled human resource specifically for Scientific Investigation of Crime. The landscape of Crime investigation has witnessed a sea change with respect to amalgamation of scientific techniques with traditional & contemporary methods of policing & forensic services. The forensic sciences are used around the world to resolve complex crimes, civil disputes, to justly enforce criminal laws and government regulations and to ensure justice delivery to public at large. Forensic scientists and their expertise are in huge demand for objective and Scientific method of finding the truth and to seek justice in a legal proceeding. Forensic science offers a rewarding career and opportunity where the knowledge of science can be purposefully and passionately applied for the good of society.

The School of Forensics, Risk Management & National Security at RRU is manned by distinguished academicians and renowned forensic scientists constantly striving for excellence in applied research, teaching, learning and innovations in the field of forensics.

SFRMNS offers various Masters level academic programmes in Forensic Science, Forensic Accountancy and Fraud Investigation, and research programmes such as Ph.D. degrees.

SFRMNS is also actively involved in conducting various short-term certification and executive development programmes in specialized areas of forensics.

The school is well equipped with the state of art laboratory facilities comprising of highly advanced and sophisticated instruments which in turn are the backbone of the school’s infrastructure with respect to education and research.

SFRMNS offers a highly jubilant yet competitive environment to its students, research scholars and faculties with ample opportunities to interact with eminent speakers and personalities through Forensic Intellectual Research Scientific & Technological Dialogue – FIRST Dialogue forum. The school emphasizes on holistic learning and strategic investigation techniques which are crucial in achieving the vision and mission of our university of overall National Security.
The SFRMNS dwells upon its state-of-the-art forensic technologies, intellectual capital, emancipatory pedagogy and global educational standards to remain a preferred choice of students and researchers.

The SFRMNS offers a range of forensic consultancy services to CBI, CID, State Police Agencies, and others and is one of the unique examples of collaboration between academia and field practitioners.

The academic eco system in the school is such that it offers an all-inclusive exposure to the budding forensic experts while at the same time rendering them cutting edge training in the variegated fields of forensic sciences. The school hosts a warm, educating and enthusiastic ambience for overall grooming of the students to excel and contribute in ground breaking research of the Forensic and Risk Management domain. The SFRMNS invites you to visit our infrastructure and research facilities by visiting us at: https://rru.ac.in/school-of-forensic-science-and-risk-management-sfsrm/

2. ABOUT INTERNSHIP PROGRAMME AT SFRMNS:

Internships at SFRMNS are opportunities for development and advancement of educational and career interests through add on practical as well as conceptual learning experience in the field of forensic science, forensic psychology and allied forensic disciplines. They are structured, short-term, supervised assignments often focused around particular tasks or projects with defined timescales. The internship has to be meaningful and mutually beneficial to the intern and the organization. While the School benefits through added dimension of training & learning process and generation of revenue for sustainable research & welfare activities, the intern benefits on numerous counts. One of the most prominent is to develop the competitive edge to beat the competition in the job sector which is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from most institutions lack the experience and skills required by demands of profession. Similarly for professional, learning new skills, up-skilling and re-skilling are very important to stay relevant and optimally performing.

SFRMNS has got one of the best and most advanced forensic infrastructures in the country. It has number of latest scientific and technical equipment’s and state of the art laboratory facilities.

SFRMNS has fully trained and certified expert resources, distinguished faculties and a very capable research team to steer all scientific and such learning activities.
3. WHY SFRMNS: The Internship Advantage?

- All cutting-edge forensic science & forensic Psychology equipment’s, tools & techniques.
- Certified Trainers (Distinguished Faculties & Forensic Experts).
- State of the art Laboratories.
- Research Intensive School Ecosystem.
- Strong network of international academicians & practitioners of forensic science discipline for mutual consultation, exchange of knowledge & best practices.
- Opportunity to interact with Law, Criminology & Policing experts for holistic understanding of role & importance of forensics.
- Lush Green & serene Campus away from the clamour & clutter of the city. Wonderful hostel & mess facility (based on availability).
- Remarkable Sports infrastructure.
- Certificate of Internship from the pioneer police & internal security university of India, which is being upgraded to Rashtriya Raksha University, a Central University and an Institute of National Importance.

4. OBJECTIVE(S) OF THE INTERNSHIP PROGRAMMES AT SFRMNS:

- It is imperative that the objectives and the activities of the internship program are clearly defined and understood prior to commencement of the internship. SFRMNS offers a range of internship programmes from time to time. The objectives and learning outcome of each programme is different and unique. The objective of any such programme is based either on request of the internee or as per the inclusion elements of the tailor-made programmes announced from time to time.

Following are the all-encompassing intended objectives of wide range of internship programmes offered by SFRMNS:

a) To create conditions conducive to quest for knowledge and its applicability on the job. Opportunity to learn new skills and supplement knowledge.

b) Exposure to the modern technological & scientific developments relevant to the subject area of training.

c) To expose the students to the learning environment, that cannot be simulated in the classroom and hence creating skilled & competent human resource. Practical experience in an organizational setting.

d) To provide possible opportunities to learn understand and sharpen the real time technical, scientific and academic skills required at the job.
e) To provide opportunity to discuss the experience gained from the Internship in classrooms and with senior scientists in the school.

f) Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. Learn to apply the forensic knowledge in real laboratory situations.

g) Gain experience in writing technical reports/ scientific reports/ case reports/ projects.

h) To learn the forensic scientist’s responsibilities and ethics.

i) To familiarize with various clue materials, processes, results and their interpretations along with relevant aspects of quality control.

j) To promote academic, professional and personal development.

k) To develop understanding regarding the setting up of lab, its economics, its management and the administrative considerations those influence the working environment of forensic organizations.

l) To understand the psychology of the scientists and their habits, attitudes and approach to problem solving.

m) To provide opportunity to meet new people and learn networking skills and to practice communication & teamwork skills.

n) To earn a certificate of completion of internship, this enhances the value of your job CV.

5. SCHOOL LEVEL INTERNSHIP COMMITTEE (SLIC) AT SFRMNS:

The internship process for the SFRMNS shall be overseen by a committee called School Level Internship Committee (SLIC) constituted for this purpose. The committee shall work under the overall supervision of Director, SFRMNS and shall consist of one faculty as chairman, two other faculty members as Members and one Admin Coordinator as Secretary of the SLIC.

The Secretary shall submit important and relevant informations to Accounts Section, Director FAA, Registrar and DG office as per requirement.

6. ELIGIBILITY FOR THE INTERNSHIP PROGRAMMES AT SFRMNS:

The applicant should be students from the recognized University / Institution within India or abroad and/or any working professionals.
7. **HOW TO APPLY FOR THE INTERNSHIP PROGRAMMES AT SFRMNS:**

The interested and eligible candidates may apply online only. The application form as per Annexure – I along with a covering email message may be forwarded to the Administrative Office of the SFRMNS. The mailing id is: sfrmns@rru.ac.in, ao.sfrmns@rru.ac.in

Intern must clearly mention all the details in Application form, which should be sent as an attachment.

8. **SELECTION THE INTERNSHIP PROGRAMMES AT SFRMNS:**

Individual applications for any specific internship requirement can be approved directly by the faculty concerned in his domain area, following the due procedure and this can be informed to Director, SFRMNS. When there are multiple applications in any pre-announced internship programme, a School Level Internship Committee (SLIC) shall scrutinize the applications and recommend to the Director for approval of a fixed number of candidates for the said programme. Offers will be sent to selected interns subject to availability of slots, consent of the concerned faculty and approval of the Director. The school reserves the right to frame selection procedures according to the kind of internship programme offered. The school also reserves the right to increase or decrease the number of seats in any such internship programme as per prevailing situations. No claim shall be entertained regarding selection or rejection of the applications for internship in any regard.

9. **INTERNSHIP FEES:**

The School of Forensics, Risk Management & National Security will charge a fee for internship as per the nature of the internship and the fees will be decided based on the length of internship, manpower involved, usage of lab, consumables and other utilities by the intern. The fees will be decided by the School Level Internship Committee (SLIC) on approval of the Director of the School. The fees can be paid only after selection offer is received by the participant. No participant shall be allowed to commence their internship without payment of full internship fees to the SFRMNS.

10. **JOINING INSTRUCTIONS:**

At the time of joining, the selected applicant shall be required to produce a letter from their Supervisor/Head of Department/Principal/ Head of Organization, indicating their status in the Institution and "No Objection" for allowing their student/ employee to undergo Internship program for the period for which he or she is selected.
The Intern shall report to the administrative office, from where the supervisor allotment shall be informed to him/her.

The intern shall observe all applicable rules, regulations, instructions, procedures, and directives of the SFRMNS, RRU.

The intern shall provide SFRMNS with a copy of all materials prepared by them during the internship, since SFRMNS shall be entitled to all property rights, including, but not limited to, patents, copyrights, and trademarks, concerning material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of SFRMNS, the interns shall assist in securing such property rights and transferring them to the SFRMNS in compliance with the requirements of the applicable law.

The lodging and boarding faculty will be provided subject to availability on the prescribed rates of the university. The interns have to abide by the rules and regulations of the School and University. If the intern is not staying at the university campus, he/she have to visit the university by his/her own.

Interns shall view an internship as a professional skill development opportunity. They should use it for their full advantage while undergoing internship. The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program. The intern will obey the policies, rules and regulations of the University and comply with the universities practices and procedures.

11. ACCOUNTABILITY:

Unsatisfactory performance or failure to conform to the standards of conduct set out above may lead to termination of the internship, for cause, at the initiative of SFRMNS. A one-week notice shall be given in such cases. Any serious breach of the duties and obligations which, in the view of the SFRMNS administration, would justify separation before the end of the notice period, would lead to immediate termination of internship programme for the concerned intern. The intern will reimburse SFRMNS for financial loss or damage to SFRMNS-owned equipment or property caused by him/her if such loss or damage:

a) Occurred outside the performance of internship assignment timings with SFRMNS, or

b) Arose or resulted from gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies by the interns.
12. DURATION:
The duration of the internship will be depending upon the approval of Director, SFRMNS based on subject/area of the internship or the request of the intern or pre-decided tenure of the internship programme offered by the school.

13. LEGAL STATUS:
The selection in internship is neither a job nor any such assurance for a job by the School of Forensic Science & Risk Management. Interns are not staff members of the SFRMNS, RRU. Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts. Interns should not represent SFRMNS, RRU in any official capacity. The purpose of the Internship Programme is not to lead to further employment with SFRMNS, but to complement interns’ studies. Therefore, there should be no expectation of employment at the end of an internship.

14. THIRD-PARTY CLAIMS:
SFRMNS is not responsible for any claims by any parties where the loss of or damage to their property or personal injury was caused by the commission or omission of action by the interns during their internship.

15. INTERNS’ EXPENSES:
a) SFRMNS, at its discretion, may or may not pay any scholarship to the intern during the internship period. In case, SFRMNS decides to pay any stipend to the intern, the amount to be paid as stipend shall be decided on the recommendation of SLIC and approval of Director, SFRMNS considering the budget availability with the school under the head.
b) SFRMNS is not liable to provide travel allowance in any form to the interns. However, costs incurred by an intern undertaking official travel at the request of SFRMNS in the discharge of functions related to the internship activities shall be paid on the same basis as costs incurred by SFRMNS staff members, as applicable.
c) Shared accommodation facilities may be provided by RRU on basis of availability and on request of the internee.
d) The Internee can avail food and canteen facilities on payment basis with prior information to canteen/ cafeteria manager.
e) The intern shall be completely responsible to bear his complete expenses during the internship period.
16. INSURANCE:
- SFRMNS accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship.

17. LEAVE & EXTENSION RULES OF INTERNSHIP:
- Each intern shall have not less than 80% of attendance during the internship training. If he/she fail to attain 80% attendance, he/she shall be given an extension as per the discretion of the concerned faculty with approval of the Director, SFRMNS.
- The intern should apply for the leave and the leave shall be sanctioned as per the sole discretion of the concerned supervisor or the Director, SFRMNS. In case of unauthorized absence, the intern shall undergo an extension for which he/she may have to pay additional charges as per the decision of the school.

18. INTERNSHIP REPORT:
- The interns will be required to submit a complete report on work done by him/her during internship to the concerned faculty and/or Director of the School at the end of the internship. A hard copy and a soft copy of the complete report should be submitted.

19. NON-DISCLOSURE AGREEMENT:
- Unless otherwise authorized by the appropriate official in SFRMNS, the interns shall not communicate at any time to the media or any institution, person, government or any other external source any information which has become known to them because of their association with SFRMNS that they know or ought to have known has not been made public.
- They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with SFRMNS.

20. NO DUES CERTIFICATE:
- The interns will have to submit a No Dues certificate from Library, Hostel, Mess and Forensic Laboratory on completion of the internship programme in order to be eligible for the certificate of Internship.
21. CERTIFICATE OF INTERNSHIP COMPLETION:
Certificate will be issued to the interns on satisfactory completion of their internship and on submission of their Report to the School.

22. POWER TO RELAX THE CONDITIONS:
The SLIC can recommend relaxing any or all of the above conditions for any specific reason in the interest of the school, based on which Director SFRMNS shall take the decision. In certain cases, where the matter is referred to Dean, FAA, he can take decision in consultation with Director, SFRMNS. Only in matters of utmost urgency, the matter shall be referred to Vice-Chancellor for decisions.

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ONLY FOR OFFICIAL PURPOSE (Not for Website)
23. SHARING OF REVENUE:
The revenue generated through such internship programmes shall be distributes as below:

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<th>Description</th>
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<tr>
<td>1</td>
<td>Rashtriya Raksha University</td>
<td>20 %</td>
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<tr>
<td>2</td>
<td>SFRMNS Faculty &amp; Staff Welfare Fund</td>
<td>40 %</td>
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<tr>
<td>3</td>
<td>Concerned Faculty/ Group of Faculty</td>
<td>40 %</td>
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The above revenue shall be collected in form of fees by Accounts section of RRU and the respective proportions may be disbursed by the end of every month. The SFRMNS can decide to spend the Faculty & Staff Welfare Fund in the form of either direct reimbursement of money or in any other form beneficial to the faculties and staffs. The decision shall be taken on recommendation of SLIC and approval of Director.

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Annexure 1
RASHTRIYA RAKSHA UNIVERSITY
(An Institution of National Importance)
(Pioneering National Security & Police University of India)
Lavad, Gandhinagar - 382305

SCHOOL OF FORENSICS, RISK MANAGEMENT & NATIONAL SECURITY
INTERNSHIP APPLICATION FORM

Please provide all information below.

Student’s Name: _____________________________________________________________

Father’s / Mother’s Name: _______________________________________________________________________________________

Address: ______________________________________________________________________________________________________

City: __________________ State: ___________ Pin-code: ______________

Phone Number: __________________ Phone Number (Home): __________________

Gender: __________________ E-mail Address: _______________________________________

Nationality: __________________

Institute/University Name: _______________________________________________________

Academic Program (Degree Course): ______________________________________________

Student’s ID Number: _________________ Year of Completion of Degree: _____________

List the beginning and end dates you want to do an internship:

________________________________________________________________________ to

What is your current branch/stream/area of study? __________________________________
Describe any job experiences; additional course work (undergraduate or graduate), skills, degrees or certifications that you have that will help you with this internship.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Describe your career goals and how this internship will help you reach those goals. Be specific about the experiences you want to gain through this internship and why you believe this internship can provide such an experience.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Do you undertake to follow all the guidelines stated in SFRMNS Internship Policy? __________

Student Signature: ____________________________  Date: ____________________________