

GENERAL RESEARCH & ACADEMIC INTERNSHIP POLICY & ENROLMENT CHARGES

Standard Guidelines Aligned with UGC Regulations & NEP-2020 Framework

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GENERAL ACADEMIC COMPLIANCE & POLICY STATEMENT

This official policy document details the overarching guidelines, fee schedule, publication parameters, code of conduct, and refund regulations governing the Research Internship & Skill Development Programme offered by Gauri Samridhi Welfare Society (GSWS) across Higher Educational Institutions (HEIs) in accordance with general UGC and NEP-2020 national standards.

1. Executive Summary & Statutory Framework

- Gauri Samridhi Welfare Society (GSWS), registered under appropriate sections of the Societies Registration Act, operates a dedicated research division: 'Research Society: Research to Solution'. In accordance with the national mandates of the National Education Policy 2020 (NEP-2020) and University Grants Commission (UGC) guidelines, GSWS provides structured academic and research internships designed to bridge the gap between theoretical learning and practical field/research exposure.
- This policy establishes standardized guidelines for undergraduate (UG) and postgraduate (PG) candidates from any recognized College or University seeking to fulfill their mandatory 04-Credit / 120-Hour academic internship requirements.

2. Institutional Collaboration & General Objectives

- This policy applies to all affiliated Higher Educational Institutions (HEIs), Colleges, and University Departments whose students participate in GSWS internship initiatives.
- Primary Objective: Provide a transparent, structured, and high-quality academic training pathway for students.
- Scope of Training: Offer comprehensive exposure across 10 specialized domain areas, fostering research aptitude and publishing capabilities.
- Academic Integration: Align internship deliverables with institutional Nodal Officers, Training & Placement Cells, and Department Heads.

3. Comprehensive Fee Structure

To accommodate varying student needs-ranging from foundational skill training to ISBN/ISSN research publication-GSWS has established a universal fee model:

ACADEMIC & PUBLISHING FRAMEWORK:



- Framework Alignment: UGC Regulations & NEP-2020 Guidelines
- Mandatory Workload: 04 Academic Credits (120 Hours Total)
- Publication Standard: International Standard Book Number (ISBN) Series (edited volume)
- International Standard: International Standard Serial Number (ISSN) Academic Series (Journal)



Programme / Category Option	Standard Fee (INR)	Details & Deliverables Included
Standard Internship Enrollment	INR 999/-	Includes enrollment across all Research Domains, mentorship, 120-hour attendance verification, evaluation, and signed completion certificate/report.
Standard Internship + Research Publishing	INR 1,999/-	Calculated as Enrollment Fee (INR 999) + Research Book Publishing Fee (INR 999). Includes publication of candidate's chapter in an ISBN/ISSN approved book/journal.

4. UGC & NEP-2020 Academic Norms Alignment

- The internship framework aligns with national higher education guidelines:
- **Mandatory Credit Requirement:** Mandatory for all UG/PG candidates as per NEP-2020 exit and credit requirements.
- **Duration & Workload:** Minimum required duration is 120 hours (04 Academic Credits). Flexible completion windows range from 21, 30, 45, 60, 90 to 180 days.
- **Documentation & Verification:** Candidates must submit a final report, attendance log, and work summary within 15 days of completion, duly signed by host officials.
- **Evaluation Criteria:** Evaluations are conducted via work output, seminar presentations, or viva-voce performance.

5. Available Specialized Internship Domains

Candidates can opt for up to two specialized domain areas:

1. Research: Core Research Methodology, Literature Review & Data Analysis
2. Content Writing: Academic Writing, Content Synthesis & Editing
3. Human Resource (HR): Talent Acquisition, Team Coordination & Administration
4. Editorial Board: Reviewing, Proofreading & Academic Publishing Operations
5. Artificial Intelligence (AI): Generative AI Applications, Prompt Engineering & Digital Ethics
6. Graphic Designing: Visual Communication, UI/UX Concepts & Digital Media Design
7. Fund-Raising: NGO Grant Writing, Community Outreach & Crowdfunding
8. English as an International Language: Global Communication, Stylistics & Cross-Cultural Rhetoric
9. Social Media Management: Digital Media Campaigns, Strategy & Analytics
10. Public Speaking: Dynamic Communication, Presentation & Rhetorical Skills





6. Fee & Refund Policy (Standard Regulations)

Enrolment and payment of fees imply full acceptance of the GSWS Fee & Refund Policy:

1. **General Principle:** All fees (INR 999 Enrollment Fee, or INR 1999 Standard Package Fee) are strictly NON-REFUNDABLE.
2. **Cancellation & Withdrawal:** Voluntary withdrawal, personal schedule conflicts, academic workload, or change of mind do not qualify for a refund.
3. **Exceptional Medical Refund:** Refund of the Publication Fee portion (excluding the non-refundable INR 999 Enrollment Fee) may be considered ONLY if requested within 7 days of payment with an original hospital report signed by an authorized signatory certifying a severe named condition. A 30% administrative deduction applies; approved refunds are processed within 45 days.
4. **Duplicate Payments:** Must be reported within 7 days with valid payment receipts. Verified cases are refunded within 30 working days.
5. **Logistics & Donations:** Donations and physical courier/shipping costs for printed research books are non-refundable.

7. Rules of Conduct & Professional Integrity

1. **Data Accuracy:** All details (Aadhaar Name, Enrolment/Roll Numbers, ABC ID) provided during application must be true and accurate.
2. **Respectful Communication:** Communication with GSWS mentors, editorial staff, and managers must remain professional and courteous. Unprofessional behavior or defamation leads to immediate cancellation of internship without refund.

8. Academic Integrity & Publication Guidelines

1. **AI Usage Limits:** AI tools are restricted to grammar refinement and language polishing. Generating substantive research content via AI is prohibited.
2. **Plagiarism Checks:** Submissions undergo similarity checks. Plagiarized chapters exceeding standard limits will be rejected.
3. **Publishing Format & Timeline:** Edited Research Books are published semi-annually (180-day processing window). Published candidates receive a complimentary printed copy of their chapter with ISBN reference.

9. Step-by-Step Application Procedure

1. **Step 1: Application:** Fill out the official GSWS Application Form completely.
2. **Step 2: Enclosures:** Attach self-attested copies of College ID / Enrollment proof, Aadhaar Card photo, ABC ID screenshot, Marksheet, and Passport Photo.
3. **Step 3: Fee Payment:** Pay the applicable fee (INR 999 for Enrollment attach payment proof.)
4. **Step 4: Submission:** Submit the form via the college Nodal Officer / T&P Cell or directly through the official GSWS online portal or Any Way which is suggested by GSWS.

