

Forwarded for circulation  
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PRINCIPAL  
SIPAJHAR COLLEGE

## Internship Guidelines for Undergraduate Students



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As per FYUGP curriculum structure of Gauhati University  
under NEP 2020

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Session : .....

**Sipajhar College**

## 1. Introduction and background:

A major initiative of UGC to provide holistic education at undergraduate level is integration of internship as a requirement for granting UG degree under NEP 2020. The curriculum and credit framework for undergraduate programmes (UGC, 2022) envisions internship as *“induction into actual work situations”* and recommends that:

*“Students to be provided with opportunities for internships with local industry, businesses, artists, crafts persons, etc., as well as research internships with faculty and researchers at their own or other HEIs/research institutions, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability.”*

Accordingly, the credit framework provides for *“Summer Internship”* of 2-4 credits (sec. 5.1.7), to be completed in the fifth semester. Further, the UGC also notified a set of guidelines in Feb., 2024 (<https://www.ugc.gov.in/>) for internship/research internships with suggestive implementation strategies.

The GU Examination Regulations, 2023 (Sec. 5.2e) adapted the definition of internship as *“a course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of a teacher/ an expert of the given external entity. A key aspect of the internship is induction into actual work situations.”* This regulation also provides the basic guidelines for evaluation and credit transfer from internships.

## 2. Internship categories :

### 2.1 Category I: Enhancing employability

To minimize the gap between the knowledge from traditional learning and practical skill so that the graduates attain the required attribute to join a

workforce

## 2.2 Category II: Developing research aptitude

To provide exposure to actual research environment and develop skills in research tools and techniques including policy framework, IPR, legal and ethical issues.

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### Credit allocation:

Total credits to be earned from internships are four (4) with equivalent marks of 100. It can however be split into parts of minimum one credit. For example, there may be two segments of the internship with 2 credits each or 1+3 credits earned from the same IPO or different IPOs.

### 3. Duration and timing of internship

All students shall be required to undergo an internship of four credits. The credit of the internship shall be reflected in the transcript of the 5<sup>th</sup> semester examination.

- i. The internship should be completed preferably in the intervening “Summer Term” as defined in the GU Academic Calendar, during 3<sup>rd</sup>-5<sup>th</sup> Semester.
- ii. As defined by the UGC, one credit of internship means two-hour engagement per week, i.e., in a semester of 15 weeks’ duration, one credit is equivalent to 30 hours of engagement in a semester. Accordingly, for a four-credit internship at GU and its affiliated colleges, a minimum of 120 hours of engagement will be required which should be reflected in the activity logbook.

### 4. Internship structure and working model:

- 4.1 Role of the HEIs: Each of the HEIs has to play a crucial role in developing an enabling ecosystem for internship which requires proactive

actions. The UGC guidelines on internship envisage the following:

- i. Each HEI is responsible for developing need and demand-led verticals as well as expectations from each vertical in undergraduate programmes. The internship must be well-defined, with clear outcomes. It is critical to explore, reach out to, and sign a Memorandum of Understanding (MOU) with local businesses, research organisations, HEIs, etc. as this will aid in training, research, employment, and start-ups.

4.2 The working model to be followed for students for efficient implementation of internship programme is enumerated below:

- i. Students may on their own initiative choose internships supervisors from knowledge institutions/industries/labs./NGO/Govt or Semi Govt. organisations or departments/local self Govt. institutions/ domain experts in a specialised field-national or international. However, any such endeavour has to be endorsed and documented by the RDC/Nodal Officer and duly communicated to the CoE.

- ii. "Each intern would be attached to an internship supervisor (IS) in the internship providing organization (IPO), and a mentor (faculty member, as assigned) from the college (as the case may be) for a specified duration and conduct a time bound internship project.

- iii. Any expenses incurred by the students like TA/incidentals or other expenses shall be borne by them and GU/ affiliated college shall not contribute to reimbursement of such expenditures.

- iv. Orientation workshops/awareness camps will be organised by

each of the HEIs at the beginning of the semesters highlighting the need and benefits from internships to the students.

#### **5. Suggestive sectors for internship/research internship**

**5.1 Category I:** The HEIs may identify sectors as given below in which students can carry out internships (vide UGC guidelines, Feb., 2024).

However, this is only a suggestive list and the HEIs may identify any other sector if required, subject to approval of the competent authority at GU.

- i. Trade and Agriculture**
- ii. Economy and Banking/Financial Services and Insurance**
- iii. Logistics, Automotive & Capital Goods**
- iv. Fast Moving Consumer Goods & Retail**
- v. Information Technology/Information Technology enabled Services & Electronics**
- vi. Handcraft, Art, Design & Music**
- vii. Healthcare & Life Science**
- viii. Sports, Wellness and Physical Education**
- ix. Tourism & Hospitality**
- x. Digitisation & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.)**
- xi. Humanitarian, Public Policy and Legal Service**
- xii. Communication**
- xiii. Education**
- xiv. Sustainable development**
- xv. Agriculture sector-for internship in rural areas**
- xvi. Any other rural and community-oriented sectors including NGOs, SHGs etc.**

#### **5.2 Category II**

- i. As part of forward integration, any affiliated college may also develop an inventory of predefined themes/projects, pairing them with potential mentors from Labs/R&D institutions and/or universities. Such**

measures have to be well publicised through notice boards and institution websites

**6. Evaluation and credit transfer**

**6.1 Internship evaluation and eventual credit transfer will be governed by the prevailing examination regulations of Gauhati University as amended up to date, which state (in Sec45.4) as follows:**

**45.4 Credits will be transferred subject to the following:**

- a. The internship is approved by the College.
- b. A certificate of successful completion of the internship along with activity logbook and evaluation report of Internship Supervisor of the respective institution where the internship is carried out.
- c. Demonstrable evidence of work in the form of a report and seminar presentation by the intern, to be evaluated by a committee of teachers/experts appointed by the Controller of Examinations. The evaluation may be on the following aspects:
  1. Format of presentation and the quality of intern's report
  2. Acquisition of skill sets by the intern
  3. Originality and any innovative contribution
  4. Significance of research outcomes
- d. The completion report alongwith the certificate sent to the Controller of Examinations.

**6.2 It will be the responsibility of the respective HEIs to communicate with the CoE, affiliated university for seamless credit transfer against each of the students.**

**6.3 In sectors like agriculture in rural areas, the internship completion certificate may be obtained from 'Gram Panchayat'/ "Zilla Parishad"/BDO/Agriculture Extension Officer etc. to be certified by**

the RDC/Nodal Officer of the respective HEIs.

6.4 As defined in the UG curriculum structure of Gauhati University, the credit for internship will be reflected in the SGPA of the 5<sup>th</sup> semester regardless of timing of completion.

7. Role of the internship supervisor and mentor (Vide UGC guidelines, 2023)

i. Internship supervisor is any individual who will be nominated by the Internship Providing Organization (IPO) for monitoring and supervising the student during the internship duration. Internship Supervisor should monitor the regularity of the intern at his/her workplace and guide him/her. At the end of the internship, the Internship Supervisor will ensure issuing of completion certificates to the intern. He/She shall also endorse the internship report on completion of the internship”

8. Mode of internship

- i. Internship/research internship may be carried out either entirely in physical mode or adopting a hybrid mode as per need and convenience of the Internship Providing Organization IPO/mentor and the parent institution.
- ii. In a hybrid mode, the theoretical component may be completed online while the hands-on component will be completed in physical mode.

9. Linking internships to outcomes of VAC/AEC/SEC

As a backward integration, the VAC/AEC/SEC may be considered as prerequisite for internship on a case-to-case basis, at HEI level

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**Format for the Departments for record keeping**

To

The HOD

Department of .....

The internship Cell of Sipajhar College is pleased to inform the following Internship programmes to be carried out by the students of the department of ....., Sipajhar College for the session:.....

SL. No	Name of the Student	Department/Name of Mentor	UID G.U. No	Roll No	Name of the Institute/Agency/etc where Internship is to be carried out	Duration with dates



(Dr Satyendra Kumar Sarmah)

Signature of the Principal

Signature

Signature

IQAC coordinator

Internship Coordinator

## **ANEXURE -IV**

### **Suggestive Format/ LAY OUT/ Guidelines for Report of Internship**

#### **Internship Report**

After the successful completion of an internship programme, students are required to submit a detailed internship report to the HOD, of the concerned Department. The general guidelines for the internship report are as follows:

1. The report should be either hand written or typed on one side of A4 paper.
2. The components of the report are as follows:
  - i. Cover Page
  - ii. Acknowledgement
  - iii. Internship Completion Certificate
  - iv. Certificate from College Mentor
  - v. Contents Page with page number
  - vi. Preface (optional)
  - vii. Executive summary (one or two page)
  - viii. About the Agency/Institute/ NGCo etc (where internship was carried out)
  - ix. Plan and execution
  - x. Learning Outcome:
    - a. Knowledge acquired
    - b. Skills learned
    - c. Observed attitude and gained values
    - d. Challenges faced
  - xi. Conclusion
  - xii. Attendance sheet
  - xiii. Photographs (G.I Tagged)

**N.B.: Page Size: A4, Font: Times New Roman, Broad Headlines: 16 Font (Bold), Sub Headlines: 14 Font (Bold), Text: 12(Font), Spacing: 1.5, Margin: 0.75" (Left and Right), Header and Footer: 0.75"**

JIPAJHAR COLLEGE

## INTERNSHIP EVALUATION FORM

(To be filled by the Internship Supervisor)

### Student/ Intern Details

Name
Name of the College
Program
Semester
Department
Roll No.

### IPO Details

Supervisor's Name
Name of the IPO
Address
Internship duration: From..... to .....

Please evaluate the Intern on the five point scale ranging from satisfactory to Excellent based on the following attributes

Sl No.	Attributes	Satisfactory (1)	Good (2)	Average (3)	Very Good (4)	Excellent (5)
1	Punctuality and Regularity					
2	Commitment, interest and Motivation					
3	Self-discipline and behaviour					
4	Quality of work					
5	Team work					
6	Initiative in taking responsibilities					
7	Meeting the deadlines					
8	Proficiency in acquired skill					

Supervisor's signature

Designation

IPO seal

Date:





# FORMAT FOR INTERNSHIP CERTIFICATE

[In official pad of the IPO]

## TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. ...., bearing  
G.U. exam Roll No ..... , a student of Dept. of  
..... Sipajhar College, Sipajhar has successfully  
completed the internship course at .....  
..... from ..... to  
..... For a total duration of 120 hours under my supervision.

I am pleased to inform that he/she was very punctual, hardworking and sincere during the  
course.

He/she possesses a good moral character and pleasing personality. I wish him/her every  
success in future endeavours.

Signature of Internship Supervisor

Name of Internship Supervisor

Designation

IPO seal

Date -