

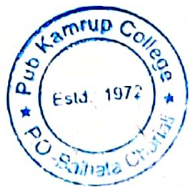
# INTERNSHIP POLICY



**PUB KAMRUP COLLEGE**  
**BAIHATA CHARIALI, 781381**

This policy shall be called the Pub Kamrup College Internship Policy, 2025 which extends to all the students under FYUGP of Pub Kamrup College under Gauhati University during their period of studies as per the Internship Guidelines for Under Graduate Students of Gauhati University, January, 2025.

This policy will also be applicable for the students of other HEIs willing to complete internship at Pub Kamrup College.

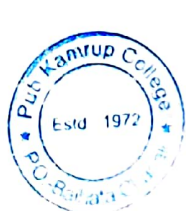


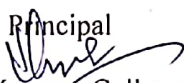
Principal  
  
Pub Kamrup College

Principal  
Pub Kamrup College  
P.O.- Baihata Chariali

## CONTENTS

Sl No.	Details	Page No
1	Preamble	3
2	Definitions	3-4
3	Role and Responsibilities	4
4	Objectives of Internships	4-5
5	Categories of internship	5
6	Credit allocation	6
7	Duration and timing of internship	6
8	Evaluation and credit transfer	7
9	Mode of internship	7
10	Suggestive sectors for internship/research internship	7-8
11	Format for Internship Reports	9
12	Internship Evaluation Form	10
13	Internship activity logbook	11
14	Format for internship certificate	12



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## 1. Preamble

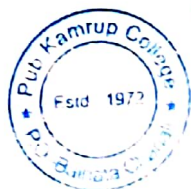
Pub Kamrup College hereafter referred to as PKC in this document is committed to creating an environment for students to explore opportunities for academic and credited internships with local industry, businesses, artists, crafts persons, etc., as well as research internships with faculty and researchers 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. This policy on internship shall be guiding framework to facilitate the process of internship as a requirement for granting UG degree under NEP 2020. The basis of this policy is from the guidelines for internship for undergraduate students, University Grants Commission, 2023 and Internship Guidelines for Undergraduate Students Gauhati University. *“Internship programme shall be recognized as a mandatory requirement for granting a three/four-year degree as per the GU FYUGP/FYIMP course curriculum under NEP 2020”*.

To satisfy the internship requirement *“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 Nodal Officer and duly communicated to the CoE.”*

“Any expenses incurred by the students like TA/incidentals or other expenses shall be borne by them and PKC shall not contribute to reimbursement of such expenditures”.

## 2. Definitions

- 2.1. Internship – Internship refers to any credited educational, career development opportunity or research exposure providing practical experiences or hands on training to an under graduate student of PKC in a respective discipline for a prescribed period of time.
- 2.2. Intern- Intern refers to any fulltime students of PKC pursuing under graduate programme
- 2.3. Nodal Officer- Nodal Officer of PKC is a nominated member appointed by the Principal, Pub Kamrup College.
- 2.4. Internship Supervisor- Internship supervisor, a person from Internship Providing Organization (IPO).
- 2.5. Mentor- A mentor, faculty member of concerned department of PKC.
- 2.6. Department Internship Officer- A department internship officer nominated for each department.



2.7. Internship Providing Organization(IPO)- Internship Providing Organization(IPO) refers to any organization, higher educational institutions, NGO, Government organization, R& D institutions, research labs, medical laboratories, Industries, artisans, enterprises, institutions/persons of eminent, co-operatives, panchayats, corporate providing an opportunity to the students of PKC for internship.

### 3. Role and Responsibilities

3.1. **Role of Nodal Officer:** Nodal Officer will be responsible for the organization and execution of internship opportunities for the students. He will be the single point of contact for Controller of Examinations (CoE), GU for all matters related to UG internship. The Nodal officer shall ensure the registration of students, mentors, IPO, Internship supervisors on the PKC developed for internship, Internship Programme of PKC shall be systematically organized, executed and monitored by the nodal officer.

3.2. **Role of Internship Supervisor:** Internship Supervisor will be responsible for monitoring, supervising and evaluation of the students during the internship program. 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”

3.3. **Role of Mentor:** Mentor will be responsible for time bound completion of the internship project and also for monitoring. He/she will be providing professional/research guidance to the student during the internship which will enhance the internship experience and learning of the intern. Further, on completion of Internship, the intern will prepare an internship report and get it endorsed by mentor.

3.4. **Role of HoD/ Department Internship Officer:** HoD is responsible to identify IPO related to the area of interest of students and reports to the nodal officer, PKC.

### 4. Objectives of Internship

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.” 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.

Based on the basic objectives, two categories of internships are identified as per the Internship Guidelines for Undergraduate Students Gauhati University.

## 5. Categories of Internship

4.1 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

4.2 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.

To meet these two prime objectives, the PKC Internship Policy will be governed by the following objectives.

- (a) To gain practical experience, develop the requisite skills needed for a specific job and comprehend the functioning of the organization.
- (b) Provide an exposure to the industrial environment.
- (c) To integrate all the classroom/workshop or lab learnings and knowledge with the workplace or organization.
- (d) To develop an understanding of the challenges and opportunities in the field and capacitate themselves in accordance with the expectations and demands in work environment.
- (e) Exposure to the current emerging technologies and developments.
- (f) To provide opportunities for students to sharpen their aptitude for research.
- (g) To cultivate Social responsibility among the students.
- (h) To develop collaborations with industries, government, corporates, NGO's to provide opportunities for internships.



- (i) To develop students' entrepreneurial abilities.

## 6. 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.

## 7. Duration and timing of internship

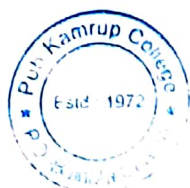
(i) Although the internship/summer internship is to be carried out during the "Summer Term" as defined in the GU Academic Calendar, the duration of work may be extended or split into parts as per mutual agreement between the IPO/Domain Expert and the PKC. However, the result of the 5th semester will be according to the Sec. 4(iv)

(ii) 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 5th semester examination.

(iii) The internship should be completed preferably in the intervening "Summer Term" as defined in the GU Academic Calendar, during 3rd-5th Semester. The internship may also spread across the semesters, without hampering regular classes of the student.

(iv) In exceptional circumstances, the student may carry out the internship during or at the end of the 6th semester as per GU regulations. However, in such circumstances, his/her result of the 5th semester shall remain withheld/ undeclared till such time the internship is satisfactorily completed as per the Internship Guidelines for Undergraduate Students Gauhati University.

(v) 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.



## 8. Evaluation and credit transfer

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 RDC of the College/university
  - 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 by the RDC

## 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 IPO/mentor and PKC.
- ii. In a hybrid mode, the theoretical component may be completed online while the hands-on component will be completed in physical mode.

## 9. Suggestive sectors for internship/research internship:

The students of PKC can carry out internships (vide UGC guidelines, Feb., 2024). However, this is only a suggestive list and the students may identify any other sector if required, subject to approval of the Nodal Officer, PKC.

- 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. Research Institutes
- xvi. Any other rural and community-oriented sectors including NGOs, SHGs etc.



## FORMAT FOR INTERNSHIP REPORTS

1. COVER PAGE: (Name of the Student, Programme name, Semester, GU Roll No, Logo, Department, College name, Name of IPO, Signature of student, Signature Department's Mentor )
2. INTRODUCTION: A brief Introduction of IPO and major objectives of IPO
3. AIMS AND OBJECTIVES OF INTERNSHIP PROGRAM
4. Activities/ Tasks implemented or involved with Internship
5. Major Learnings and Outcome
6. Challenges and difficulties encountered
7. Conclusion

**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''**



## 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 ....., Pub Kamrup College, Baihata Chariali 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-**

