

# **College Internship Policy**

## **Preamble**

In alignment with the National Education Policy (NEP-2020), internships are considered an integral component of higher education. The purpose is to provide students with structured opportunities to apply classroom learning in real-world settings, thereby enhancing employability, research aptitude, entrepreneurial skills, and social responsibility. This policy aims to institutionalize internships as a compulsory academic component across programmes in the college.

## **Objectives of the Internship**

Internships are designed with the following objectives:

1. Integration of Theory with Practice – To link classroom, laboratory, and research knowledge with workplace experiences in industries, organizations, start-ups, NGOs, and government institutions.
2. Understanding the World of Work – To familiarize students with real-life challenges, opportunities, and professional expectations of various job roles.
3. Hybrid Learning Opportunities – To encourage students to engage in both physical and digital internship modes as per feasibility.
4. Developing Research Aptitude – To build skills in research methodologies, analytical tools, data analysis, ethical conduct, and application of knowledge in solving practical problems.
5. Exposure to Emerging Technologies – To provide practical experience in new technologies, automation, digital platforms, and traditional sectors such as agriculture, crafts, and heritage.
6. Entrepreneurial Development – To promote innovation and encourage students to become job creators by working with start-ups and small enterprises.
7. Decision-Making and Teamwork – To enhance problem-solving, collaboration, leadership, and project management skills.
8. Social Responsibility – To instill values of citizenship, social sensitivity, and a sense of contribution towards society.
9. Industry–Academia Collaboration – To strengthen partnerships between the college, industries, research bodies, and professional organizations for mutual learning.
10. Professional Competency – To develop integrity, work ethics, dignity of labour, and overall professional growth in students.

## **Categories of Internships**

Internships will be broadly categorized as:

1. Employability-Oriented Internships – For skill development, workplace exposure, and industry-readiness.
2. Research-Oriented Internships – For cultivating research skills, innovation, and academic excellence.

## **Criteria and Duration**

All students enrolled in UG and PG programmes shall undertake one internship of 4–6 weeks (minimum 120 hours) during their course of study.

The internship shall be undertaken preferably during summer or winter vacations after completion of the 2nd or 4th semester.

Students opting for early exit with a Certificate/Diploma must complete their internship before exit.

Internships may be conducted in physical or digital mode, depending on availability and circumstances.

## **Management of Internship**

1. The College Internship Cell (CIC) will be responsible for the planning, coordination, and monitoring of all internships.
2. The CIC will be headed by the Principal as the overall Incharge, assisted by an Internship Coordinator and Teacher Incharges from each programme.
3. The CIC will maintain records of all internships, explore new opportunities, enter into MOUs with organizations, and notify students about available positions.

## **Internship Procedure**

1. Students shall apply for internships in the prescribed format issued by the CIC.
2. The Internship Coordinator will allocate students to Internship Supervisors (faculty members).
3. The Internship Supervisor will issue recommendation letters, monitor student progress, and evaluate final reports.
4. Each student shall submit:
  - A completion certificate from the organization, and
  - An internship report (format prescribed by the college).

5. Evaluation will be based on:

Internship Mentor's assessment (50 marks), and

College Supervisor's assessment (50 marks).

6. A student must secure minimum 40% marks separately in both evaluations to pass.

### **Internship Providing Organizations**

Eligible organizations include (but are not limited to):

Government and private industries/institutions

NGOs and social organizations

Local self-governments (Municipalities, Panchayats, Zila Parishads, etc.)

Start-ups, enterprises, and business establishments

Media, tourism, hospitality, and IT companies

Research labs, universities, and R\&D institutions

Agricultural and heritage-based sectors

### **Conclusion**

This Internship Policy ensures that every student gains meaningful exposure to the professional world, develops essential skills, and becomes industry-ready while contributing positively to society. The College Internship Cell will ensure transparent, systematic, and efficient execution of the policy.