



## BELTOLA COLLEGE

Bongaon, Beltola, College Road, Guwahati-28

Ref:BC/2016/Notice/102/3218

Date:14/06/2025

### INTERNSHIP NOTICE

This is a general information to all concerned that the Internship programme of Beltola College which extends to all the students of BA Semester IV Academic Session 2024-2025, FYUGP of Beltola College under Gauhati University during their period of studies to carry out a Internship programme of 120 hours as per the Internship Guidelines for Under Graduate Students of Gauhati University, January, 2025.



Sd./

(Dr. Ajit Borkotoky)  
Principal  
Beltola College, Ghy-28

# **Internship Guidelines for Undergraduate Students**

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**As per FYUGP & FYIMP curriculum structure of  
Gauhati University under NEP 2020**

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**January, 2025**

*(Approved by Academic Council, GU, vide Resolution No. \_\_\_\_\_)*



**Gauhati University**

**Guwahati-781014**

**Assam::INDIA**

## **Internship Guidelines for Undergraduate Students Gauhati University**

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## **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.

Gauhati University introduced undergraduate programmes in its academic departments and affiliated colleges as per NEP2020 w.e.f. the academic session 2023-24 wherein provision is made in the curriculum structure for mandatory internship of 4credits.

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.

The following sections deal with operational aspects/working model of internship/research internship adapted for Gauhati University and its affiliated colleges, based on notified UGC guidelines (<https://www.ugc.gov.in/>).

## **2. Internship/research internship<sup>1</sup>: Based on the basic objectives, two categories of internships are identified:**

### **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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<sup>1</sup>It is a mandatory requirement for granting a three/four-year degree as per the GU FYUGP/FYIMP course curriculum under NEP 2020. Internship/apprenticeship requirement for one year “Certificate” and two year “Diploma” in a Multiple Entry-Exit system of the undergraduate programmes are to be carried out separately



### 3. 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.

### 4. Duration<sup>2</sup> 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 parent institution. However, the result of the 5<sup>th</sup> 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 5<sup>th</sup> semester examination.
- iii. 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. 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 6<sup>th</sup> semester as per GU regulations. However, in such circumstances, his/her result of the 5<sup>th</sup> semester shall remain withheld/undeclared till such time the internship is satisfactorily completed
- 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.

### 5. Internship structure and working model:

**5.1 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 should have a Nodal Officer who 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.*
- ii. *To define verticals, HEIs must undertake a survey in the local market to understand the needs of companies and the expectations of students. These verticals can be on the basis of industry clusters operational in the country, from emerging technologies and from the international world of work also.*

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<sup>2</sup>Sec. 45.3 of GU Examination Regulation defines the internship duration as: “Duration for a 2-4 credit internship will be eight weeks (Two months)”



- 5.2** The working model to be followed for GU and its affiliated colleges for efficient implementation of internship programme is enumerated below:
- i. Each of the HEIs will form the Research and Development Cell (RDC) which will oversee and coordinate successful implementation of the internship programme.
  - ii. "The Coordinator, RDC" or the "Nodal Officer, Internship programme" of the HEI will be the single point of contact for CoE, GU for all matters related to UG internship
  - iii. The Academic Register, GU will maintain the updated inventory of the RDCs in its affiliated colleges along with contact details of the designated coordinator/Nodal Officer
  - iv. The Coordinator/Nodal Officer will identify the need and demands of students in diverse disciplines and liaise with the identified institutions/organisations/individuals for internship allocation and subsequent completion
  - v. The Coordinator/Nodal Officer will maintain the detailed inventory of students undertaking internship and update in the GU portal and/or communicate with the CoE.
  - vi. The Coordinator/Nodal Officer will be tasked with networking and collaboration with local/regional/national/international institutions/organisations/individuals to identify the potential areas where interns can be deployed
  - vii. Coordinator/Nodal Officer will take necessary action to execute MoU with relevant organisations/institutions as and when necessary
  - viii. 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.
  - ix. "Each intern would be attached to an internship supervisor(IS) in the internship providing organization (IPO), and a mentor (faculty member) from GU/ affiliated college(as the case may be) for a specified duration and conduct a time bound internship project. GU/affiliated college and the internship providing organization (IPO) would play important roles in facilitating the smooth conduct of the internship."
  - x. 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
  - xi. The RDC may identify a set of problems at local/regional or national level alongwith potential mentors for these projects and notify at the institution website.
  - xii. The list of sectors and details of organisations/domain experts will be dynamically updated in the institution's website.
  - xiii. 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.



**6. Suggestive sectors for internship/research internship**

**6.1 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.

**6.2 Category II**

- i. The RDC will liaise and identify potential mentors from different knowledge institutions across the country and abroad willing to take interns of the respective HEIs
- ii. A pool of willing faculty members may be identified to take interns in this category at Gauhati University. This dynamic list will be made available and updated at the beginning of each semester through GU portal. The entire application process, acceptance by a supervisor and completion of the internships will be done through an 'internship module'.
- iii. For this purpose a limited number of internships may be funded by the University (a nominal fellowship amount) with the condition that such internships must be carried out under identified supervisors who specialise in subjects which can potentially be aligned with SDGs and national goals, i.e., a certain number of internships under identified guides may be sponsored by University in predefined themes that are aligned with SDGs and national goals. The interns may be provided accommodation in the university halls during the summer term, for this purpose
- iv. 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



**7. Evaluation and credit transfer**

- 7.1 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 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

- 7.2 It will be the responsibility of the respective HEIs to communicate with the CoE for seamless credit transfer against each of the students.
- 7.3 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.
- 7.4 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.

**8. 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"
- ii. Each intern shall be put in charge of a mentor who shall be a faculty member of GU/affiliated college (as the case may be). 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."



**9. 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 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.

**10. 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

**11. Incentivising performance**

The colleges may work out a mechanism to recognize and reward innovative work done through internship

**12. Internship management module**

- a. As recommended by the UGC, the Affiliated colleges may develop digital portals where they can “register experts, agencies, industries, organisations, mentors, faculty members which are open and visible to students. These portals should have the scope of application programming interface (API) integration, so that they can be integrated with a central portal”
- b. Gauhati University will facilitate a customized UG internship management module, integrated with the training and placement module in the ERP platform SAMARTH at <https://gauhati.samarth.ac.in> which will act as the central platform for all the affiliated colleges

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## **FORMAT FOR INTERNSHIP REPORT**

1. COVER PAGE: (Name of the Student, Programme name, Semester, GU Roll No, Logo, Department, College name, Name of IPO, Signature of student, Signature of College Mentor Supervisor)
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/ Skill Acquired

N.B.: Page Size: A4, Font: Times New Roman, Broad Headlines: 16 Font (Bold), Sub Headlines: 14 Font (Bold), Letter Size: 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.:
Name of College Mentor Supervisor:

## 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	Term Work					
6	Initiate in taking responsibilities					
7	Meeting the deadlines					
8	Proficiency in acquired skill					

Supervisor's Signature

Designation

IPO Seal

Date:



# INTERNSHIP ACTIVITY LOGBOOK

[To be filled by every student during Internship]

Name of the Student:

GU Examination Roll No.:

Department:

Sl. No	Date	Time of Arrival	Time of Departure	Brief Description of the day's activity	Signature of the Student/ Intern	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Signature of Internship Supervisor:

Name of Internship Supervisor:

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  
Beltola College , Bongaon, Beltola, Guwahati-28 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

