



CHAIDUAR COLLEGE (AUTONOMOUS)

P.O. GOHPUR, BISWANATH, ASSAM

Internship Guidelines

and

Standard Operating Procedure (SOP)

**as per the FYUGP Curriculum Structure of Gauhati University
under NEP 2020**

(w. e. f. 2025-26 Session)

1. Introduction

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 under graduate 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, may actively engage with the practical side of their learning and, as a by-product, further improve their employability.*”

2. Definition

In these Statutes, unless the context otherwise requires,

‘*College*’ means Chaiduar College (Autonomous) Gohpur, particularly unless otherwise stated differently.

‘*UG Programme*’ means any Under Graduate (B.A/B.Sc/B.Com/B.Voc) Programme

‘*Discipline*’ means a subject viz. Assamese, Education, Chemistry, Accountancy, Medical Lab Technician, Mass Media, etc.

‘*Course*’ means programme which is divided into a number of courses. A course is a unit of instruction or segment of subject area under any programme. The traditional concept “*paper*” is replaced by “*course*”.

‘*Stream*’ means a group consisting similar kind of subjects viz. English, Economics, Political Science and others as ‘*Arts and Humanities Stream*’ and Botany, Chemistry, Physics, Mathematics and Zoology others as ‘*Science Stream*’ and Accountancy, Business Studies others as ‘*Commerce Stream*’ and Medical Lab Technician and Mass Media as ‘*Vocational Course*’

‘*Academic Year*’ means a period of twelve months consisting of two semesters.

‘*Semester*’ means a half-yearly term of studies which includes examinations, internship, vacations, semester breaks as well. A summer term is for eight weeks during summer vacation. Internship/apprenticeship/work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study.

‘*HEI*’ means Higher Education Institute.

‘*IS*’ means Internship Supervisor in IPO.

‘*IPO*’ means the Internship Providing Organization.

‘Mentor’ means *faculty member* from the college for a specified duration.

‘Mentee’ means students engaged in Internship Programme.

‘RDC’ means Research and Development Cell.

- 3. Internship Category:** Based on the basic objectives, the following categories of internships are identified,

Category I: Enhancing employability

Category II: Developing research aptitude

Category III: Enhancing Hard Skills

Category IV: Enhancing Soft Skills

- 4. 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.

5. Duration & Timing:

- (a) The internship should be completed preferably in the 5th Semester (last date of report submission will be the Saturday of the 3rd week of September of the relevant year).
- (b) 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 a minimum of **120** hours of engagement will be required which should be reflected in the activity logbook (*as per the Annexure D*).

6. Internship Structure and Working model:

Role of the HEIs: Each of the HEI (Higher Education Institute) has to play a crucial role in developing an enabling ecosystem for internship which requires proactive actions. As per the UGC:

- (a) 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) (if possible) with local businesses, research organizations, HEIs, NGOs etc. as this will aid in training, research, employment, and start-ups.

- (b) To define verticals, HEIs must undertake a survey in the local market to understand the needs of companies and the expectations of students. The college (HEI) may initiate the following procedures.
- (i) Each of the HEIs will form the RDC which will oversee and coordinate successful implementation of the internship programme.
 - (ii) The Coordinator, RDC will be the Nodal Officer, for the Internship programme. Nodal Officer will take necessary action to execute MoU with relevant organizations/institutions as and when necessary.
 - (iii) Each intern would be attached to an internship supervisor (IS) in the Intern ship providing organization (IPO) and a mentor (*faculty member*) from the college for a specified duration
 - (iv) Any expenses incurred shall be borne by them (mentee) and college shall not contribute to reimbursement of such expenditures.
 - (v) The list of sectors and details of organizations will be updated in the institution's website.
 - (vi) Orientation workshops/awareness camps will be organized by college at the beginning of the semester's high lighting the need and benefits from internships to the students.

7. Suggestive Sectors for Internship:

The RDC has suggested some sectors which students can carry out internships vide UGC guidelines, Feb., 2024. However, this is only a suggestive list (All IPOs should be registered/recognized/approved). In certain cases, the RDC of the college may allow students to undergo the internship in reputed/credible IPOs which are not registered/recognized/approved. The suggestive list is under:

List of suggested IPOs	
1. Financial Organizations ○ Banks ○ Reputed Chartered Accountants (CA) ○ Income Tax Service Providers ○ Advocates ○ Financial Advisors ○ Stock Investment Companies 2. Insurance & Advertising Companies ○ Insurance Companies ○ Advertising Agencies 3. Retail & Trade Firms ○ Retail Stores ○ Real Estate Companies ○ Trade Associations ○ Printing Press 4. Hospitality, Media, Tourism & Technology Organization ○ Media House ○ Healthcare ○ Tour and Travel Agencies ○ Hotels, Resorts, and Restaurants ○ Event Management Agencies ○ Tourism & Hospitality ○ IT Firms/Computer Educational institute ○ Handicraft, Art, Design & Music	5. Social Sector & Non-Governmental Organizations ○ Self Help Groups (SHG) ○ Anganwadi Centers ○ Health Centres ○ Old Age Homes ○ NGOs registered under Society Act ○ Literary and Cultural organization ○ Museums 6. Government ○ Government departments and agencies like Gramin Gibika Abhijan ○ Local government-Autonomous District Councils, Panchayats and Municipalities 7. Educational & Development Organisation ○ Government schools and other educational institutions. ○ Village Level Institutions ○ Farmers Producer Organisations ○ Primary Agriculture Credit Societies Society, Boards ○ Production and marketing/multipurpose cooperative society ○ Fisheries & Poultry Farms 8. Paid Internships 9. Other Relevant Sectors and Credible Sectors

However students (mentee) may work with the following specific IPOs which will be on payment basis (*amount may be course specific*).

- | |
|---|
| <ul style="list-style-type: none"> ○ Wings Initiative (Online & Offline Mode) ○ Reconciler Services (Online & Offline Mode) |
|---|

8. Phases of Internship:

Phase I: Pre-Internship Preparation

- Conduct orientation sessions with students after allotment of mentor/mentee list. The Teacher will act as a mentor throughout the Internship Programme.
- The mentee has to choose an IPO based on their locally available resources and write a proposal (*Please submit the details of the proposal as per **Annexure- A** in the Internship Monitoring and Evaluation Committee (Room B-007).*)

- c) Print out three copies of **Annexure –B**, fill it up and submit it to the Internship Monitoring and Evaluation Committee (Room B-007) and collect it on the dates (*to be notified*).

Phase II: Internship Execution and Monitoring by Mentor

- a) Approval of the IPOs for the students (mentee) by the Internship Monitoring and Evaluation Committee by ensuring alignment with the existing guidelines.
- b) Sending the names of the students and their respective IPOs to the designated mentors.
- c) Supervision, guidance, assistance and suggestions by the mentors to the mentees during the internship period.

Phase III: Post-Internship Activities and Assessment

- a) Submit a report as per **Annexure – C** to the Internship Monitoring and Evaluation Committee. The report must be handwritten and page limit is minimum of 10 and maximum of 15 pages (A4 size paper) excluding the cover page, self-declaration, certificates, acknowledgement and annexures.
- b) Submit weekly report of minimum 120 hours as per the **Annexure-D**
- c) Submit the IPO Assessment Certificate to the Internship Monitoring and Evaluation Committee in a sealed envelope as per **Annexure- E**.
- d) *Evaluation pattern and marks allotment*

1. Evaluation will be based on the following criteria:

Sl. No.	Criteria	Marks
(a)	IPO Feedback	10
(b)	Quality of the Internship Report	50
(c)	Presentation of the report	30
(d)	Viva-voce (on skills acquired)	10

9. Disciplinary Measures:

If a student is reported to the college for indiscipline and unruly behavior by the IPO, he/she may be disqualified from the internship programme of that particular year by the Internship Monitoring and Evaluation Committee in consultation with the mentor, vice principal and principal.

10. Grievance Redressal:

If student reports of any internship related grievances in writing to the Internship Monitoring and

Evaluation Committee, the committee will take up appropriate measures to address the issue. However, the grievance should not be related with the normal functioning of an intern in terms of fulfilling internship related duties and responsibilities.

PROPOSAL FOR INTERNSHIP

1. Name of Student
2. Name of the Programme.....
3. Semester: 5th
4. Roll No:
5. Mobile No:
6. E-mail Id:

Undertaking: I agree to abide by the rules and workplace conduct of the IPO. I also understand that I will not manipulate or use unfair/immoral means and ways to obtain the Internship Certificate.

Name & Signature of the Student

I accept to offer the Internship.

Name & Signature of IPO



Office of the Principal
CHAIDUAR COLLEGE

Gohpur, Assam - 784168
Affiliated to Gauhati University
Recognised by UGC under Sections 2(f) & 12(B)
Accredited by NAAC

Kishor Singh Rajput
M.A. (Eco), M.P.S., M.Sc., Ph.D.
Principal



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Ref. CDC/KSR/74/2025-01

Date: 30.06.2025

To

..... (Designation & Name of the IPO)

..... (Address)

Subject: Request Letter for Internship to the IPO

Dear Sir/Madam,

This is to inform you that (Name of the Student) is a bonafide student of 5th Semester (2025-26 Session) of Chaiduar College bearing GU Roll Number

Under the FYUGP of the Univeristy of Gauhati, the student is required to undertake an internship programme of 120 hours for acquiring hands on work/job experience and the student has chosen your organisaition/agency/department/institute/company for the same.

I, therefore, request you to allow the student to undergo the intership programme in your esteemed organisaition/agency/department/institute/company. A mentor from the college (Associate Professor/Assistant Professor) has been assigned to the student and, in case of urgent need, please feel free to contact him/her.

I appreciate your decision to allow our student to be an intern at your organization. The ethical guidelines and other rules of the intership can be viewed at our college website.

Name of the Mentor :

Contact No. of the Mentor :

Principal

I hereby agree to offer the internship to at our organization / company.

(Seal & Signature of the IPO)

Annexure C

1. Cover Page (as per Annexure-I)
2. Self-Declaration of the student (as per Annexure-II).
3. Internship Completion Certificate from the IPO (as per Annexure-III).
4. Certificate from the mentor (as per Annexure-IV).
5. Acknowledgement by the mentee (as per Annexure-V).
6. Introduction and background of the IPO.
7. Description of tasks performed.
8. Key learning, skills acquired, and challenges encountered.
9. Reflections on personal and professional growth.
10. Conclusion.
11. Annexures (any other supporting documents maximum of 5 including you own photo with the organization).

WEEKLY REPORT

FORMAT FOR LOG BOOK FOR INTERNSHIP

Name of Student.....

Supervisor Name.....

Roll No.....

Name of IPO.....

Total Hours Worked:	Summarize your work activities for the week. Include daily activities. Explain how you made the most of your internship: skills learned & used, responsibilities given, accomplishments, achievements. Include observations about the workplace environment that may influence your career choice. Continue on the back if necessary. This section must be completed to receive credit for your work hours.
Day 1 _____ (date) From _____ to _____	
Day 2 _____ (date) From _____ to _____	
Day 3 _____ (date) From _____ to _____	
Day 4 _____ (date) From _____ to _____	
Day 5 _____ (date) From _____ to _____	
Supervisor's Comments: I confirm the accuracy of this log: _____ Date: _____ (Supervisor's Signature)	

(Please use photocopy for the number of days required)

Annexure E

ASSESSMENT CERTIFICATE OF INTERNSHIP (*CONFIDENTIAL*)

(To be issued by the IPO)

This is to certify that Mr./Ms./_____ of _____ semester bearing Roll No. _____ a student of the Department of _____ from Chaiduar College has successfully carried out his / her internship from _____ to _____ covering 120 (one hundred twenty) hours with _____ (Name of the IPO/ Organization). On the basis of his / her performance a score of marks (out of 10 marks) is awarded.

Remarks, if any.....

Date:

(Signature on behalf of IPO/Organization along with seal)

Name of signee _____

Designation: _____

Name of the IPO/organization: _____

Address: _____

(N.B. To be handed over to the student in a sealed envelope with office seal with the initial of the Supervisor on the envelope on the sealed area).

INTERNSHIP REPORT

NAME & ADDRESS OF IPO _____



SUBMITTED FOR THE PARTIAL FULFILLMENT OF THE

PAPER CODE:

SEMESTER: 5TH

BACHELOR OF _____ IN _____

CHAIDUAR COLLEGE (AUTONOMOUS)

NAME OF THE MENTOR:

SUBMITTED BY:

GU ROLL NO:

Declaration

(To be given by the mentee/ student)

I, _____, hereby declare that this report is a record of the original work, completed by me during my internship at _____ (name of IPO) from _____ to _____. The information and data presented in this report are true and authentic to the best of my knowledge.

Name:

Department:

5th semester

Chaiduar College (Autonomous)

Internship Completion Certificate

Certified that Mr. /Ms.....

S/D of

a Student of 5th Semester bearing Roll No.....

of.....Department from Chaiduar College has

successfully completed his/her Internship Programme from to

..... at (name of IPO).

on the basis of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives he/she has successfully completed the internship programme. We wish him /her all the best in his future endeavours.

Remarks, if any.....

Date:

Seal of the Organization/Institution

Signature of the Supervisor:

Internship Completion Certificate

(To be issued by the mentor)

This is to certify that _____, bearing Roll no _____, is a Bonafide student of the Department of _____, currently studying in the 4th semester of B.A/B.Sc./B.COM./B.VOC, under Gauhati University at Chaiduar College (Autonomous).

He/ She has Successfully completed the internship program as part of the curriculum requirement.

We appreciate the commitment and dedication shown during the internship and wish him/her success in future endeavors.

Date:

Signature of the Mentor:

Name of the Mentor:

ACKNOWLEDGEMENT

At the very onset, I would like to thank honorable principal of Chaiduar college (Autonomous), for providing us with the opportunity to undertake a one -month internship at _____from (Start date) to (End date).

This internship would not have been possible without my Supervisor_____ his continued support and encouragement help me to completing this internship.

Again I offer my sincere thanks to the IPO _____ for the help and support during my internship period

Besides my supervisor I would like to offer my sincere thanks and praise to my Mentor_____ sir for providing invaluable guidance, comments and suggestions throughout the Internship.

Last but not least ,I pour my sincere thanks to my parents for the love, care and countless support during the internship .

Name:

Department:

5th semester

Chaiduar College (Autonomous)