

INTERNSHIP PROCEDURE

Pictorial / Flowchart Representation

1. INTERNSHIP CELL

Announces internship areas, organizations, positions and projects (MOU based) at the beginning of the Even Semester. or
Student may voluntarily choose an organization of his/her choice relevant to the subject area from the allowed list.



2. STUDENT APPLICATION (Appendix I)

Student applies for internship in the prescribed format within the specified time.



3. INTERNSHIP COORDINATOR

Receives applications and allocates/forwards them to the UG Programme Teacher In-charges.



4. TEACHER IN-CHARGE

Allocates student(s) to an Internship Supervisor from the approved/notified list. Provide internship awareness, maintain departmental record and track status.



5. INTERNSHIP SUPERVISOR (Appendix IV)

Issues a recommendation letter in the name of the internship-providing organization.



6. CONTACT HOST ORGANIZATION / MENTOR

Student contacts the organization/Internship Mentor, obtains consent for guidance, and prepares a tentative internship schedule.



7. SUBMIT CONSENT & SCHEDULE (Appendix II)

Student submits the Mentor's consent and tentative schedule to the Internship Supervisor. Supervisor track status or timeline.



8. PROCEED FOR INTERNSHIP

Student joins the internship and informs the Internship Supervisor.



9. INTERNSHIP PERIOD

Student undertakes the assigned training, project/work and learning activities (Max. 4-6 weeks).



10. COMPLETION OF INTERNSHIP (Appendix III)

On completion, the student obtains the required completion certificate from the Internship Mentor.



11. PREPARE INTERNSHIP REPORT (Appendix V)

Student prepares the report covering organization, objectives, work done, observations, learning outcomes/experiences and other relevant presentation.



12. FINAL SUBMISSION

Student submits the Internship Report and Completion Certificate to the Internship Supervisor within 15 days of completion.
Hard Copy (3 Copies) & Soft Copy

IMPORTANT REQUIREMENT

 **Completion Certificate** +  **Internship Report**

The Internship Report must be submitted within 15 days of completion. An Internship Report without the Completion Certificate shall NOT be entertained.

ALTERNATIVE INTERNSHIP MODE

 **Physical Internship Unavailable**



 **Digital / Online Internship** OR  **Group Internship**

The Host Institute should have a provision for digital or group internship.