



ONE-DAY WORKSHOP ON STUDENT INTERNSHIP

(For All Faculty Members)

SOUTH EAST MANIPUR COLLEGE, KOMLATHABI
INTERNSHIP CELL

Date: 13th October 2026, Tuesday, 10:30 AM

Venue: Seminar Hall

Organised by: Internship Cell, South East Manipur College, Komlathabi

Moderator: *Ngoruh Ruth Moyon, Assistant Professor, Department of Sociology*

PROGRAMME SCHEDULE

Time	Programme / Activity
10:30 AM – 11:00 AM	Registration of Participants
11:15 AM – 11:30 AM	Welcome Address, Opening Remarks & Objectives: <i>-Dr. Chongtham Rajen Singh, Internship Cell Coordinator</i>
11:30 AM – 11:45 AM	Speech on Internship <i>-L. Solomon Dangshawa, Vice Principal SEMCO</i>
11:45 AM – 11:55 AM	Session I: Overview, Importance and Guidelines of Student Internship under FYUP <i>- Ringphamchung Khartu, Internship Cell Supervisor, Science</i>
11:55 AM – 12:10 PM	Session II: Internship Providing Organisations (IPOs), Memorandum of Understanding (MoU) and Collaboration <i>- Dr. Kh. Brojendro Singh, Internship Cell Supervisor, Arts</i>
12:10 PM – 12:25 PM	Session III: Internship Procedure, Workflow and Responsibilities of Stakeholders <i>- Dr. Chongtham Rajen Singh, Internship Cell Coordinator</i>
12:25 PM – 12:40 PM	Tea Break
12:40 PM – 12:55 PM	Session IV: Role of Faculty Supervisors and Departmental Teacher-In-Charges in Internship Implementation <i>- Ringphamchung Khartu, Internship Cell Supervisor, Science</i>
12:55 PM – 1:10 PM	Session V: Internship Report Format, Documentation, Assessment and Evaluation <i>- Dr. Chongtham Rajen Singh, Internship Cell Coordinator</i>
1:10 PM – 1:30 PM	Discussion, Suggestions and Interactive Session
1:30 PM – 1:35 PM	Concluding Remarks and Vote of Thanks <i>- Dr. Potshangbam Sapna, Assistant Professor, Physics Department</i>

Participants: Principal, Vice-Principal, Internship Coordinator, Faculty Supervisors, Teacher-In-Charges of all departments, and remaining faculty members.

Workshop Objectives:

- ❖ To familiarise faculty members with the objectives and guidelines of student internships under FYUP.
- ❖ To explain the procedure for identifying and coordinating with Internship Providing Organisations (IPOs).
- ❖ To clarify the roles and responsibilities of the Internship Cell, departmental Teacher-In-Charges, faculty supervisors and students.
- ❖ To standardise internship documentation, report writing, assessment and evaluation.
- ❖ To develop an effective action plan for the implementation of the internship programme at the college.

Expected Outcome: A coordinated and clearly defined framework for implementing, monitoring and evaluating student internships across all departments of the college.