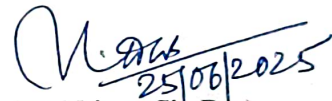


NOTICE

(FYUGP Internship, 2025)

It is hereby notified that as per the Gauhati University NEP 2020 curriculum students of B.A. 4th semester FYUGP must complete a mandatory internship of 4 credits preferably during the summer break. Orientation on internship has already been carried out. The detailed Guidelines have been published by the Internship Cell of Dr. B.K.B. College and is uploaded as Notice in College Website. For any Query contact (Dr. Jatin Sarma, Assistant Professor, Dept. of English, 6001612425; Ms. Debita Kemprai, Assistant Professor, Dept. of Geography, 9435568579; Mr. Bhargab Das, Assistant professor, Dept. of Economics, 8638187396 and Mr. Ankur Protim Mahanta, Assistant Professor, Dept. of Political Science, 9859108621).



(Dr. Nripen Ch. Das)

Principal

Dr. B.K.B. College, Puranigudam,
Nagaon, Assam

Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)

General Guidelines for Internship (FYUGP)

(Internship Cell of Dr. B.K.B. College)

1. 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 programs (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.”

2. **Internship/research internship:** 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.

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 2credits each or 1+3 credits earned from the same IPO or different IPOs.

4. Duration 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.

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 5th semester examination.

iii. The internship should be completed preferably in the intervening “Summer Term” as defined in the GU Academic Calendar, during 3rd-5th 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 6th semester as per GU regulations. However, in such circumstances, his/her result of the 5th 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. Some suggestive sectors for internship/research internship

5.1 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 Area
- ii Economy & Banking Financial Services and Insurance Area
- iii Logistics, Automotive & Capital Goods Area
- iv Fast Moving Consumer Goods & Retail Area
- v Information Technology/Information Technology enabled Services and Electronics
- vi. Handcraft, Art, Design & Music Area
- vii. Healthcare & Life Science Area
- viii. Sports, Wellness and Physical Education Area
- ix. Tourism & Hospitality Area
- x. Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.) Area
- xi. Humanitarian, Public Policy and Legal Service Area
- xii. Communication Area
- xiii. Education Area
- xiv. Sustainable Development Area
- xv. Agriculture sector-for internship in rural areas
- xvi. Any other rural and community-oriented sectors including NGOs, SHGs etc.

6. 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.

PROCEDURES TO BE FOLLOWED BY STUDENTS FOR INTERNSHIP

To ensure a smooth and productive internship experience, students are required to follow the steps outlined below:

1. Identification of Mentor Teacher

Each student must identify and connect with the mentor teacher assigned to them.

2. Selection of Internship Supervisor or Internship Providing Organization (IPO)

Students must choose their internship supervisor or select an Internship Providing Organization (IPO) from the following approved organizations:

- Jal Jeevan Mission (JJM)
- State Institute of Panchayat & Rural Development (SIPRD)
- Pratham Education Foundation
- Food Craft Institute
- Punjab National Bank
- Mission School
- Amtron
- H. Computer Centre Puranigudam

3. Obtain RDC Approval Letter or NOC

Students are required to secure an official approval letter or NOC from the RDC (Research and Development Cell) of the college for their internship placement.

4. Maintain an Activity Logbook provided by the college

Throughout the internship, students must maintain a detailed **Activity Logbook** documenting at least **120 hours of engagement**. This logbook should accurately reflect daily tasks, learnings, and reflections.

5. Completion Certificate from the IPO

A formal **Completion Certificate** must be obtained from the respective IPO to validate the successful fulfillment of the internship.

6. Submission of Internship/Project Report

Upon completion of the internship, students must prepare and submit a comprehensive **Internship Report** or **Project Report**.

7. Evaluation Report by Internship Supervisor and Mentor Teacher

The internship supervisor must provide an **Evaluation Report** assessing the performance and contribution of the student during the internship period.

8. Seminar Presentation by the intern

Demonstrable evidence of work in the form of a 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

N.B.: INTERNSHIP IS MANDATORY FOR EVERY STUDENT FOR COMPLETION OF FYUGP.

ইন্টাৰশ্বিপৰ বাবে ছাত্ৰ-ছাত্ৰীসকলে অনুসৰণ কৰি চলিবলগীয়া নিয়ম আৰু পদ্ধতি:

ফলপ্ৰসূ ইন্টাৰশ্বিপ অভিজ্ঞতা নিশ্চিত কৰিবলৈ ছাত্ৰ-ছাত্ৰীসকলে তলত উল্লেখ কৰা পদক্ষেপসমূহ অনুসৰণ কৰিব লাগিব:

১/ গুৰু (Mentor) শিক্ষকৰ সৈতে পৰিচয় আৰু আন্তৰিক সহযোগিতা : প্ৰতিজন ছাত্ৰ/ছাত্ৰীয়ে তেওঁলোকক নিযুক্তি দিয়া গুৰু শিক্ষকজনৰ সৈতে চিনাকি হোৱা আৰু সংযোগ স্থাপন কৰাটো বাঞ্ছনীয়।

২) ইন্টাৰশ্বিপ তত্ত্বাবধায়ক (Supervisor) বা ইন্টাৰশ্বিপ প্ৰদানকাৰী সংস্থা (আই পি অ') নিৰ্বাচন :

ছাত্ৰ-ছাত্ৰীসকলে তেওঁলোকৰ ইন্টাৰশ্বিপ তত্ত্বাবধায়ক বাছি ল'ব লাগিব বা তলত দিয়া অনুমোদিত সংস্থাসমূহৰ পৰা এটা ইন্টাৰশ্বিপ প্ৰদানকাৰী সংস্থা (আইপিঅ') নিৰ্বাচন কৰিব লাগিব:

- * জল জীৱন মিছন (জে জে এম)
- * ৰাজ্যিক পঞ্চায়ত আৰু গ্ৰামোন্নয়ন প্ৰতিষ্ঠান (SIPRD)
- * প্ৰথম এডুকেচন ফাউণ্ডেশ্যন
- * খাদ্য শিল্প প্ৰতিষ্ঠান (Food Craft Institute)
- * পাণ্ডুৱাৰ নেচনেল বেংক
- * মিছন স্কুল
- * এম্‌ট্ৰন
- * এইচ কম্পিউটাৰ চেণ্টাৰ ,পুৰণিগুদাম

৩/মহাবিদ্যালয়ৰ আৰ ডি চি (Research & Development Cell) ৰ পৰা অনুমোদন পত্ৰ বা এন অ চি লাভ কৰাটো বাধ্যতামূলক।

৪/ মহাবিদ্যালয়ৰ দ্বাৰা প্ৰদান কৰা এক্টিভিটি লগবুকত প্ৰতিগৰাকী ইণ্টাৰ্ণে দৈনিক কৰা কামৰ খটিয়ান লিপিবদ্ধ কৰিব লাগিব। এই লগবুকখনে তেওঁলোকৰ দৈনন্দিন কাম, শিক্ষণ বিষয় সঠিকভাৱে প্ৰতিফলিত কৰিব লাগে।

৫/ আই পি অ' ৰ পৰা ইণ্টাৰ্ণশ্বিপ সফলতাৰে সম্পূৰ্ণ হোৱাৰ প্ৰমাণ পত্ৰ পাব লাগিব। এইক্ষেত্ৰত ইণ্টাৰ্ণসকলে

ইন্টাৰশ্বিপৰ সফল সমাপ্তিৰ প্ৰমাণ হিচাপে নিজ নিজ আই পি অ' ৰ পৰা আনুষ্ঠানিক প্ৰমাণ পত্ৰ লাভ কৰিব লাগিব।

৬/ ইন্টাৰশ্বিপ সম্পূৰ্ণ কৰাৰ পিছত ছাত্ৰ-ছাত্ৰীসকলে এটা বিস্তৃত ইন্টাৰশ্বিপ প্ৰতিবেদন বা প্ৰকল্প প্ৰতিবেদন প্ৰস্তুত কৰি দাখিল কৰিব লাগিব।

৭/ ইন্টাৰ্গশ্বিপ তহ্বাৰধায়কে ইন্টাৰশ্বিপৰ সময়ছোৱাত ছাত্ৰজনৰ কৰ্মদক্ষতা আৰু অৱদানৰ মূল্যায়ন কৰি মূল্যায়ন প্ৰতিবেদন প্ৰদান কৰিব লাগিব।

৮/ একোখন আলোচনা চক্ৰত ইণ্টাৰ্গে নিজৰ অভিজ্ঞতা, কৰ্মকুশলতাৰ বিষয়ে উপস্থাপন কৰিব। পৰীক্ষা নিয়ন্ত্ৰকে নিযুক্তি দিয়া শিক্ষক/বিশেষজ্ঞ সমিতিৰ দ্বাৰা মূল্যায়ন কৰা হব। মূল্যায়ন তলত দিয়া দিশসমূহৰ ওপৰত হ'ব পাৰে:

১/ উপস্থাপন শৈলী আৰু ইন্টাৰ্গৰ প্ৰতিবেদনৰ মানদণ্ড

২/ ইন্টাৰ্গৰ দ্বাৰা দক্ষতা আহৰণৰ নমুনা

৩/ মৌলিকতা আৰু যিকোনো উদ্ভাৱনীমূলক অৱদান

৪/ গৱেষণাৰ ফলাফলৰ তাৎপৰ্য

Format of Internship Completion Certificate.

INTERNSHIP COMPLETION CERTIFICATE (from Internship Providing Organization (IPO)

LETTER HEAD OF INSTITUTION/ORGANISATION/GOVT.OFFICE

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that.... [Student Name]..... of 4th Semester (FYUGP) of Dr. B.K.B. College (G. U Roll No....., GU Registration No..... of) has successfully completed her / his internship at [Host Institute/Organization] under the supervision of [.....] from [.....] to [.....] and completed 120 working hours.

Skill Based Internship

During this period she/he was attached to..... [Branch/Division/Lab] and worked on..... [Name of work]. She/he demonstrated [mention may be made of qualities like punctuality, regularity, commitment, teamwork, discipline, dedication and interest, and the skill learnt].

Her /his performance was [any one of the following: Outstanding / Excellent / Very Good / Good / Average / Satisfactory / Poor].

Counter Signature of Nodal Officer
Name
Seal

Signature of Supervisor at IPO
Designation
Division/ Branch / Department
Seal

Format of Activity logbook.

ACTIVITY LOGBOOK (to be maintained daily for the entire period of Internship)

IPO Name:

Department/Division:

Name of the Student:

Samarth Enrolment No.:

Academic Year:

Semester:

Date	Reporting Time	Departure Time	Total Hours Engaged	Nature of Work	Theory	Hands on Activity	Field work	Student's Signature

Signature of Student

Signature of IPO Supervisor

Format of No objection certificate.

OFFICE OF THE PRINCIPAL
Dr. B.K.B. College, Puranigudam, Nagaon, Assam

Date: 23/06/2025

To,

.....
.....

Dated:

Sub: NO OBJECTION CERTIFICATE for Internship Programme at

It is certified that Mr/Ms of 4th Semester FYUGP bearing
GU Roll No..... GU Registration No.....) is a bonafide student
of the department of, Dr. B.K.B. College.

Dr. B.K.B. College has no objection for doing internship programme atfor
the period fromto as a part of the academic requirements under the FYUGP
of Gauhati University.

It is also certified that he/she is not registered for any course requiring his/her attendance in class
during the said period.

The conduct of the student as per college record has been found satisfactory.

(Dr. Nripen Ch. Das)
Principal
Dr. B.K.B. College, Puranigudam
Nagaon, Assam

Format of Evaluation Report

Evaluation Report

Name of the Student:
Samarth Enrolment No:
Program and Semester:
Internship Type (Skill/Research):
Internship Providing Organization:
Internship Supervisor:
Internship Period (give dates):
Academic session:

Evaluation Criteria:
The following to be assessed by the IPO Supervisor

1. Punctuality /Regularity:
2. Conduct:
3. Technical / Research Skills acquired:
4. Analytical and Problem-solving skills:
5. Communication skills:
6. Capacity for teamwork:

Signature of the IPO Supervisor:

The following to be assessed by the Mentor:

1. Activity Logbook:
2. Report:
3. Seminar Presentation on the work done:
4. Overall Performance:

Signature of the Mentor Teacher:

Format / Guidelines for Project Report of Internship.

INTERNSHIP REPORT OF THE STUDENT

1. For the Cover Page:
 - Name of the Student:
 - Samarth Enrolment No:
 - Program and Semester:
 - Department and Name of Mentor:
 - Internship Type (Skill):
 - Internship Providing Organization / Department:
 - Internship Supervisor (Name and Designation):
 - Internship Period (give dates):
 - Academic Session:
2. Acknowledgement
3. Approval Letter/NOC
4. Internship Completion Certificate from IPO
5. Certificate from College Mentor/ Evaluation Report
6. Table of Contents
7. List of Tables / Figures / Illustrations etc.
8. Introduction (A summary of the entire internship and containing details of the IPO)
9. The nature of the work assigned
10. Details of the Internship and work done by the intern
11. Learning Outcome:
 - a. Knowledge acquired
 - b. Skills learned
 - c. Observed attitude and gained values
 - d. Challenges faced
12. Conclusion (this may contain an assessment by the intern of the outcome of the internship and the possible value of this work for the future).
13. References (manuals consulted and any other material used)
14. Activity logbook
15. Photographs (G.I. Tagged)

Signature of the Student