Internship Guidelines for
Under Graduate/Integrated Programmes running
in University Teaching Departments and
Affiliated Colleges as per NEP-2020

Guru Jambheshwar University of Science &Technology
Hisar-125001, Haryana

(A+ NAAC Accredited State Govt. University)

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1. Introduction

The National Education Policy 2020 (NEP-2020) emphasizes that the primary goal of the education system is to nurture individuals who are capable of rational thinking and responsible action, while demonstrating compassion, empathy, courage, resilience, a scientific outlook, creative imagination, and strong ethical values. It aspires to cultivate engaged, productive, and responsible citizens who contribute meaningfully to building an equitable, inclusive, and pluralistic society, as envisioned in the Constitution of India.

To achieve this vision, NEP-2020 places a strong emphasis on quality research and innovation as essential pillars of higher education. A dynamic higher education ecosystem— rooted in knowledge, skills, values, and research—is crucial to addressing the evolving needs of society and ensuring sustainable national development.

In line with NEP-2020 and the guidelines of the University Grants Commission (UGC), Guru Jambheshwar University of Science and Technology, Hisar has introduced student-focused Curriculum and Credit Framework for Undergraduate/ Integrated Programmes. This framework integrates a flexible choice-based credit system, offers multiple entry and exit points, and encourages a multidisciplinary approach. Notably, it considers internships an essential and integral component of the curriculum, providing students with valuable exposure to real-world work environments.

2. Objectives

An internship provides individuals with valuable first-hand experience, allowing them to understand the working environment of an organization while enhancing their skills and aptitude for specific job roles. It also fosters the development of research capabilities and offers meaningful learning opportunities. Internships should be structured in a way that benefits both the intern and the host organization.

The following are the key objectives of engaging undergraduate students in employability and research internship programmes:

i. **Integration of Classroom Learning with Workplace Experience:** To view internships through a broader, integrated, and holistic lens by aligning classroom, workshop, lab, and research lab learning outcomes with real-world workplace experiences. Internship objectives should aim to connect academic knowledge with practical application across diverse settings such as industries, enterprises, start-ups,

farmlands, artisans, gig economy workers, NGOs, R&D organizations, HEIs, local governments (e.g., Municipal Corporations, Zila Parishads, Panchayats), media and social organizations, artists, and professionals.

ii. **Developing Decision-Making and Teamwork Skills:** To nurture critical thinking, problem-solving abilities, and collaborative skills, promoting a professional culture of teamwork that supports academic, research, and personal growth.

iii. **Instilling Social Awareness and Civic Responsibility:** To develop students' sensitivity toward social issues and encourage a sense of citizenship and community responsibility, fostering socially responsible graduates.

iv. **Understanding the World of Work:** To equip students with insights into the realities of professional environments, including the challenges, responsibilities, expectations, and cultural values of various job roles. This helps align student behavior and mindset with the evolving demands of the workplace.

v. **Enhancing Entrepreneurial Capabilities:** To promote entrepreneurial thinking by helping students understand the formation and functioning of sustainable enterprises, thereby encouraging start-up culture and enabling students to become job creators rather than job seekers.

vi. **Hybrid Learning Model:** To enhance learning opportunities through a flexible blend of physical and digital engagement, enabling students to work in industries, corporates, R&D units, or within/outside HEIs under the guidance of mentors or research experts, based on need and convenience.

vii. **Fostering Research Aptitude:** To cultivate a spirit of inquiry and research among students by providing exposure to research tools, techniques, methodologies, data analysis, ethical practices, manuscript preparation, intellectual property rights, and the application of research to real-life or complex problems.

viii. **Exposure to Emerging Technologies:** To familiarize students with advancements in technology and automation, and their role in enhancing job functions, organizational processes, traditional arts, crafts, and heritage skills, as well as modern sectors like agriculture and design.

ix. **Encouraging Collaborative Learning and Industry-Academia Partnerships:** To strengthen collaborations between HEIs and industries, offering students access to

internships, apprenticeships, and research initiatives that promote mutual learning and innovation among institutions, organizations, and individuals.

x. **Improving Professional Competence and Ethical Values:** To go beyond technical skills by nurturing core professional values such as integrity, ethics, discipline, and respect for labor. This ensures students are equipped with both competence and character to meet industry expectations.

3. Internship Categories

Graduate employability can be significantly improved by providing students with practical experience and exposure to real-world work environments, while also cultivating the right mindset and professional attitude. Internships serve as a vital tool in this process, helping students build essential employability skills such as competency, confidence, expertise, and workplace professionalism. Additionally, internships can ignite a passion for research and innovation by allowing students to see how theoretical knowledge is applied in practical settings.

Undergraduate internships may be broadly categorized into two types:

  a. Internships aimed at enhancing employability

  b. Internships focused on developing research aptitude

3.1. Enhancing Employability and the Role of Internships

Employability refers to the combination of skills, attributes, and personal qualities that enable an individual to effectively perform in a job role and meet the expected standards of professional performance. It is developed through a variety of experiences—both in academic workshops and real-world workplaces. A student demonstrates true employability when they can successfully apply their skills in a practical job setting. To enhance their potential in the job market, individuals must cultivate competencies that not only reduce barriers to employment but also empower them to become potential job creators.

Internship programs play a crucial role in building these competencies among undergraduates, researchers, and faculty. They help in developing the ability to conceptualize and execute projects, improve decision-making skills, boost confidence, foster teamwork and coordination, and encourage creative and critical thinking. Additionally, internships instill

ethical values, promote professional growth, and provide insights into the functioning of government bodies and local institutions.

Such programs also connect students with field experts, support the development of online or simulation-based modules for virtual research internships, and deepen understanding of building technology-driven start-ups. Interns gain valuable exposure through studying entrepreneurs, enterprises, farmers, artisans, and other key contributors to various sectors.

3.2. Developing Research Aptitude through Internships

Research aptitude refers to the ability to engage in inquiry, investigation, analysis, and interpretation using a scientific and objective approach. It involves uncovering facts and presenting insights or viewpoints in a structured and logical manner. This attribute is essential for individuals aspiring to contribute meaningfully to academic, scientific, or applied research.

A research internship is designed to provide hands-on experience in working with research tools, techniques, methodologies, equipment, policy frameworks, and other key components that contribute to quality research. These internships are particularly beneficial for students enrolled in Single Major programmes under Scheme C, especially those planning to pursue Honours' or Master's programmes.

Beyond gaining practical research experience, interns are expected to learn the following under the guidance of experienced research professionals and mentors:

- Formulation and conceptualization of research questions or problems
- Familiarity with new tools and the operation of research equipment
- Experimentation and data collection techniques
- Conducting simulations and developing research models
- Preparation, documentation, and presentation of research findings

Research internship opportunities can be accessed through collaboration with faculty, scientists, and mentors from higher education institutions (HEIs), research organizations, universities, industrial research labs, and reputed national or international bodies. They may also involve partnerships with entrepreneurs, farmers, and local experts, including those recognized through Recognition of Prior Learning (RPL) models, and distinguished individuals in specific fields.

The integration of research, innovation, and technology development lies at the heart of the vision for Atma-Nirbhar Bharat (Self-Reliant India). Institutionalizing research internships at the undergraduate level is expected to play a transformative role in fostering a culture of interdisciplinary, multidisciplinary, transdisciplinary, and translational research, as envisioned in the National Education Policy 2020 (NEP-2020).

4. Ordinance

In alignment with the vision of the National Education Policy 2020 (NEP-2020), internship has been incorporated as a mandatory component within the Credit and Curriculum Framework for Undergraduate/Integrated Programmes adopted by Guru Jambheshwar University of Science and Technology, Hisar. The structure and implementation guidelines for the internship course have been clearly outlined in the Ordinance for Undergraduate Programmes, as detailed below:

4.1. Internship Courses and their Role

An internship course requires students to engage in a professional, employment-related activity or practical work experience with an organization or professional entity outside the academic institution. Typically conducted under the supervision of a professional or an employee of the host organization, the internship provides structured exposure to real-world, formal work environments—an essential component of professional development.

Students may be placed with local industries (government or private), business establishments (including micro, small, and medium enterprises), local government bodies (such as Municipal Corporations, Zila Parishads, Block Samitis, Panchayats, and Municipalities), as well as media organizations, social institutions, artists, craftsperson, or individual professionals/organizations. These internships are designed to offer students on-site experiential learning and hands-on involvement, enabling them to connect theoretical knowledge with real-world practice.

4.2 Internship Requirement for Undergraduate/Integrated Programmes

Every undergraduate student shall be required to complete a 4-credit internship of 4 to 6 weeks' duration prior to exiting the programme or upon completion of the degree.

i. Internship Timing

Students must undertake the internship during the summer vacation, either after the second semester or after the fourth semester. If a student chooses to exit with an Undergraduate Certificate, completion of the internship after the second semester is mandatory. Students admitted via lateral entry into the third semester who have already completed a 4–6 weeks internship during their first year are exempted from repeating the internship after the fourth semester.

ii. Internship Approval

Students must seek prior approval from the Chairperson/Principal/Director of the Department/ College/ Institute (DCI) before commencing the internship. Internships may be undertaken with local industries (government or private), business establishments, artists, craftsperson, or individual professionals/organizations. Upon completion, students are required to submit the following to the DCI within 15 days:

- A hard copy and soft copy (PDF) of the internship report.
- A certificate of work completion report from the host organization/professional.

iii. Internship Governance

The internship shall be governed by the prevailing rules and regulations of the University, as amended from time to time.

5. Management of Internship

An internship offers students valuable learning experiences that align with their academic discipline or career interests, while providing an opportunity to acquire practical skills essential for their professional growth. The Department/College/Institute (DCI) is integral to ensuring that students are well-informed about internship opportunities, organizing placements, and overseeing the internship assessment process, in accordance with the instructions outlined in this policy document.

5.1 Internship Cell

Each Department/College/Institute will establish a dedicated Internship Cell, which will be responsible for the management and coordination of internships within the institution. The cell will include the following key members:

i. Chairperson/Principal/Director
ii. Internship Coordinator(s)
iii. Faculty Incharges of different Undergraduate/Integrated Programmes

The Internship Cell may operate as a standalone unit or may be associated with existing institutional cells, such as those focused on placement, entrepreneurship, skill development, or R&D. The decision will depend on the organizational structure of the institution.

The Internship Cell will facilitate and guide students in identifying and securing internships. The internship should be clearly defined, with specific objectives and expected outcomes. This will involve reaching out to local businesses, government organizations, semi-government agencies, PSUs, research organizations, NGOs, and HEIs to formalize partnerships through MOUs. These partnerships will help facilitate training, research, employment opportunities, and foster the growth of start-ups.

The Internship Cell will maintain records of the following:

- Students' internship enrollment
- Details of the organizations where students are placed for internships
- Evaluation results of the internship
- Final internship grades, which will be submitted to the university portal for official records

Incharge of Internship Cell (Chairperson/Principal/Director)

i. The Chairperson/Principal/Director of the Department/College/Institute will assume the role of the overall Incharge of the Internship Cell, ensuring its effective operation.

ii. The Chairperson/Principal/Director will appoint the Internship Coordinator, who will be a regular faculty member *(preferably Faculty member looking after T&P activities of Department/Faculty/College),* along with Faculty Incharges for each undergraduate/integrated programme.

Internship Coordinator

Each Department/College/Institute will have an Internship Coordinator, who will be a regular faculty member. UTDs will have Internship Coordinator at Department Level and Colleges can have Internship Coordinator(s) at College / Faculty / Department level *(preferably Faculty member looking after T&P activities of Deptt/Faculty/College).* The Internship Coordinator will have the following responsibilities and duties:

- **Overall Management-** The Internship coordinator will be responsible for the overall management of the internship course for undergraduate / Integrated students. Internship Coordinator will act as the central point of contact for all internship-related activities within the Department/College/Institute.

- **Identification of Internship Organizations**- The Internship Coordinator will be responsible for identifying potential organizations, institutions, and professionals that could offer internship to students. This includes reaching out to local industries (government or private), businesses (micro, small, and medium enterprises), local government bodies, media organizations, NGOs, and HEIs.

- **Memoranda of Understanding (MOUs)-** The Internship Coordinator will facilitate the creation of MOUs between the institution and external organizations, ensuring that internships are formalized and mutually beneficial.

- **Notification of Opportunities**- The Internship Coordinator will ensure that students are informed of internship opportunities through timely notifications on the notice board and website of the Department/College/Institute. These notifications will include details of available internships, application procedures, and deadlines.

- **Internship Cell Meetings-** The Internship Coordinator will coordinate regular meetings of the Internship Cell under Convenorship of Chairperson/Principal/Director to ensure smooth coordination and resolution of any issues that may arise during the internship process.

- **Evaluation and Documentation-** The Internship Coordinator will oversee the timely evaluation of students' internship reports, ensuring that the reports are submitted for assessment and final grades are processed and submitted to the university portal.

- **Record Maintenance-** The Internship Coordinator will maintain detailed records of all internship activities, including student participation, evaluation outcomes, and internship-related documents.

Faculty Incharges of Different UG/Integrated Programmes

Each undergraduate/integrated programme offered by the Department /College/Institute (e.g. B.Sc. Physical Sciences, B.Sc. Life Sciences, B.A., B.Com., BBA, BCA etc.) will have a designated Faculty Incharge to support the Internship Coordinator and facilitate the internship process for students. The responsibilities of the Teacher Incharges include:

- **Guidance and Support**- The Faculty Incharge will provide guidance to students throughout the internship process, helping them understand the expectations, required outcomes, and how to successfully complete the internship.

- **Internship Cell Involvement**- Faculty Incharges will actively participate in the Internship Cell meetings and help to address any challenges faced by students or the organization hosting the internships.

5.2 Internship Supervisor

The student(s) will be assigned an Internship Supervisor, who will be a regular faculty member from the Department/College/Institute. The Internship Supervisor will have the following responsibilities:

- **Monitoring and Supervision**- The Internship Supervisor will see the students' performance during the internship, ensuring that they meet the expected outcomes and receive appropriate mentorship from the host organization.

- **Documentation**- The Internship Supervisor will maintain records related to the internship, including the consent from the Internship Mentor (from the hosting organization), feedback from the organization, and the student's internship report.

- **Communication with Internship Mentor**- It is highly recommended that the Internship Supervisor conducts at least one formal meeting (either online or offline) with the Internship Mentor during the course of the internship to ensure the internship is progressing smoothly and meets the academic standards.

5.3 Internship Mentor

An Internship Mentor is a professional, business owner, or employee working at the Internship Providing Organization (IPO) where the student intends to complete their internship. The student may select an internship provider through personal contacts or networks, with approval from the Department/College/Institute, or may be allocated by the Department/College/Institute.

5.4 Advisory Committee:

The Vice-Chancellor will be authorized to make any changes/amendments (if required in future) in these Internship guidelines for the UG/Integrated Programmes under NEP-2020 being offered in UTDs/Colleges on the recommendations of following Advisory Committee:

- Dean Academic Affairs
- Dean of Colleges
- All Deans of Faculties
- Nodal Officer, NEP-2020
- Director, Training & Placement Cell
- Two Principals of affiliated Colleges (to be nominated by the Vice-Chancellor)
- Nodal Officer (Apprenticeship/Internship)
- Assistant Registrar (Academic)

Meeting of above committee will be held at least once in every Academic year. Nodal Officer (Apprenticeship/Internship) will handle queries of UTDs/Colleges (if any).

6. Internship Providing Organization

An internship offers students the opportunity to engage in on-site, experiential learning, ideally within their field of study, at an Internship Providing Organization (IPO). The internship must be approved by the Department/College/Institute. An Internship Providing Organization is any organization, higher education institution (HEI), government body, research institution, philanthropic entity, business, cooperative, or individual

professional that offers students the chance to participate in internships during their academic programme.

The categories of organizations that may provide internship opportunities are as follows:

- Local Industry
- Government or Private Organizations/Institutions
- Business Establishments (micro, small, and medium enterprises)
- Local Government Bodies (such as Municipal Corporations, Zila Parishads, Block Samitis, Panchayats, and Municipalities)
- Media Organizations
- Social Organizations
- Artists, Craft persons, or Professionals (individuals/organizations)
- Research Laboratories
- Higher Education Institutions (HEIs) for conducting surveys or studies on social, economic, agricultural, cultural, and educational aspects
- Placement Cells
- Alumni Networks
- Libraries
- Organizations Dedicated to Adult Education
- Community Service Organizations
- Enterprises, Start-ups, or Corporates
- Farmlands
- Gig Workers
- Non-Governmental Organizations (NGOs)
- Research & Development Organizations
- Educational Institutions
- Any other Govt. / Private organization with the approval of Internship cell

Training/Skill Development Certificate courses or programmes offered by Govt./Govt. approved agencies/bodies, with a duration of 4-6 weeks, will also be considered as internship courses.

Internships provided through Central/State Government portals for apprenticeship/internship/skill development/training programmes shall also be deemed equivalent to internship courses.

The Internship Cell will actively explore various internship opportunities across different sectors and will keep students informed about these opportunities through regular notifications, mentor-mentee meetings, counseling sessions, and other relevant events hosted by the Department/College/Institute. Local organizations should be prioritized for student internships, and students are encouraged to independently seek consent from these organizations for internships.

Internships can be done either through physical or online mode.

Internship Areas and Organizations

A suggestive list of potential internship areas and organizations relevant to the programmes offered at University Teaching Departments and Affiliated Colleges is given below. This list is indicative and serves to guide departments and students in identifying relevant internship opportunities. The different areas and internship providing organizations can be included at the level of Department/College/Institute according to requirements and opportunities at the local level. Internship Cell may also include additional internship areas and internship providing organizations.

 # Engineering and Technology
- **Internship Areas**

Software development, IoT, robotics, automation, civil design, electronics testing, mechanical fabrication, renewable energy.

- **Potential Organizations**
  - National Research Laboratories (e.g., CSIR, DRDO)
  - Public Sector Units (e.g., BHEL, BEL, NTPC)
  - Tech firms (Infosys, Wipro, TCS, HCL)
  - Local startups and MSMEs in related sectors

 # Computer Science and IT
- **Internship Areas**

Web development, mobile app development, cybersecurity, AI & ML, data science, cloud computing.

- **Potential Organizations**
  - Software companies (Zoho, IBM, Cognizant, etc.)

- o Incubation centers at GJUS&T
  - o Government e-Governance projects
  - o Ed-tech startups

Management and Commerce
- **Internship Areas**

  HR, marketing, finance, supply chain, business analytics, entrepreneurship.

- **Potential Organizations**
  - o Banks and financial institutions (SBI, ICICI, HDFC, etc.)
  - o FMCG companies
  - o Business consultancies
  - o Campus business incubators

Physical & Life Sciences
- **Internship Areas**

  Lab research, environmental impact assessments, material science, biotech applications, quality testing.

- **Potential Organizations**
  - o Research institutes (IISERs, NCL, NEERI, CSIR, DRDO, NPL etc.)
  - o Industrial R&D labs
  - o Pharmaceutical companies
  - o Pollution control boards

Humanities and Social Sciences
- **Internship Areas**

  Social research, content writing, communication, development projects, NGO work.

- **Potential Organizations**
  - o NGOs and social development agencies
  - o Government outreach programs
  - o Cultural and heritage bodies
  - o Educational publishing houses

Media, Communication and Languages
- **Internship Areas**

  Journalism, PR, advertising, translation, content creation, digital media.

- **Potential Organizations**
  - o News agencies and magazines
  - o Radio and TV stations
  - o Publishing houses
  - o Social media firms

Education and Teacher Training
- **Internship Areas**

  Curriculum development, pedagogy innovation, Ed Tech tools, classroom teaching.

- **Potential Organizations**

- o Government and private schools
- o Teacher training institutes
- o NGOs focused on education
- o EdTech platforms

Physical Education, Health Sciences and Pharmacy

- **Internship Areas**

  Clinical training, pharmacy practice, health awareness, nutrition, herbal drug research.

- **Potential Organizations**
  - o Hospitals and health centers
  - o Pharmaceutical companies
  - o AYUSH research institutions
  - o Community health organizations

Any other area with the approval of Internship Cell

To further expand internship options, DCIs can consult the National Qualifications Register (https://nqr.gov.in/) to explore relevant job roles across various sectors. Additionally, DCIs can also search the internship platforms like Internshala, Lets Intern, Killer Launch, Hello Intern etc. where internships are offered by many reputed organizations.

Students may also generate internship opportunities through personal contacts or networks. They can choose mentors from various fields, including HEIs, research organizations, industrial R&D labs, universities, nationally recognized institutions, NGOs, local government officials, or even professionals working internationally via platforms like LinkedIn.

The Chairperson/Principal/Director of the Department/College/Institute has the authority to approve and allocate internships to students. Following the allocation of internships, the Internship Cell will invite applications from students to apply for internships using the prescribed format outlined in **Appendix-I**, during the second and fourth semesters of their academic programme.

Training/Skill Development/Certificate Courses of duration 4–6 weeks or more, offered by government or government-approved agencies, shall be considered equivalent to internship courses. Some of the recognized agencies include:

- Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

- National Skill Development Corporation (NSDC)

- National Skill Development Agency (NSDA)

- National Council for Vocational Education and Training (NCVET)

- National Apprenticeship Training Scheme (NATS)

- Airports Authority of India (AAI)

- Bureau of Indian Standards (BIS)

- Haryana Knowledge Corporation Limited (HKCL)

- Centre for Distance and Online Education, GJUST, Hisar

- Skill Development training (Job oriented) offered by University/Colleges Teaching and Non-Teaching Departments

- Any other Govt. / private organization with the approval of Internship Cell

Additionally, internships undertaken through central or state government portals for apprenticeship, skill development, or internship training will also be treated as equivalent to internship courses. The award of internship marks or grades in such cases will be based on the evaluation provided by the respective implementing/issuing organization.

7. Credits and Duration of Internship

Every student in the UG/Integrated Programme is required to complete an internship course worth 4 credits, with a duration of 4-6 weeks (120 hours), before graduating or exiting the programme. The internship must take place during the summer vacation, either after the second semester examination or after the fourth semester examination.

If a student opts to exit the programme with an Undergraduate Certificate/Diploma, completing the internship is mandatory before the exit.

8. Internship Procedure

The Internship Cell of the Department/College/Institute will display a list of various internship areas, internship providing organizations, available positions, and internship projects arranged by the Department/College/Institute or those where students can apply, on its notice boards at the start of the even semester.

i. The student must apply for an internship in response to the notice from the Internship Cell using the prescribed application format **(Appendix-I)**. It is the student's responsibility to apply within the given time frame as decided by DCI.

ii. The Internship Coordinator will forward the received internship applications to the Faculty Incharges of different UG/Integrated programmes within the Department/College/Institute.

iii. The Faculty Incharge of the relevant UG/Integrated programme will assign the students to the Internship Supervisors from the list provided by the Chairperson/ Principal/Director.

iv. The Internship Supervisor will issue a recommendation letter **(Appendix-II)** to the student for the internship providing organization.

v. The student will contact the Internship Providing Organization/Internship Mentor to obtain consent for guiding the internship **(Appendix-III)** and submit the consent along with the tentative internship schedule to the Internship Supervisor. Throughout the internship duration (4-6 weeks), the Internship Mentor will provide continuous guidance to the student, either online or offline.

vi. The student will proceed with the internship and inform the Internship Supervisor before starting.

vii. After completing the internship, the student must submit the internship report (including an introduction to the organization, internship objectives, work completed, observations, learning outcomes/experiences, and other presentations if any) within 15 days of completion to the Internship Supervisor at the Department/College/Institute. An indicative format for the internship report is provided in **Appendix-IV**.

viii. The student must collect the completion certificate duly signed by the Internship Mentor **(Appendix-V)** and submit it with the internship report to the Internship Supervisor. Reports without the completion certificate will not be accepted.

ix. If a student is unable to secure a physical internship, the IPO can also be requested to provide an option for a digital or group internship.

9. Internship Evaluation

The evaluation of the internship shall be done by a Committee comprising of at least two teachers (Internship Coordinator and Internship Supervisor) appointed by the Chairperson/Principal/Director of the Department/ College/ Institute. Marks will be awarded by the Committee out of 100 marks on the basis of report and viva-voce examination. The

report will be assessed on its content and presentation, in alignment with the relevant sections outlined in **Appendix-IV.** The Committee will submit the scores and records **(Appendix-VI)** to the Faculty Incharge of the respective UG/Integrated program in the Department/College/Institute, who will forward the final results to the university portal. A student must secure a minimum of 40% marks (Grade 'P') in the evaluation.

Training/Skill Development Evaluation: For students who complete an approved training/skill development/certificate course, the evaluation will be based on the marks/grade awarded by the IPO providing the course. The grade will be considered equivalent to the internship evaluation.

Re-Evaluation Opportunity: If a student could not complete or has failed in internship evaluation by the Committee, then he/she will be allowed one additional chance to repeat the internship portion during vacations or holidays. If the student fails in the Internship Report evaluation, they will have the opportunity to submit a revised report, which will be reassessed. The student will not be required to repeat the internship if the report is resubmitted.

10. Appendices

The appendices section provides additional supporting material referenced in the main text. It includes examples of letter formats and report formats to guide professional communication and documentation. These templates ensure consistency, clarity, and adherence to standard practices when drafting formal letters, internship reports, or project summaries. Users can refer to these formats to maintain the required structure and tone in their official submissions.

Application for Internship Programme

1. Name of Student:

2. Fathers Name:

3. Class/Semester:

4. Programme of Admission:

5. Session:

6. College Roll No:

7. University Roll No:

8. Students Id:

9. Mobile No:

10. Email Id:

11. Address:

12. Period of Internship (Months and session):

13. Internship Preferences:

	Core-Area	Organization	Location
(i)			
(ii)			
(iii)			
(iv)			

Signature of the Student

Appendix-II

Recommendation Letter from Institute to Internship Providing Organization

To

....

....

Subject: Request for 04/06 Weeks Internship of Undergraduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline

Kindly accord your permission and convey your consent in the format of Appendix III at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

Yours sincerely

Internship Coordinator/Supervisor

Appendix-III

Consent of Internship Mentor

I (Name)……………………………. having designation ……………………... in the organization ……………………………………………………………………………………. hereby extend my consent to allow the student ……………………. of Class…………………… …Roll No. …..………………of Department/College/Institute/ to do the internship in the area of ……………………………………. in this organization during the period ……………… Mr./Ms./Mrs. ……………… or myself will act as an Internship Mentor.

Signature

Name:

Designation:

Address:

Email:

Mobile:

Seal of the Organization

Appendix-IV

Format of Internship Report

A. Report of Internship for Enhancing the Employability

OR

B. Report of Internship for Developing Research Aptitude

Points to be covered:

   i.   Cover page

  ii.   Certificate

 iii.   Acknowledgments

 iv.   Index of Contents

  v.   About the Organization

 vi.   Objectives of Internship

 vii.   Learning/Research experiences

viii.   Learning/Research outcomes

 ix.   Conclusion/Summary

  x.   Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced on next page and should be adhered to. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

INTERNSHIP REPORT

ON

(Title of the Internship Program Report in CAPITAL LETTERS)

By

Name of the Student

Roll No.

Name of Department/College/Institute

Guru Jambheshwar University of Science and Technology, Hisar

Date of submission

Certificate: This is the undertaking by the student regarding originality of the report.

Certificate

"Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr._____submitted as a part of the Internship Course of Undergraduate/Integrated Programme of Guru Jambheshwar University of Science and Technology, Hisar".

Date   Signature of the student

Countersigned

(Internship Supervisor)

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

• Head of the Department/College/Institute

• Internship providing organization

• Internship Mentor

• Internship Supervisor

• Others

Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of the Table of Contents is produced on next page.

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Appendix-V

Internship Completion Certificate

It is certified that Mr./Ms./Mrs…………………………………. S/D/O…………………. ....Class…………Roll. No……………………of ……………………………(Department / College / Institute) carried out his/her internship from………..… to…..…………… in this organization in the area of …….………….……………………………. His performance during internship was …………………………………(Satisfactory/Good/Very Good/Excellent)

Remarks, if any …………………………………………………………………………

Date:

Signature of Mentor

Name of Mentor

Designation:

Name of Organization:

Address:

Email:

Mobile:

Seal of the Organization

Appendix-VI

Evaluation Report of Internship

Credits: 4   **MM: 100**

Session: **Pass Marks: 40**

Sr. No.	University Roll No.	Marks in Internship on the basis of Report and Viva-Voce examination awarded by Committee	Total Marks (100 Marks)	
			In Figures	In Words

Signature of Internship Coordinator   Signature of Internship Supervisor

(Name in Capital)   (Name in Capital)

Designation: Designation:

Address: Address:

Phone No: Phone No: