

INTERNSHIP POLICY



BAPUJEE COLLEGE, SARUKSHETRI

SARTHEBARI, 781307

This policy shall be called the **Bapujee College, Sarukshetri Internship Policy**, which extends to all students under the FYUGP of Bapujee College, affiliated with Bhattadev University, during their period of studies. It aligns with the Internship Policy of Bhattadev University (effective from the academic session 2023-2024) and the UGC National Credit Framework (NCrF) of April 2023.

Principal
Bapujee College, Sarukshetri

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1. Preamble

Bapujee College, Sarukshetri is committed to creating an environment for students to explore opportunities for academic and credited internships with local industry, businesses, artists, crafts persons, and research institutions. The National Education Policy (NEP) 2020 emphasizes the importance of practical learning to enhance employability, and this policy serves as a guiding framework to facilitate internships as a mandatory requirement for granting a UG degree under Bhattadev University.

Internships provide essential educational and career development opportunities, offering hands-on experience. They can be compensated, partially compensated, or unpaid, but they must be meaningful and beneficial for both the intern and the hosting organization. Any expenses incurred by the students like TA/incidentals shall be borne by them, and Bapujee College shall not contribute to the reimbursement of such expenditures.

2. Definitions

2.1.Internship: A credited educational, career development opportunity, or research exposure providing practical experiences or hands-on training for a prescribed period.

2.2.Intern: Any full-time student of Bapujee College pursuing an undergraduate programme.

2.3.Internship Cell: The governing body at the college level managing internship placements and processes.

2.4.Nodal Officer: A nominated member appointed by the Principal to oversee the Internship Cell.

2.5.Internship Supervisor: A person from the Internship Providing Organization (IPO) who directly oversees the intern.

2.6.Department Internship Officer: A department internship officer nominated for each department

2.7.Mentor: A faculty member of the concerned department of Bapujee College.

2.8.Internship Providing Organization (IPO): Any external entity (industry, NGO, MSME, Govt. body, R&D lab, etc.) providing an internship opportunity.

3. Role and Responsibilities

3.1.Role of the Internship Cell & Nodal Officer: The Internship Cell, overseen by the Principal, Nodal Officer, and Department Coordinators, is responsible for identifying projects linked to local industry needs, managing the digital registration portal, streamlining selection, and assisting students. The Nodal Officer serves as the primary contact for Bhattadev University regarding internship progress.

3.2.Role of Internship Supervisor: Responsible for monitoring, supervising, and evaluating the students at the workplace. They must issue a completion certificate with the hours of engagement and evaluate the intern's performance.

3.3.Role of Mentor: Responsible for guiding the student professionally during the internship, ensuring time-bound completion, and endorsing the final internship report.

3.4.Role of HoD/ Department Internship Officer:HoD is responsible to identify IPO related to the area of interest of students and reports to the nodal officer, PKC.

3.5.Role of Students (Code of Conduct): Students must adhere to eligibility timelines, dress formally during selections, accept only one official internship offer, and report off-campus opportunities to the Internship Cell.

4. Objectives of Internship

4.1.To expose students to industrial and professional environments.

4.2.To provide opportunities to develop analytical and managerial skills.

4.3.To enhance professional skills like communication, work ethics, and conflict resolution.

4.4.To integrate classroom/lab learnings with actual workplace situations.

4.5.To establish links between students and potential job or research opportunities.

5. Types and Categories of Internship

Based on the Bhattadev University curriculum structure, internships are categorized as follows:

- **Category I (Compulsory):** Mandatory for degree completion to enhance employability and bridge the gap between traditional learning and practical skills.

- **Category II (Optional/Vocational for Lateral Exit):** Required for the award of a certificate/diploma for students who desire a lateral exit after one or two years of the FYUGP.

6. Credit allocation and Duration:

- **Compulsory Internship:** Requires 2 credits for degree completion. The total duration for this course is a minimum of 60 hours of engagement.
- **Optional/Vocational Internship (Lateral Exit):** Requires 4 credits for students opting to exit early. The total duration for this course is a minimum of 120 hours of engagement.
- Students must submit a completion certificate from the respective agency explicitly stating the hours of engagement.

7. Evaluation and Credit Transfer

Internship evaluation will be governed by Bhattadev University regulations. Results will be awarded in grades.

Evaluation Scheme for Compulsory Internship (2 Credits): Students will be evaluated out of a total of **50 marks**, segregated as follows:

- Presentation: 20 marks
- Report: 20 marks
- Viva: 10 marks

Evaluation Scheme for Optional/Vocational Internship (4 Credits): Students will be evaluated out of a total of **100 marks**, segregated as follows:

- Report: 60 marks
- Presentation: 20 marks
- Viva: 20 marks

8. Mode of internship

Internships may be conducted offline, online, or in a hybrid mode, depending on the curriculum structure, the nature of the IPO, and the approval of the Internship Cell.

9. Suggestive Sectors for Internship

Bapujee College will collaborate with various organizations to offer maximum exposure.

Potential sectors include:

- **Local Industries (MSME & Heavy):** Textile mills, agro-industries, food processing, engineering workshops, fishery industries, brick kilns.
- **Government & Private Organizations:** District administration offices, banks, NGOs, diagnostic centers.
- **Local Self-Government Bodies:** Gaon Panchayat offices, Zila Parishad units, municipal corporations.
- **Business & Hospitality:** Retail businesses, startups, hotels, resorts, travel agencies.
- **Art & Culture:** Handicraft workshops, traditional pottery centers, cultural institutions, ancient Satras (to gain insights into cultural preservation).
- **Digital Technology:** DTP services, IT support firms, cyber cafes.
- **Research & Teaching:** R&D labs, public/private schools, and training institutes.

FORMAT FOR INTERNSHIP REPORTS

- 1. COVER PAGE:**Name of the Student, Programme Name, Semester, BU Roll No., College Logo, Department, College Name, Name of IPO, Signature of Student, Signature of Department Mentor.
- 2. INTRODUCTION:**A brief introduction to the IPO and its major objectives.
- 3. AIMS AND OBJECTIVES OF INTERNSHIP PROGRAM**
- 4. ACTIVITIES/TASKS:**Detailed activities implemented or tasks involved.
- 5. MAJOR LEARNINGS AND OUTCOME**
- 6. CHALLENGES AND DIFFICULTIES ENCOUNTERED**
- 7. CONCLUSION***(Formatting: Page Size A4, Times New Roman, Broad Headlines 16 Bold, Sub Headlines 14 Bold, Text 12, Spacing 1.5, Margins 0.75")*

INTERNSHIP EVALUATION FORM

(To be filled by the Internship Supervisor)

Student/ Intern Details

Name
Name of the College
Program
Semester
Department
BU Roll No.

IPO Details

Supervisor's Name
Name of the IPO
Address
Internship duration: From..... to

Please evaluate the Intern on the five-point scale ranging from satisfactory to Excellent based on the following attributes

Sl No.	Attributes	Satisfactory (1)	Good (2)	Average (3)	Very Good (4)	Excellent (5)
1	Punctuality and Regularity					
2	Commitment, interest and Motivation					
3	Self-discipline and behaviour					
4	Quality of work					
5	Team work					
6	Initiative in taking responsibilities					
7	Meeting the deadlines					

8	Proficiency in acquired skill					
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Supervisor's signature

Designation

IPO seal

Date:

INTERNSHIP ACTIVITY LOGBOOK

[To be maintained by every student during Internship]

Name of the Student:

BU Exam Roll No.:

Department:

Date	In Time	Out Time	Brief Description of the day's activity	Signature of the Internship Supervisor	Remarks

Signature of Internship Supervisor:

Name of Internship Supervisor:

Designation:

IPO seal:

Date:

FORMAT FOR INTERNSHIP CERTIFICATE

[In official pad of the IPO]

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms., bearing B.U. exam Roll No....., a student of Dept. of, Bapujee College, Sarukshetri, has successfully completed the internship course at from to for a total duration of 120 hours under my supervision.

I am pleased to inform that he/she was very punctual, hardworking and sincere during the course. He/she possesses a good moral character and pleasing personality. I wish him/her every success in future endeavours.

Signature of Internship Supervisor

Name of Internship Supervisor

Designation

IPO seal

Date-