



# ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ

(ગુજરાત પબ્લિક યુનિવર્સિટીઝ અધિનિયમ નં. ૧૫/૨૦૨૩)

## BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

[ Gujarat Public Universities Act No. 15/2023 ]

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આઝાદી કા  
અમૃત મહોત્સવ



વકુલેષુ વૃત્તુષ્ટન  
ONE EARTH • ONE FAMILY • ONE FUTURE

Ref.No. BKNMU/Academic/804/2025

Date: 21/11/2025

### પરિપત્ર

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી સંલગ્ન તમામ કોલજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, KCGનાં તા.૨૬/૦૭/૨૦૨૩નાં પત્રથી પ્રસિદ્ધ કરેલ SoP તેમજ UGCની Guidelines for Internship/research Internship for Under Graduate Student અનુસાર Internship/Apprenticeship બાબતે પોલીસી અંગે NEP નોડલ ઓફિસર દ્વારા તૈયાર કરેલ SoPને માનનીય કુલપતિશ્રી દ્વારા મંજૂર કરવામાં આવેલ છે. જેનો સ્નાતક કક્ષાનાં તમામ અભ્યાસક્રમો (જે વિદ્યાશાખામાં એપેક્ષ બોડીનાં નિયમો લાગુ પડતા હોય તે સિવાય)માં અમલ કરવા આથી જાણ કરવામાં આવે છે.

**Note:** Detail Guidelines for OJT (On-the-Job Training) will be published later on.

કુલસચિવ

**Registrar**  
Bhakta Kavi Narsinh Mehta  
University, Junagadh

બિડાણ:

- SoP for Internship.

પ્રતિ,

- યુનિવર્સિટી સંલગ્ન તમામ કોલજોનાં આચાર્યશ્રીઓ,
- યુનિવર્સિટીનાં તમામ ડીપાર્ટમેન્ટનાં અધ્યક્ષશ્રીઓ,
- બોર્ડ ઓફ સ્ટડીઝનાં તમામ ચેરમેનશ્રીઓ, **॥ તમારો મા જ્યોતિર્ગમય ॥**
- પરીક્ષા નિયામકશ્રી, ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ.

સરકારી પોલીટેકનીક કેમ્પસ  
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# **BHAKTA KAVI NARSINH MEHTA UNIVERSITY**

## **Standard Operating Procedure (SoP) for Internship**

*(These guidelines will be effective from the Academic Year 2025-26 and are subject to periodic review and updates as per University regulations and NEP-2020 requirements.)*

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### **1. Introduction:**

NEP-2020 emphasizes on vocationalization of Education. A key aspect of the new UG programme is its utility into a real-life situation. All students of UG (except programs regulated by the apex bodies) are expected to do Internships in a firm, industry, or organization. Students will be provided opportunities to undertake Internships with local industries, business organizations, health, and allied areas, local governments (such as panchayats, and municipalities), local Police Stations, Parliament or elected representatives, media organizations, artists, crafts persons, and a wide range of organizations so that students may engage with the practical side of their learning, which will improve their employability. As per the Standard Operating Procedure (SoP) of the Government of Gujarat, every undergraduate student is required to undergo a 4-credit internship of 4–6 weeks duration during the Sixth Semester, except in undergraduate programmes governed by statutory councils. This internship is designed to align with the student's major field of study, providing an opportunity to apply the theoretical knowledge acquired in the classroom to real-world professional settings.

### **2. Internship Categories:**

Internship means a course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations. Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, and similar entities to provide opportunities for students to actively engage in on-site experiential learning.

The employability of graduates can be improved by developing practical experience and exposure with the required right kind of attitude for the workplace. The internship is one of the important apparatuses that help in improving these employability skills and can help in generating competency, capability, professional working skills, expertise, and confidence among the students for employability and developing

interest/passion for research. The interns can understand the application of theory in the workplace. The undergraduate internships would be classified into two types:

- 1) Internship for enhancing the employability
- 2) Internship for developing the research aptitude

### **1) Enhancing Employability**

Graduates often face significant challenges when entering the workforce. Many recent graduates lack the knowledge, practical skills, and experience that employers expect at the time of recruitment.

Employability refers to a set of attributes, skills, and competencies that enable an individual to perform effectively in any job role and meet the expected standards of performance. These attributes are developed through a combination of academic learning, workshops, workplace exposure, and hands-on practice.

An employability-focused internship should be well-structured and interactive, designed to:

1. Provide practical workplace experience.
2. Bridge the gap between theoretical knowledge and industry requirements.
3. Develop decision-making and problem-solving abilities.
4. Build teamwork and coordination skills.
5. Enhance confidence and communication.
6. Inculcate professional and ethical values.
7. Familiarize students with organizational structures, government bodies, and industry practices.
8. Connect students with professionals and resource persons in the field.

Such internships reduce the obstacles faced by job seekers, strengthen their professional readiness, and enhance their potential not only as employees but also as future job providers.

### **2) Developing Research Aptitude**

Research aptitude refers to the capacity for inquiry, investigation, analysis, and interpretation using scientific and objective methods. It enables individuals to uncover facts, explore new knowledge, and present their viewpoints in an organized and systematic manner.

A research internship provides hands-on training in research tools, techniques, methodologies, equipment, policy frameworks, and other aspects essential for pursuing quality research.

Apart from gaining relevant research experience, interns learn the following under the guidance of research professionals and mentors:

1. Ideation and conceptualization of research questions/problems.
2. Use of new tools, techniques, and handling of equipment.
3. Experimentation and collection of data.
4. Simulations and development of models.
5. Preparation, documentation, and presentation of reports.

Research internship opportunities may be pursued by working with faculty, scientists, and mentors in higher education institutions, research organizations, universities, industrial research labs, nationally and internationally reputed organizations, as well as with farmers, entrepreneurs, local experts, and distinguished individuals in specific fields through recognition of prior learning models.

The integration of research, innovation, and technology development forms the foundation of *Atma-Nirbhar Bharat* (Self-Reliant India). Institutionalizing research internships at the undergraduate level is expected to play a pivotal role in fostering interdisciplinary, multidisciplinary, transdisciplinary, and translational research culture as envisioned in NEP-2020.

### 3. Objectives:

- 1) **Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop / classroom / lab/research lab learnings with the workplace (organisation / enterprise / start-ups / corporate / farmlands / artisans / gig workers / Non-government organisations (NGOs)/research & development organisations, higher education institutions (HEIs), etc).
- 2) **Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
- 3) **Hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.

- 4) **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.
- 5) **Exposure in emerging technologies:** To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve and reinforce work processes/ culture/ job roles/art and craft, including the traditional areas of art-craft/ heritage skills, agriculture, etc.
- 6) **Enhance entrepreneurial capabilities:** Understand how organisations / enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.
- 7) **Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.
- 8) **Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
- 9) **Stimulate collaborative influence:** To promote HEIs collaboration, industry-academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organisations, academicians, and students to collaborate on how to learn with one another.
- 10) **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

#### 4. Types of Internships:

1. Internship as part of curriculum of UG Programme during Semester-VI
2. Internship for earning certificate/diploma of Bachelor degree (UG) programmes after completion 1<sup>st</sup>/2<sup>nd</sup> year of study.

#### 5. Schedule (Internship/Apprenticeship)

The internship may be scheduled:

##### **Students who wish to exit after 1st year or 2nd year of UG programmes**

- 1) During the Summer Break, immediately following the completion of the even Semester examinations for earning certificate/diploma of Bachelor degree (UG) programmes after completion 1st/2nd year of study.
- 2) During the Winter Vacation, immediately following the completion of the odd Semester examinations for earning certificate/diploma of Bachelor degree (UG) programmes after completion 1<sup>st</sup>/2<sup>nd</sup> year of study.

##### **Students can continue for 5th Semester/3<sup>rd</sup> year of study**

- 1) During the 6<sup>th</sup> Semester, provided that the internship activities do not interfere with regular classroom teaching or academic schedules of the College.
- 2) Internship should be completed upto February end of every year.
- 3) The internship completion certificate should be submitted to Controller of Examination, Bhakta Kavi Narsinh Mehta University, Junagadh till 28<sup>th</sup> February every year.

#### 6. Credit Weightage

Every undergraduate student is required to undergo an internship as part of the programme, carrying a weightage of 4 credits, with a duration of 4–6 weeks (**approximately 120 hours**), before opting for an exit or completing the degree programme.

The credit allocation is suggested at 30 hours per credit in cases where the internship involves practical exposure or laboratory-based activities. Accordingly, students must dedicate the prescribed number of hours to meet the credit requirements.

The internship is intended to provide hands-on learning opportunities outside the classroom, through real-world exposure in industry, research labs, community organizations, or field-based projects. This approach ensures that students gain experiential learning that complements their academic knowledge and prepares them for future career and research pathways.

## 7. Duration:

The internship shall comprise approximately 120 hours, inclusive of time spent with the mentor from Skill Knowledge Provider (SKP) and internship-related work.

## 8. Internship Pathway:

- 1) Principal of each HEIs should appoint the Nodal Officer for Internship.
- 2) All students should register themselves for the internship in the prescribed format. **(Annexure-1)**
- 3) The Nodal Officer, in consultation with the principal of the college will appoint Internship Supervisor (IS). A student undertaking internship shall be called 'Intern' and he/she shall be attached to an Internship Supervisor.
- 4) The Internship Supervisor will prepare the core areas, objectives and learning outcomes of internship which align with the major discipline of the study of the students.
- 5) Based on the subject and learning outcomes, institute/college should look for concerned industry who shall provide internship to students. The concern HEI/student can also choose the mentor from HEIs/research organizations/industrial R & D labs/Universities/other national reputed institutions/organizations / industries/emergency professionals / NGOs / local government officials/outside India experts working at the international levels/social networking sites (e.g. LinkedIn etc) etc.
- 6) Exchange the MOU with the concerned industry/employer (also called Skill Knowledge Provider-SKP). The MOU should outline the assignments for students, the nature and duration of the work, stipends or honorariums (if any), the evaluation process, and certification procedures. **(Annexure-2)**
- 7) The institute should write recommendation letter to the SKP/IPO with whom MoU has been signed with details of the students who are going to undertake internship. **(Annexure-3)**
- 8) Exchange a letter of Intent (Consent) with the concerned industry/employer (also called Skill Knowledge Provider-SKP) with name of the Mentor. The LoI should outline the assignments for students, the nature and duration of the work, stipends or honorariums (if any), the evaluation process, and certification procedures. **(Annexure-4)**

- 9) Students are assigned to SKP based on their profiles and the industry's requirements.
- 10) Continuous evaluation of students during their assignments, both throughout the experience and upon completion, is conducted collaboratively by SKP/IPO mentor and Internship Supervisor (Faculty) from the Higher Education Institution (HEI).  
**(Annexure-5)**
- 11) Issue of Internship Completion Certificate, based on result of the evaluation which should be endorsed by Internship Supervisor and Mentor. **(Annexure-7)**
- 12) Internship can be undertaken in online mode as well. It can also be undertaken in the group of students as per the availability of Internship Supervisor in the institute/college. Individual internship can also be undertaken by the student. In all these cases, the process will be the same.

## **9. CORE AREAS/FIELDS OF INTERNSHIP AND POTENTIAL PARTNERS**

Various promising areas/sectors for undertaking internships and their potential MoU partners are given in Annexure - IX. This annexure is indicative. Students/internship supervisors/mentors may adopt more areas/fields of internship based on their need/interest/ability etc.

## **10. ROLE OF SKILL KNOWLEDGE PROVIDER (SKP), NODAL OFFICER, INTERNSHIP SUPERVISOR AND MENTOR:**

### **10.1: Role of Skill Knowledge Provider (SKP)**

Skill Knowledge Provider (SKP) which can also be called Internship Providing Organisation (IPO) in any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme. Its roles are given below:

- Skill Knowledge Provider (SKP)/Internship providing organisation will connect with a nodal officer to look into the matter of facilitating the interns on arrival with registration, issuing identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc.
- Skill Knowledge Provider (SKP)/the IPO provides a mentor who is responsible for providing regular guidance to the student, helping them gain exposure to both research environment and employability skills, and ensuring the student benefits from the real-world work environment. They will give

opportunity to students to apply the knowledge gained during their academic studies to practical situations, enhancing their employability.

❖ Different categories and types of Skill Knowledge Provider/internship providing organizations include:

- Local industry
- Government or Private Organizations/Institutions
- Health and Allied Areas
- Business establishments (micro, small and medium)
- Local governments (Municipal Corporations, District Panchayats, Block Committees, Village Panchayats and Municipalities)
- Media organizations
- Local police stations
- Parliament or elected representatives
- Start-up Entities
- Social organizations
- Artists, craft persons, or professionals (individual/organization)
- Research laboratories, R & D Institutions
- Person of Eminence
- Co-operatives
- Corporates
- Philanthropy
- HEIs for conducting survey studies regarding social, economic, agricultural, cultural, educational aspects
- Libraries
- Organizations working for adult education
- Community service organizations
- Farmlands
- Gig workers
- Non-government organizations (NGOs)
- Research & development organizations
- Educational institutions

### **10.2 Role of Nodal Officer (From College/Institute)**

Nodal Officer is an individual, who will be nominated as a member for the organisation and execution of internship opportunities in the institution. He/she may be

the principal of the HEIs. The person may be from the Research & Development (R&D) cell of the HEI. He/she will ensure the organization and registration of students, mentors, organisations, internship supervisors. All this information should be hosted on the HEI portal developed for internship, if available.

- Internship Programme will be fully organised, executed and monitored by the R&D cell of HEI through a Nodal Officer to be appointed by the Vice Chancellor/Director/Principal/Head of the Department of HEI.
- The nodal officer may reach out to HEIs, research organisations, research labs, corporates, industry, etc. and moreover to local administrative offices like Deputy Commissioners and heads of certain government offices like labour, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, etc. to seek the opportunity of an internship for the institution. For instance, the students can participate with local government in processes of census, surveys and elections and other schemes with proper mentoring mechanisms.
- The nodal officer may take care of the interns during their internship tenure and address their problems.
- The nodal officer must connect with the SKP/IPO and make MOUs so as to facilitate the students for an internship during the course.
- The nodal officer must ensure the registration of students, internship supervisors, mentors and SKP/IPO in the portal, if developed. If the portal is not developed, all data of internship should be maintained by the Nodal Officer.
- Nodal Officer will submit the consolidated results subject wise to the university with forwarding letter of principal.

### **10.3 Role of Internship Supervisor (From College/Institute)**

An internship supervisor is any individual who will be nominated by the institution for monitoring, supervising, and evaluation of the student during the internship duration.

- Internship Supervisor will be nominated at the beginning of the academic year for each batch.
- Internship Supervisor from the host institute should monitor the regularity of the intern at his/her workplace. Students should preferably inform the Internship Supervisor at least one day prior to availing leave during the

internship except for emergency. Any shortfall of the total hours of internship should be met with extra hours/days.

- At the end of the internship, the Internship Supervisor will ensure issuing of completion certificates to the intern.
- Internship offered by the organisation should be followed by one project report and the assessment on the evaluation can be judged based on the innovativeness of that particular project, presentation and attendance by HEIs.
- Internship supervisor will keep all the data of the students who are undertaking the Internship. After completion of the internship evaluation, all data should be submitted to the Nodal officer.
- He/She will prepare the objectives and learning outcomes of the internship.
- HEIs may integrate the job assigned to faculty with workload assessment.

#### **10.4 Role of Mentor (From Industries/ SKP)**

- A mentor is an individual professional who is identified from the SKP/IPO by the HEI or by students himself/herself through their network. The mentor should be identified and his/her concurrence should be conveyed to the internship supervisor.
- He/she will be providing professional/research guidance to the student during the internship. The mentors will also facilitate networking with other subject matter experts/professionals, which will enhance the internship experience and learning of the intern.
- They shall be making the timely evaluation of a student and provide him completion certification/report for submission in HEI. On completion of Internship, intern will prepare internship report and get it endorsed by mentor.
- The mentor needs to provide guidance to the students digitally or physically throughout the internship duration.
- The mentor needs to check and validate the performance of students fortnightly and after the completion of the internship, issue the certificate/report.
- The mentor must ensure the learning of competencies with research orientation among the students during the internship duration.

- At the end of the internship, Supervisor shall share the feedback of the students and may provide suggestion which can be incorporated for future batches.

## **11. Indicative Activities during Internship and Research Projects:**

### **Common Categories:**

- Hands on Training and Practical
- Attending Seminar
- Study of Entrepreneurs and Enterprise
- Field Visit
- Exposure Learning
- Assignment Writing
- Project Reporting
- Short Research Project
- Case Study Analysis

### **Arts (Humanities & Social Sciences)**

- Community Engagement / Extension Activities
- Survey-based Research (Social Issues, Cultural Studies, Linguistics, etc.)
- Interviewing Resource Persons / Local Community Leaders
- Participation in Theatre, Arts Exhibitions, or Cultural Workshops
- Creative Writing / Translation Exercises
- Data Collection and Content Analysis (Newspapers, Media, Literature)
- Digital Archiving of Historical / Cultural Materials
- Museum / Library Internship

### **Commerce & Management**

- Industry / Bank / Insurance Company Visit
- Case Studies on Business Strategies and Failures
- Market Survey & Consumer Behaviour Study
- Financial Data Analysis & Report Preparation
- Simulation Exercises (Mock Trading, Accounting Software Training)
- Preparation of Business Plan / Start-up Proposal
- Exposure to E-Commerce Platforms
- Internship in NGOs for Microfinance and Rural Entrepreneurship

### **Science & Technology**

- Laboratory Experiments and Techniques Training

- Field Work (Ecological Survey, Geological Mapping, Biodiversity Study)
- Data Analysis using Statistical / Scientific Tools
- Internships in Research Institutes, Industries, or Hospitals
- Designing Models, Prototypes, or Experiments
- Use of Digital Tools (GIS, SPSS, MATLAB, etc.)
- Participation in Hackathons, Coding Camps, Science Exhibitions
- Environmental / Sustainability

## 12. Internship Evaluation

The evaluation of internship shall be done by the Internship Mentor of Skill Knowledge Provider/Internship Providing Organization and Internship Supervisor of the Department/College/Institute separately, 50 marks each.

### Internship Evaluation Rubrics (Total 100 Marks)

**A: Internal Evaluation Rubrics (50 Marks) by Internship Supervisor & Mentor during internship period:**

Criteria	Marks	Excellent (9–10)	Good (7–8)	Average (5–6)	Poor (0–4)
Attendance & Regularity	10	Always punctual, full attendance	Mostly punctual, few absences	Irregular, but manages tasks	Frequently absent/late
Discipline & Professional Attitude	10	Highly disciplined, professional, team player	Usually disciplined, cooperative	Sometimes careless, needs reminders	Indisciplined, unprofessional
Daily Diary Maintenance to record activities and learning experiences, which may include tasks, activities, and suggestions provided by their supervisor/Mentor	10	Very detailed, systematic, error-free	Clear, well-maintained with minor lapses	Incomplete, lacks clarity	Negligent, poorly maintained
Learning Attitude	10	Very curious, takes initiative, applies feedback	Interested, accepts guidance	Passive, limited effort to learn	Shows disinterest, ignores feedback
Mid-Term Review / Interaction	10	Excellent progress, confident explanation	Clear progress, satisfactory explanation	Limited progress, vague explanation	Poor progress, cannot explain
<b>Total</b>	<b>50</b>				

**B. External Evaluation Rubrics (50 Marks) by Internship Supervisor & Internship Mentor at the end of internship):**

<b>Evaluation Component</b>	<b>Sub-Components</b>	<b>Marks</b>	<b>Description / Criteria</b>
<b>A. Internship Report (25 Marks)</b>	1. Introduction & Objectives	5	Clear statement of the purpose of the internship, scope of work, and objectives aligned with the major area of study.
	2. Description of Work / Activities	5	Detailed explanation of tasks, projects, or assignments undertaken during the internship. Relevance to the field should be evident.
	3. Analysis & Problem-Solving	5	Shows critical thinking, analysis of tasks, solutions implemented, or challenges overcome during the internship.
	4. Learning Outcomes / Skill Development	5	Demonstrates what the intern learned, skills gained, and how it connects to academic knowledge.
	5. Presentation, Organization & References	5	Well-structured, coherent report with clarity, proper formatting, figures/tables if necessary, and accurate referencing.
<b>B. Final Presentation &amp; Viva-Voce (25 Marks)</b>	1. Understanding of Work	5	Shows clear knowledge of internship tasks, concepts, and the practical relevance of the work.
	2. Communication Skills	5	Clarity, confidence, and logical flow in oral presentation.
	3. Presentation Aids / Visuals	5	Use of slides, charts, tables, or diagrams to support explanation; visually organized.
	4. Response to Questions	5	Ability to answer questions thoughtfully, demonstrating depth of understanding.
	5. Contents/Research Findings	5	Overall presentation style, time management, interaction with evaluators, and professional demeanor.

- **Minimum Requirements:** Students must obtain minimum 36% marks each (18 marks in Internal Evaluation and 18 Marks in External Evaluation) in evaluation by Internship Mentor and Internship Supervisor.
- A candidate who could not complete the internship or has failed the overall internship evaluation will be given one more chance to repeat the entire internship or cover the shortfall hours during vacations, holidays, or in the next batch.

- If a candidate fails only the external evaluation, they will be required to resubmit the internship report and/or appear for reassessment of the viva/presentation; however, they do not need to repeat the internship itself.
- If a candidate fails the internal evaluation, they will be required to complete the pending tasks or shortfall work as advised by the supervisor and submit the report for reassessment.

**13. Guidelines on how to calculate the internal 50% and external 50% weightage of supervisor (Mentor/SKP) (60%), faculty (Internship Supervisor) (40%) for internship/apprenticeship evaluation in UG courses under National Education Policy-2020**

- ❖ Under the National Education Policy-2020, in the internship evaluation for internship/apprenticeship in semester-6 of (UG) graduate courses, 60% evaluation will have to be done by the supervisor (Mentor/SKP) of the industry/company/institution and 40% evaluation will have to be done by the faculty guide(Internship Supervisor) of the college/department.
- ❖ In the above item no. 12-A Internal Evaluation Rubrics (50 Marks), 30 marks (60 %) will be given by the supervisor (Mentor/SKP) of the industry/company/institution as per 6 marks out of 10 in each criterion and 20 marks (40 %) will be given by the faculty (Internship Supervisor) of the college/department (4 marks out of 10 in each criterion).
- ❖ In the above item no. 12-B External Evaluation Rubrics (50 Marks), 30 marks (60 %) will be given by the supervisor (Mentor/SKP) of the industry/company/institution as per 3 marks out of 5 in each criterion and 20 marks (40 %) will be given by the faculty (Internship Supervisor) of the college/department (2 marks out of 5 in each criterion).
- ❖ The list of students for 12-A Internal Evaluation Rubrics (50 Marks) and 12-B External Evaluation Rubrics (50 Marks) will have to be sent to the Examination Department of the University duly signed by the Principal of the College/Department.

## Annexure-I: Application for registration for Internship Programme

S.No.	Item	Intern Details
1	Name of Student	
2	Father's Name	
3	Semester	
4	Major Subject	
5	Programme of Admission (B.A./B.Com./B.Sc.etc)	
6	Category of Internship(Employability or Research Internship)	
7	College Roll No	
8	SPU ID	
9	Mobile No	
10	Email ID	
11	Address	
12	Signature of the Student	
<b>Following details to be filled by the Host Institute's Internship Nodal Officer:</b>		
1	Batch No.	
2	Period of Internship (from__to__)	
3	Total Hours assigned for internship	
4	Name of the SKP/IPO	
5	Core-Area of Internship (For students of English Literature, Content Creation, Translation are core areas)	
6	Location of SKP/IPO	
7	Name of the Internship Supervisor	
8	Name of the Mentor from SKP/IPO	
9	Name & Signature of the Nodal Officer	

## **Annexure-II: MEMORANDUM OF UNDERSTANDING (MoU)**

**Between**

**[Name of Institution/College]**

*(Affiliated to Bhakta Kavi Narsinh Mehta University)*

**And**

**[Name of Industry/Organization]**

### **1. Preamble**

This Memorandum of Understanding (MoU) is made and entered into on this \_\_\_ day of \_\_\_\_\_, 2025 between:

- **[Name of Institution/College]**, located at [address], affiliated to Bhakta Kavi Narsinh Mehta University (hereinafter referred to as the “*Institution*”), and
- **[Name of SKP/IPO]**, having its office at [address] (hereinafter referred to as the “*Organization*”).

Both parties hereby agree to collaborate for providing internship opportunities to undergraduate students of the Institution.

### **2. Objectives of the MoU**

The primary objectives of this MoU are:

1. To provide students with exposure to real-life professional practices.
2. To enhance employability skills and/or research competencies.
3. To strengthen industry–academia linkages.
4. To promote mutual cooperation in areas of knowledge exchange, skill development, and experiential learning.

### **3. Scope of the MoU**

- The Organization shall provide internship opportunities (4–6 weeks as per NEP/UGC framework) to students of the Institution.
- The internship may include employability training, project-based learning, or research exposure depending on the nature of the Organization.
- The Institution shall nominate students, monitor internship progress, and coordinate with the Organization for smooth functioning.

### **4. Responsibilities of the Institution**

- To appoint Internship Supervisor
- To recommend suitable students for internship based on eligibility and interest.

- To provide necessary academic support, documents, and guidelines.
- To evaluate student performance jointly with the Organization through reports, presentations, viva-voce etc.

### **5. Responsibilities of the Organization**

- To provide valuable learning experiences for students and assisting them in achieving learning outcomes.
- To provide facilities and resources required for student work during tenure of internship.
- To facilitate a minimum of 120 hours of internship engagement for each student, spread across the stipulated internship duration.
- No stipends and honorariums will be paid to students **or** Rs. \_\_\_\_\_ per month will be paid to the students as stipends.
- To provide a structured internship programme aligned with student learning objectives.
- To designate a Mentor for guiding interns.
- To certify internship completion and provide feedback/evaluation in the prescribed format.
- To ensure a safe and conducive learning environment for students.

### **6. Duration and Validity**

This MoU shall remain valid for a period of **three (03) years** from the date of signing, unless terminated earlier by either party with one month's written notice.

### **7. General Terms**

- This MoU is non-binding and does not involve any financial obligations.
- Any dispute arising out of this MoU shall be resolved amicably by both parties.
- The student must cooperate and report the activities performed to the mentor from the IPO throughout the duration of the internship.
- Students are required to maintain the Activity Logbook.
- The student is required to abide by the rules and regulations of the SKP/IPO. If any student does not abide by the rules and regulations, his/her internship will be discontinued.
- All personal expenses related to the internship (such as travel, accommodation, food, and other incidental costs) shall be borne by the student. In case of any damages caused to the property of the Organization due to negligence or misconduct, the student shall be liable to bear the cost of such damages.

## 8. Signatories

In witness whereof, the undersigned have signed this Memorandum of Understanding on the day, month, and year first written above.

### For [Institution/College]

(Signature of the Principal)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Institution

### For [Industry/Organization]

(Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Organization

### Witnesses:

SN	Name of the Witness	Signature
1		
2		

\*\*\*\*\*

### **Annexure-III: Recommendation Letter Format**

To,

(Company /SKP Name)

Address

Dear Sir/Madam,

This is to inform you that, as per NEP-2020, internship has been made mandatory for all undergraduate students of Semester-VI. Accordingly, several students from our department/institute have expressed their interest in undertaking an internship at your esteemed organization, recognizing its importance and potential impact on their learning.

We kindly request your permission to allow the following students to undertake their internship in your organization:

<b>S. No.</b>	<b>Name</b>	<b>Roll No.</b>	<b>Year</b>	<b>Faculty</b>	<b>Subject</b>

We would be grateful if you could convey your consent in the prescribed format at the earliest. It would be highly appreciated if students are given one week's time to join the internship after confirmation.

A line of confirmation from your side will sincerely be appreciated.

With warm regards

**Yours sincerely**

**Principal/Internship Nodal Officer**

**Annexure-IV: Consent (Letter of Intent) of Internship Mentor  
(To be issued on Organization Letterhead)**

I, [Name], holding the designation [Designation] in the organization [SKP/IPO Name], hereby extend my consent to allow the following students of Semester-6, [Department/College/Institute Name] to undertake their internship in this organization during the period from [Start Date] to [End Date]. I shall act as the Internship Mentor for these students.

**List of Students Covered:  
(Attach separate sheet if required)**

S. No.	Student Name	Roll Number	Stipend, if any	Remarks (if any)
1				
2				
...				
25				

**Note: Each student shall receive a copy of this consent confirming his/her inclusion.**

Signature of Internship Mentor: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Seal of the Organization:

**Authorized by the Head of the Company**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Company

Forwarded to: The Principal/ Dean/ Head of Department, (College – Institute Name)

## Annexure-V: Intern's Evaluation Report Format

### Bhakta Kavi Narsinh Mehta University

S.No.	Item	Intern Details
1	Full Name of Student	
2	Semester	
3	Programme of Admission (B.A./B.Com./B.Sc.etc)	
4	Major Subject	
5	College Roll No	
6	SPU ID	
7	Batch No.	
8	Period of Internship (from__to__)	
9	Total Hours assigned for internship	
10	Name of the SKP/IPO	
11	Core-Area of Internship (For students of English Literature, Content Creation, Translation are core areas)	

#### A: Internal Evaluation (50 Marks)

(Supervisor and faculty guide in the ratio of 60% and 40% respectively)

SN	Criteria	Maximum Marks	Marks Obtained		
			Supervisor (Out of 6)	Faculty (Out of 4)	Total (Out of 10)
1	Attendance & Regularity	10			
2	Discipline & Professional Attitude	10			
3	Daily Diary Maintenance to record activities and learning experiences, which may include tasks, activities, and suggestions provided by their supervisor/Mentor	10			
4	Learning Attitude	10			
5	Mid-Term Review / Interaction	10			
	<b>Total</b>	50			

**B. External Evaluation (50 Marks)**

(Supervisor and faculty guide in the ratio of 60% and 40% respectively)

Evaluation Component	SN	Sub-Components	Marks	Marks Obtained		
				Supervisor (Out of 3)	Faculty (Out of 2)	Total (Out of 5)
<b>A. Internship Report (25 Marks)</b>	1	Introduction & Objectives	5			
	2	Description of Work/ Activities	5			
	3	Analysis & Observations	5			
	4	Learning Outcomes / Skill Development	5			
	5	Presentation, Organization & References	5			
<b>B. Final Presentation &amp; Viva-Voce (25 Marks)</b>	1	Understanding of Work	5			
	2	Communication Skills	5			
	3	Presentation Aids / Visuals	5			
	4	Response to Questions	5			
	5	Contents/Research Findings	5			
		<b>Total</b>	<b>50</b>			
		<b>Total (A+B) (50+50=100)</b>	100			

Signature of the Internship Supervisor

Signature of the Internship Mentor

(College – Institute Name)

(Industries / SKP Name)

## **Annexure-VI: Format of Internship Report**

### **1. Cover Page**

- Title of Report
- Student Name, Roll No., Semester, Name of the Department/Institute (Affiliated to Bhakta Kavi Narsinh Mehta University)
- Internship Period (From – To)
- Name of Internship Supervisor, Mentor, SKP/IPO

### **2. Certificate**

- Internship Completion Certificate from the organization (signed by Internship Supervisor and Internship Mentor).

### **3. Acknowledgments**

- A note of thanks to the organization, internship supervisor, mentor, department, and university.

### **4. Index / Table of Contents**

### **5. About the Organization**

- Brief history, mission, vision, structure, major activities, relevance to the field.

### **6. Objectives of the Internship**

- Purpose of choosing this organization.
- Expected learning and employability skills to be gained.

### **7. Internship Work / Learning Experiences**

- Tasks undertaken, responsibilities handled.
- Projects, observations, and practical exposure.
- Challenges faced and solutions learned.

### **8. Learning Outcomes**

- List of learning outcomes and how they are achieved with reference to:
  - Knowledge gained (subject-specific and interdisciplinary).
  - Skills developed (communication, teamwork, technical, analytical).
  - Employability enhancement (career readiness, problem-solving ability).

### **9. Conclusion / Summary**

- Reflection on overall experience.
- Key takeaways for future career or academic growth.

### **10. Attachments / Annexures (if necessary)**

- Daily/weekly work diary.
- Certificates, brochures, reports, charts, or photographs of work

## **Annexure-VII: Internship Completion Certificate**

[Institution Logo]

[NAME OF THE INSTITUTION]

Address: [Institution Address] | Phone: [Number] |

Email: [Email ID] | Website: [Website]

(Affiliated to Bhakta Kavi Narsinh Mehta University, Junagadh)

[Name of SKP / IPO]

Address: [Institution Address] | Phone: [Number] |

Email: [Email ID] | Website: [Website]

Certificate Issue Date:

### **INTERNSHIP COMPLETION CERTIFICATE**

This is to certify that **Mr./Ms./Mrs. [Name]**, Son/Daughter of [**Parent's Name**], pursuing Semester-VI, in [Program Name like B.A./B.Com etc], and his/her Major discipline is [English/Physics etc], Roll No. [**Roll Number**], of [**Department/College/Institute Name**], has successfully completed an internship and obtained \_\_\_\_\_marks out of 60 and obtained \_\_\_\_\_marks out of 40. The total marks obtained are \_\_\_\_\_ with grade \_\_\_\_\_ in [**Organization Name**] from [**Start Date**] to [**End Date**].

Based on **internal evaluation rubrics and external evaluation rubrics prescribed by the Bhakta Kavi Narsinh Mehta University**, the student has been evaluated and completed the internship of four credits (120 Hours) successfully.

Signature of the Internship Supervisor

Signature of the Internship Mentor

Seal of the Institution

Seal of the SKP/IPO

**Grading for performance are as follows:**

<b>Letter Grade</b>	<b>Marks (In %)</b>
O (Outstanding)	97.0 - 100
A+ (Excellent)	87.0 - 96.99
A(Very Good)	77.0 - 86.99
B+ (Good)	67.0 - 76.99

**Annexure-VIII: Cover page of the Internship Report**

**INTERNSHIP REPORT**

**ON**

**(Title of the Internship Program Report in capital letters)**

**By (Name of the Student)**

**Major Discipline Name \_\_\_\_\_ ( Roll No \_\_\_\_\_)**

**Name of College/Institute**

**(Affiliated to Bhakta Kavi Narsinh Mehta University)**

**Name of the Internship Supervisor**

**Name of College/Institute**

**Name of the Internship Mentor**

**Name of the Skill Knowledge Provider**

**Year of submission**

## Annexure-IX

### Various promising areas/sectors for undertaking internships and their potential MoU partners (for reference)

Programme	Core Internship Area	Potential Partners
<b>B.A. Gujarati</b>	Literary Research & Editing	Gujarati Sahitya Parishad, Local Newspapers, Literary Magazines
	Translation & Content Writing	Sahitya Akademi, Translation Agencies
	Digital Content & Blogging	Online Media Houses, Self-Publishing Platforms
<b>B.A. Hindi</b>	Journalism & Reporting	Local News Channels, Prasar Bharati, Hindi Newspapers
	Content Writing & Translation	Hindi Literary Journals, Government Publications
	Theatre & Playwriting	Theatre Groups, Cultural Academies
<b>B.A. English</b>	Creative Writing	Literary Magazines, Publishing Houses
	Editing & Proofreading	Newspapers, Magazines, Online Content Agencies
	Teaching & Tutoring	Schools, Online Learning Platforms
<b>B.A. Sanskrit</b>	Manuscript Research	Oriental Research Institutes, Universities
	Translation & Documentation	Sanskrit Academies, Archaeological Departments
	Vedic Studies & Language Teaching	Gurukuls, Sanskrit Colleges
<b>B.A. History</b>	Museum & Heritage Management	Museums, Archaeological Survey of India
	Archival Research	State Archives, Historical Societies
	Tourism & Cultural Documentation	Tourism Departments, Heritage Sites
<b>B.A. Psychology</b>	Clinical & Counseling	Hospitals, Counseling Centers, NGOs
	HR & Organizational Behavior	Corporate HR Departments, Research Institutes
	Research & Data Analysis	Universities, Social Research Organizations

<b>Programme</b>	<b>Core Internship Area</b>	<b>Potential Partners</b>
<b>B.A. Economics</b>	Financial & Market Analysis	Banks, Financial Institutions, Stock Exchanges
	Policy Research	Government Departments, Think Tanks
	Data Analytics	Research Institutes, NGOs
<b>B.A. Political Science</b>	Governance & Public Policy	Local Government, NGOs, Policy Think Tanks
	Election Studies & Surveys	Election Commission, Research Agencies
	Diplomacy & International Relations	Embassies, International NGOs
<b>B.A. Geography</b>	GIS & Remote Sensing	Survey of India, GIS Firms, Environmental NGOs
	Urban Planning & Development	Municipal Corporations, Planning Agencies
	Environmental Studies	Environmental NGOs, Research Institutes
<b>B.A. Sociology</b>	Community Development	NGOs, Social Service Organizations
	Research & Field Surveys	Universities, Research Institutes
	Social Policy & Advocacy	Government Departments, NGOs
<b>B.Sc. Physics</b>	Laboratory Research	Universities, Research Labs, Industries
	Electronics & Instrumentation	R&D Labs, Tech Companies
	Renewable Energy & Materials	Solar/Energy Companies, Research Institutes
<b>B.Sc. Chemistry</b>	Laboratory Analysis & Research	Industries, Research Labs, Environmental Labs
	Quality Control & Pharma	Pharmaceutical Companies, Food Testing Labs
	Environmental Chemistry	Pollution Control Boards, NGOs
<b>B.Sc. Botany</b>	Plant Research & Conservation	Botanical Gardens, Research Institutes
	Agriculture & Horticulture	Agriculture Universities, Farms, Nurseries
	Medicinal Plants & Ethnobotany	Herbal Companies, Research Institutes
<b>B.Sc. Zoology</b>	Wildlife Research	Forest Department, Zoological Parks, NGOs

<b>Programme</b>	<b>Core Internship Area</b>	<b>Potential Partners</b>
	Animal Behavior Studies	Universities, Research Labs
	Conservation Biology	Wildlife NGOs, National Parks
<b>B.Sc. Microbiology</b>	Clinical Microbiology	Hospitals, Labs, Research Institutes
	Food & Dairy Microbiology	Food Companies, Testing Labs
	Environmental Microbiology	Pollution Control Boards, Research Institutes
<b>B.Sc. Mathematics</b>	Data Analysis & Statistics	Research Institutes, IT Firms, Banks
	Actuarial & Financial Modeling	Insurance Companies, Banks
	Teaching & Tutoring	Schools, Coaching Institutes
<b>B.Com.</b>	Accounting & Taxation	CA Firms, Corporate Finance Departments
	Banking & Insurance	Banks, Insurance Companies
	Business Analytics	Corporate Analytics Teams, Research Institutes
<b>BBA</b>	Marketing & Sales	Companies, Startups, Market Research Firms
	HR & Organizational Behavior	Corporates, HR Consultancies
	Entrepreneurship & Startups	Incubators, Startups
<b>BCA / B.Sc.IT</b>	Software Development	IT Companies, Startups, Freelance Projects
	Networking & Cybersecurity	IT Firms, Cybersecurity Labs
	Data Science & AI	Research Labs, Corporate IT Departments
<b>B.A./B.Sc. Home Science</b>	Nutrition & Dietetics	Hospitals, Wellness Centers, Food Companies
	Child & Family Studies	NGOs, Schools, Community Centers
	Fashion & Textile	Textile Firms, Fashion Houses
<b>General / Interdisciplinary</b>	Digital Marketing	Digital Agencies, Freelance Projects
	Entrepreneurship Incubation	University Incubators, Startups
	Social Work & Volunteering	NGOs, Community Centers

Programme	Core Internship Area	Potential Partners
	Research & Data Analytics	Think Tanks, Research Organizations

***Note:***

The above-mentioned list is an indicative one. The students/internship supervisors/mentors may adopt more areas/fields of internship based on their requirement/interest/capability etc.