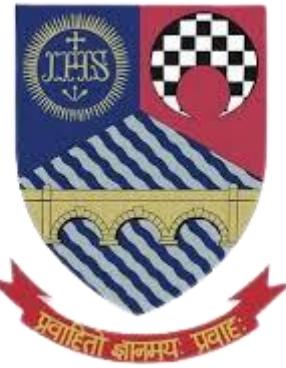


ST. XAVIER'S COLLEGE (AUTONOMOUS)

AHMEDABAD



**GUIDELINE FOR INTERNSHIP
FOR
UNDERGRADUATE STUDENTS**

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1. Introduction

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thinking and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical values coupled with very strong career competencies. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. The NEP-2020 envisions promoting quality research in higher education and to ensure quality education by higher education institutions (HEIs), research and innovation are two inherently important aspects. The societal needs of our country can only be addressed by having a strong knowledge, skills, value and research-oriented vibrant higher education ecosystem for sustainable development.

In accordance with the SOP provided by the KCG, under NEP 2020, an internship of 120 hours duration during the 6th semester will be mandatory for the students enrolled in UG degree programmes and would play a very important role in the learning curve of the students.

A prime aspect of the internship/research internship is induction into actual work situations. Internships include: working with government or private organizations, higher education institutions, universities, research and development labs, research organisations, non-government organisations, community services, centres involved in research, innovations and entrepreneurship, schools, startup organisations. Internship can be executed in offline, online or hybrid mode. In an internship course students require to participate in a work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity.

2. Objectives of the internship

- 2.1 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
- 2.2 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, etc.
- 2.3 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
- 2.4 Enhance entrepreneurial capabilities:** Understand how organisations/enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students
- 2.5 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.
- 2.6 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 the development of an attitude towards citizenship responsibility.
- 2.7 Enhancing professional competency:** The internship should also 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 their competency and perform professional tasks in the way that the employment market demands.

3. Structure of the Internship and academic credential

For an internship, one credit of Internship means an eight-hour engagement per week. Accordingly, in a typical semester of 15 weeks' duration, it would come to about 120 hours. At SXCA, four credits are assigned to internship at the sixth semester of the UG curriculum. Student will have to engage in approximately 120 hours in a semester, out of which 20 hours could be reserved for evaluation. Every department shall allot one day in a week for internship. In case of more time needed for the execution of the internship, Diwali, Christmas and summer vacation may be utilized for the internship.

If a student wants to take exit before commencement of the 3rd semester or 5th semester, they need to complete their internship requirement before they apply for the exit.

Table 1

Type of organisation from where Internship can be carried out	Duration	Time of completion	Credits	Total Marks	Evaluation
1. Research organisation/institute 2. Industry 3. Professional organisation related to students' area of specialisation 4. Organisation not related to area of specialisation 5. NGOs 6. Government organisation 7. Startup ventures 8. Teaching internship 9. Research internship 10. Online internship	120 Hours	1. Latest Before 30 th May of the calendar year in which student is going to be enrolled for the 7 th Semester 2. After completion of sixth semester and before seeking exit after sixth semester. 3. for those who wish to exit with diploma /certificate, Bachelor's degree before applying for the exit	4	100	Internal and external with equal weightage

4. Key stakeholders in the internship program and their responsibilities:

- 4.1 **Students:** Internships are structured, short-term programs designed around specific tasks or projects with clear timeframe for the students to help building essential skills, bridge the gap between industry and academia and to enhance critical knowledge and building expertise which is going to help building foundation for the future career.
- 4.2 **Department heads:** The concerned department head will be the overall in-charge of the Internship. HOD ensures that internship of the students is aligned with the carrier goals of the student, gaining practical/ research experience whichever is relevant. To facilitate the internship process, it is important that department, reach out to, and sign a Memorandum of Understanding (MOU) with the concerned organisations (mentioned in the Table no.1)
- 4.3 **Internship In-charge professor:** Department head should appoint an internship in charge professor for every batch of 30 students. Professor shall interact and assess the progress of every student once in 15 days. In a week they can follow up with 15 students. Frequent monitoring of the student shall be done in consultation by the in-charge professor and the Supervisor/Mentor at the work place which shall be corelated with the activities recorded in the Activity Logbook.
- 4.4 **Internship Supervisor or mentor:** An internship supervisor/Mentor is any individual who will be mentoring the student were student is carrying out his or her internship. He/she will be providing professional/research guidance to the student during the internship. The mentor needs to check and validate the performance of students interning in their organisation and on successful completion of the internship and after the completion of the internship, issue the certificate/report.

5. Internship implementation and evaluation mechanism

5.1 Students: Every student for the UG Programme shall be required to undergo 4 credits internship of 120 hours duration. For the same, the students are to take note of the following:

1. The students are to apply for the internships on their own or with the help of department head and professor coordinator.
2. To approach various organisation for the internship, letter of intent (appendix 2) needs to be collected from the department Head well before the applying for the internship.
3. Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.
Example: PM internship scheme <https://pminternship.mca.gov.in/login/>, internshala, lets intern, Killer launch, Hello Intern or online internship offered through the IBM.
4. As part of the MOU with IBM, students can avail online internship offered by the IBM.
5. On receipt of an offer of internship, the student should consult the internship in-charge professor and HOD to obtain the due permission and join the concerned host organization for an internship as per the suggested schedule(Appendix 1)
6. The students are to maintain activity log-book in the provided format (Appendix II), get it duly signed from the internship mentor from the host organization and submit it to their departmental mentors periodically.
7. After completion of the program the students must submit the duly signed completion certificate and report (including- introduction about the organization, objectives of the internship, details of the work done, observations and learning outcomes/experiences, other forms of presentation, if any) from the organization highlighting their learnings and takeaways during the internship period, to the respective department.
8. The students must also present their work done during internship, which will be evaluated and marks will be awarded based upon the activity log book, attendance record, final report, the interim and final presentations.

5.2 Department Head:

1. The HOD along with the staff members of the respective departments shall explore the possible internship positions in different areas in different organizations, sign a Memorandum of Understanding (MOU) and make the students aware about the same through regular notifications.
2. He/she will appoint an internal internship in-charge professor depending upon the strength of the students. For every 30 students one faculty will become internship supervisor for every UG program that department runs.

5.3 Internship in-charge Professor:

1. Departmental in charge professor will maintain all the relevant documents of the internship program and will be coordinating with the HOD.
2. The in-charge Professor will keep in touch with the students during the ongoing internship for monitoring the learning trajectory of the students.
3. They will also have to be in touch with the mentor assigned to student and communicate with him/her for the external evaluation of the student and overall monitoring.
4. The evaluation scheme is to be followed as mentioned under:

5.4 Mentor:

1. Mentor should fill up the external evaluation report and mail it to internship in charge professor.
2. Ensure that students activity log book is signed by him
3. Should supervise the students to ensure required learning is imparted.
4. Supervise the report, and provide completion certificate to the student.

6 Online internship:

1. College has signed an MOU with IBM to provide an online internship.
2. Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.

Example: PM internship scheme <https://pminternship.mca.gov.in/login/>, internshala, lets intern, Killer launch, Hello Intern

7 Evaluation of the internship

Table 2

For continuous internal evaluation (50 marks)		For end semester Evaluation (50 marks)	
Activity log-book	5 marks	Report	15 marks
Synopsis of Internship (approximate 4 pages)	15 marks	Presentation	10 marks
Interim work presentation	15 marks	Personal interview	10 marks
Viva voce	15 marks	Evaluation by Mentor (External person)	15 marks

8. LIST OF ANNEXUERS

Annexure I

APPLICATION FOR THE INTERNSHIP PROGRAM

Name of the student (Full name in capital letters):	
Roll Number:	
Semester:	
Degree in which student is enrolled:	
Phone number	
E mail ID	
Permanent address:	
Communication address:	
Period of Internship:	
Type of Internship:	
Duration:	
Name and address of organisation/institute in which Internship will be carried out:	
Name of the Contact person and internship mentor if assigned:	

Name and signature of the
student

Name and signature of In-
charge professor

Name and signature of the
HOD

ANNEXURE II

Letter for organisation/institute outreach

To,

The (Manager, HR)

.....
.....

Subject: Request for weeks internship of Students

Dear Madam/Sir,

St.Xavier's College (autonomous) is accredited with 'A +' grade by NAAC in July 2022. It is the leading Higher educational institute in the state of Gujarat with a rich history of about 70 years. As per the National Education Policy (NEP 2020), a Minimum of 120 hours of Internship is a mandatory part of the undergraduate curriculum. In view of the above, I request you to allow our following student for practical training/internship in your esteemed organisation.

S.No.	Name	Roll no.	Semester	Department

The resumes of these students are attached with this letter.

ANNEXURE III

ACTIVITY LOG BOOK

ANNEXURE IV
SYNOPSIS GUIDELINES

Details to be included in Synopsis

Titel of the Internship:
Internship organisation
Objective /Aim
Internship details
Challenges
Innovativeness and usefulness
Learning outcome
Anything else which may need to be added

The total length of the synopsis should be approximately four pages.

ANNEXURE V

REPORT AND SUBMISSION GUIDELINES

1. General Formatting Guidelines

The following format should be followed for all internship reports and research projects:

- Page Size: A4
- Font:
 - Title and Headings: Times New Roman, Bold, 14 pt
 - Body Text: Times New Roman, Regular, 12 pt
 - Line Spacing: 1.5 lines
 - Margins: 1 inch (2.54 cm) on all sides
 - Paragraphs: Justified alignment, with a 1.5-inch indentation at the beginning of each paragraph
 - Page Numbers: Bottom center of each page, starting from the introduction page
 - Word limit to be determined by the respective departments.

2. Structure of the Report/Project

Preliminary Pages:

1. Title Page

- Title of the report/project (Font 18)
- Name of the student
- Enrolment number/roll number
- Name of the department
- Name of the supervisor
- Name of the mentor and institute/organisation
- Date of submission

2. Certificate Page

- A formal certification signed by:

- Head of Department (HOD)
- Supervisor/Mentor
- Student

3. Declaration

- A declaration that the work is original and completed as per requirements.

4. Acknowledgment

- A brief acknowledgment to those who assisted in the completion of the internship/research project.

5. Table of Contents

- List of headings, subheadings, and page numbers.
- Include sections like Introduction, Literature Review, Methodology, Results, Discussion, Conclusion, References, Appendices (For Research Projects)s, etc.

6. Main Content:

- Introduction

- Brief background information about the organization (for internship reports) or the research topic/research problem/Employability training.

- Research Objectives and Research Questions (For Research Projects)

- Literature Review (For Research Projects)

- Review of relevant literature, previous studies, and academic papers related to the research topic.

- Clear explanation of the knowledge gap the research seeks

- Methodology

- Detailed explanation of the methods and techniques used in the internship (for hands-on training) or research project (for

research).

- Tools, instruments, or software used in the project.

- Results and Findings

- Present data, analysis, and observations.

- Include tables, graphs, and charts to present results (if applicable).

- Discussion

- Analysis and interpretation of results.

- Comparison with existing literature, challenges faced, and lessons learned.

- Conclusion

- Summary of key findings.

- Recommendations based on results and outcomes.

6. Final Pages:

- References

- All sources cited in the report must be listed here, following APA (7th Edition) referencing style.

3. Submission Guidelines:

- Soft Copy:

- Submit a digital version of the report in PDF format.

- Email to the designated department/supervisor email address.

- Hard Copy:

- Submit a printed version of the report.

- Ensure it is properly bound (spiral).

- Include all sections: Certificate Page, Title Page, and structured content

ANNEXURE VI
SAMPLE CERTIFICATE
(on the letterhead of the institute/organisation)

This is to certify that the internship report/project titled:"xxxxxxxxxx" submitted by [Student's Name], [Roll Number], of the [Department Name], St. Xavier's College (Autonomous), Ahmedabad is a Bonafide record of work carried out during the Internship/Research Internship Programme from(date) to(date) , under the supervision and guidance of Mr/Ms/Dr/.....

This report has been submitted as a partial fulfilment of the requirements for the completion of the Internship/Research Internship Programme for the 6 th Semester (4 Credit Course; 120 Hours), as per the guidelines of the National Education Policy (NEP), 2020.

Name and signature of Internship Supervisor/Mentor

Seal of the Organisation

Name and signature of HOD

Name and signature of internship in-charge
Professor

Seal of the SXCA

ANNEXURE VII
SAMPLE DECLARATION

I, [Student's Name], [Roll Number], hereby declare that the internship report/project titled "yyyyyyyyyyyyyyyy", submitted to the Department of yyyyyyyyyyyyyyyyy, St. Xavier's College, Ahmedabad is an original work completed by me under the guidance of XXXXXXXX

I hereby declare that this work is the result of my own independent effort, and I have acknowledged all materials and person/institute involved.

Name

date and signature of the student

