

Guidelines to conduct Internship programme and assessment for all UG Programmes as per NEP-2020

Visva-Bharati has introduced NEP-2020 for all UG Programmes from the academic year 2023-24. As per NEP 2020, a total of 4 credits, out of the required minimum 120/160 credits, of a 3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research) can be assigned for Internship as per the National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Programme (CCFUP). With respect to implement internship in Visva-Bharati the following guidelines are framed:

1. General Instructions

- (a) All academic Departments with UG/PG/Ph.D. programmes shall offer internship programmes and act as University Internship Providing Organization (UIPO).
- (b) All Centres/Schools/Offices/Bhavanas/Library may also offer internship programmes and act as University Internship Providing Organization (UIPO).
- (c) Every UIPO has to appoint a Coordinator at the Department level for all Internship programmes offered. The Coordinator for all Internship programmes of the UIPO will keep track of requirements and engagement of students/UIPOs/EIPOs (External IPOs) for own department.
- (d) A one (01) credit in an internship programme shall be treated as equal to 30hrs experience.
- (e) An internship programme shall be Discipline Specific hands-on or live experience based programme of minimum 120 credit hours (4 credits).
- (f) An Internship programmes shall be a continuous full-time or part-time programme. Two or more internship programmes with low credit hours cannot be combined to cover up required minimum credit hours.
- (g) A Full-time Internship (offline) shall be completed within a period of 20-30 days and a part time/online internship may be conducted for a period of 60 days before the completion of 6th semester. In both cases, the credit hours (minimum 120 hours) should be the finally accepted sole criteria for granting/accepting internship completion certificate. Internship programmes conducted by University Departments may manage the period (in days) without changing the credit hours. For example, a fulltime internship may continue for 2 weeks (all days inclusive equal to minimum 120 hours) before closure of the semester or daily 2-3 hrs. with a cumulative 120 credit hours in an academic session.
- (h) The student should submit the final internship report to the Internship supervisor on completion of the internship.
- (i) Internship assessment would be conducted at two stage- Preparation of Internship Report/Note book (2 credits) and Presentation/viva-voce or interview of work (2 credits).

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(j) The evaluation on the basis of the preparation of Internship Report/Note book and Presentation/viva-voce or interview of work shall be made by an External Expert to be appointed by the university on the basis of recommendation made by the UIPO.

(k) Internship provided by an EIPO will be first evaluated by the respective EIPO and then the work done during the internship will be assessed and evaluated by following the assessment and evaluation method of the University.

(l) An internship programme in a semester would be considered successfully completed corresponding to the academic year in which the internship programme was conducted.

2. University Departments as University Internship providing Organization (UIPO)

(a) Every academic department shall offer internship programme(s) involving direct, hands-on or lived experiences for students from within and outside the University. There are two broad areas on which institution can provide internship. These are- 1) Skill based Internship (Enhancing Employability) and 2) Research based internship (Developing Research Aptitude). A list of possible sub-areas under the two broad internship areas are listed below. This list is exemplary, but not conclusive.

1. Fostering Innovativeness, 2. Promotion of entrepreneurship, 3. Experiencing research, 4. Training on research methodology, 5. Report writing and presentation skill, 6. Opportunity for employability, 7. Developing business skill, 8. Developing communication ability, 9. Understanding and practicing technical knowhow, 10. Confidence development, 11. Understanding management, 12. Understanding government/local bodies world of work, 13. use of web-based resources for professional development etc. (for more details please read https://www.ugc.gov.in/pdfnews/0063650_Draft-Guidelines-for-Internship-and-Research-Internship-for-Under-Graduate-Students.pdf)

(c) The details of each internship programme of a department are to be prepared in a format given at the end of this document.

(d) The students will not be allowed to take internship in their parent department.

(e) For inter-departmental/inter-Bhavana internship programmes, the internship providing departments and host department must accept the internship collaboration in their BOS resolutions.

(f) For accepting internship requests from students outside the University, Departments have to announce internship programmes well in advance for enabling external students to take decision and participate in the internship prior to the completion of the semester the internship has been offered.

(g) There should be an internship supervisor for a batch of/group of/individual students from the parent institute/department. An internship supervisor should be nominated by the Department before the commencement of the internship programme. Each Internship supervisor shall avail allotment of work load for a maximum of 20 hours /semester. (for detail role of internship supervisor, please read https://www.ugc.gov.in/pdfnews/0063650_Draft-Guidelines-for-Internship-and-Research-Internship-for-Under-Graduate-Students.pdf).

(h) The name of the internship Mentor of an internship programme should be declared by the internship providing department before the internship programme starts. Each Internship Mentor shall avail allotment of work load for a maximum of 20 hours /semester.

3. Centres/Schools/Offices/Bhavanas/Library of the University as University internship providing organizations (UIPO)

- (a) Every establishment mentioned in 1(b) of General guideline of the University may also offer internship programmes following similar guideline.
- (b) However, the internship Mentors in these establishment may be selected from eligible and experienced supervisors who are experienced professional in the field.
- (c) The details of each internship programme of a Centres/Schools/Offices/Bhavanas/Library are to be prepared in a format given at the end of this document.

4. External academic/scientific/NGO/local bodies as External internship providing organizations

- (a) Departments may identify External internship providing organizations (EIPO) outside the University and recommend students for internships programmes outside the institution after carefully screening the nature and time of internship.
- (b) The credit hours of the internship programme of EIPO must be carefully chosen as per the NEP 2020 curriculum of the University to benefit the student intern.
- (c) Where credits are not mentioned in an online/offline internship programme, the actual credit hours should be collected from the logbook/activity book/ worksheet designed by the Department/EIPO as per the requirement.
- (c) In case of offline internship programme, the time of internship programme must not coincide with the academic routine of the Department.
- (d) The selected internship programmes of EIPO are to be recommended by the BOS of the Department for that academic year.
- (e) If the institute/organization/local body is not an IPO by nature, the Department may make an MoU with that institute/organization/local body to facilitate the internship of students.
- (g) The non-government EIPOs must be registered to the relevant regulatory authority in the State/Central Government to be eligible for Internship Providing Organization.
- (h) A list of offline/online EIPOs for a Department are to be prepared beforehand and published in the Departmental/institutional website for greater benefit of the students. Some examples of offline/online EIPOs are given below-

- National Qualification Register: <https://nqr.gov.in/>
- AICTE Internship: <https://internship.aicte-india.org/>
- NITI Ayog Internship: <https://www.niti.gov.in/internship>
- Internshala: <https://internshala.com/>


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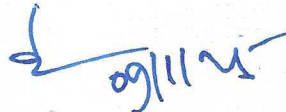
BASIC FORMAT FOR PREPARAING INTERNSHIP PROGRAMME BY AN IPO

VISVA-BHARATI
INTERNSHIP PROGRAMME

Name of the Department/Centres/Schools/Offices/Bhavanas/Library:

Name of the Bhavana (if any):

1. Title of the UG internship programme:
2. Nature of Internship Programme: Skill based for enhancing employability/Research based for developing research aptitude
3. Description of the internship programme (200 words):
4. Objective (Bulleted form):
5. Duration: Days _____ / Hours _____
6. Mode of Internship Programme (Offline/Virtual/Blended):
7. Minimum Eligibility criteria:
8. Date of start and closure of Internship Programme:
9. Total intake of Interns/slot:
10. Selection process (If any):
11. Place of internship:
12. Logistics (minimum) to be provided, if any:
13. Fee to be paid:
14. Contact details of Co-ordinator:



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