

**INTERNSHIP GUIDELINES FOR STUDENTS OF
POST-GRADUATE PROGRAMMES
UNDER NEP-2020**



**KURUKSHETRA UNIVERSITY
KURUKSHETRA**

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for

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CONTENTS

1. **Preamble**
2. **Objectives**
3. **Internship Categories**
 - 3.1. Enhancing Employability
 - 3.2. Developing Research Aptitude
4. **Ordinance**
 - 4.1. Internship
5. **Management of Internship**
 - 5.1. Internship Cell
 - 5.2. Chairperson/Director/Principal
 - 5.3. Internship Coordinator
 - 5.4. Teacher Supervisor
6. **Internship Providing Organizations**
7. **Internship Mentor**
8. **Credits, Duration and Level of Internship**
9. **Internship Procedure**
10. **Internship Evaluation**
11. **Appendices I-VIII**

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1. Preamble

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. 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 NEP-2020, Kurukshetra University, Kurukshetra framed a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach with internship as integral and essential component. A prime aspect of the internship is induction into actual work situations.

2. Objectives

An internship is gaining hands-on experience by an individual besides comprehending the way of working in an organization, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the intern as well as the internship providing organization. Following are the intended objectives of engaging post-graduate students in internship for employability and research internship programmes:

- 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.
- 2. Understanding of the world of work:** To provide post-graduate 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 organizations, 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 and develop inter-disciplinary approach, its discovery, learn, understand and sharpen research acumen, familiarizing 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.

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6. **Enhance entrepreneurial capabilities:** Understand how organizations/ 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, organizations, 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, integrity and dignity of labour which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

3. Internship Categories

The employability of post-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 internships can be classified into two types:

- i. **Internship for enhancing the employability**
- ii. **Internship for developing the research aptitude**

3.1. Enhancing Employability

Employability refers to the certain attributes of an individual that enable him/her to perform any job opportunity in line with the set standards of performance to meet expectations for the expected job. Employability is a set of skills and attributes developed through a range of experiences at workshops and workplaces. It states that when a student can demonstrate skills on the job. Individuals need to develop such competencies which reduce the obstacles as job seekers and also increase their potential as job providers.

The internship programs build capabilities/aptitude/skills of our post-graduates/researchers/faculties for development of project and its execution, decision-making, confidence development, working/coordinating in a team, creative and critical thinking and problem-solving, ethical values, professional development, understanding of government/local bodies work, reference of resource persons in the field, development of online/simulation-based module for a virtual research internship, understanding the nuances of building a deep-technology start-up, study certain entrepreneurs, study of the enterprises, farmers, artisans, etc.

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3.2. Developing Research Aptitude

Research aptitude refers to the attribute of inquiry/investigation, analysis and interpretations in a scientific and objective method that facilitates to uncover facts and present an individual viewpoint in an organized manner. Research internship aims at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research.

Apart from gaining relevant research experience, the interns would learn the following, through research professionals/mentors:

- Ideation and conceptualization of a research question/problem
- Learning about new tools and handling of equipment
- Experimentation and collection of data
- Simulations and development of models
- Preparation and presentation of reports

Research Internship experience can be gained by working with faculty/scientists/mentors in HEIs, research institutions, universities, Industrial research labs, nationally and internationally reputed organizations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individual persons distinguished in specific fields. The integration of research, innovation and technology development is the foundation of Atma-Nirbhar Bharat (Self-reliant India). Institutionalization of internships at post-graduate levels is expected to play a pivotal role in catalyzing the inter- disciplinary/multi-disciplinary/trans-disciplinary and translational research culture embedded in NEP-2020.

4. Ordinance

In line with the spirit of NEP-2020, internship has been integrated as a compulsory component in the Framework for PG Programmes implemented by Kurukshetra University, Kurukshetra. The internship course is defined and implementation directions have been provided in the ordinance for Post-Graduate Programmes which are as follows:

4.1. Internship

A course requiring students to participate in professional employment-related activity or work experience or co-operative education activity with an entity external to the educational institution/department normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal and organized work situations.

The internship will involve working with local industry (Government or Private Organizations/Institutions), business establishments (micro, small and medium), local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities), media organizations, social organizations, artists, craft persons, or a professional (individual/organization) etc. to provide the opportunities for students to actively engage in an experiential learning.

Every student for the PG Programme shall be required to undergo 4 credit internship of 4-6 weeks duration before taking an exit or completing the degree programme.

- i. A student for the PG Programme shall be required to undergo internship during vacation after the second semester examination and s/he has to apply 15 days before the commencement of second semester examination. If s/he opts to exit with Postgraduate diploma in the subject, then it shall be obligatory to complete the internship after second semester examination. However, for those students who have taken lateral entry into the third semester and have completed internship of 4-6 weeks duration during first year, the internship is not required after the fourth semester examination.

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ii. A student will inform and get approval from the Chairperson/Principal/Director of the DCI before going for an internship. The internship will involve working with local industry, business establishments, artists, craft persons, or a professional (individual/organization), NGO and Government or Private organizations/Institutions. Student will submit a copy of the report (a hard copy and a soft copy in PDF) to the Department/College/Institute within 15 days after the completion of internship. A student has to submit a certificate of attendance and work done report from the organization/professional where at the internship was done. The evaluation of the internship shall be done by an internal examiner mainly on the basis of the report and viva-voce. Marks will be awarded by the internal examiner out of 100 marks.

iii. The internship will be governed by the prevailing rules of the University from time to time.

5. Management of Internship

An internship provides learning experiences related to a student's interest or discipline of study. It also gives an opportunity to acquiring new skills. The Department/College/Institute (DCI) will have an important role in exploring internship providing organizations, making students aware, arranging internships, assessment of internship for their students by following the instructions in this policy document.

5.1. Internship Cell

Every DCI will establish an internship cell with the following composition:

- i. Chairperson/Principal/Director
- ii. Internship Coordinator
- iii. Teacher Supervisors

5.2. Incharge of Internship Cell

The concerned Chairperson/Principal/Director of the DCI will be the overall Incharge of the Internship Cell. The Chairperson/Principal/Director may appoint a senior faculty member as Internship Coordinator and Teacher supervisors of different PG programmes in the DCI. This cell may be constituted separately or may be associated with the existing placement/entrepreneurship/skill development/R&D cell of the DCI.

5.3. Internship Coordinator

Each DCI shall have an Internship Coordinator who will be responsible for the overall management of internship course in post-graduate programmes. The Internship Coordinator will coordinate all the activities of Internship cell. S/he will ensure the timely notification of internship opportunities available with the internship cell through display of notifications on notice board/website of DCI. The Internship Coordinator will allocate the student(s) interested in internship to the respective Teacher Supervisors of different PG programmes in Department/College/Institute. The Internship Coordinator will also convene the meeting of the internship cell for the smooth conducting of the internship activities and will ensure the timely evaluation of internship reports and submission of awards in the internship cell. The Internship Coordinator will ensure the proper maintenance of records in the cell pertaining to internship.

5.4. Teacher Supervisor

A regular teacher of the DCI shall be assigned the duty of Teacher Supervisor to the student(s) for internship. The Teacher Supervisor will guide, counsel, and facilitate the students during the process of exploring the interest areas of internship and possible places for doing the internship accordingly. S/he will monitor and supervise the student(s) during the internship period. The Teacher Supervisor will

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also keep the record of the consent of Internship Mentor and the organization, awards submitted by Internship Mentor and the report of the internship submitted by the student(s). S/he will also evaluate the internship reports of the students allotted to her/him for rest of 50% of the score and shall submit the total awards of internship course.

It is desirable that the Teacher Supervisor should conduct a short duration formal meeting, either in online or offline mode, at least once during the internship with the Internship Mentor.

6. Internship Providing Organization

The internship can be done by a student to get the opportunities for active engagement in experiential learning preferably in their respective discipline at an Internship Providing Organization (IPO) with the permission of the DCI. Internship Providing Organization is an organization, HEI philanthropy, farmer, government organization, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme.

Different categories and types of the internship providing organizations are mentioned below:

- Local industry;
- Government or Private Organizations/Institutions;
- Business establishments (micro, small and medium);
- Local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities);
- Media organizations;
- Social organizations;
- Artists, craft persons, or a professional (individual/organization);
- Research laboratories;
- HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects;
- Placement cell;
- Alumni;
- Libraries;
- Organizations working for adult education;
- Community service;
- Organization/enterprise/start-ups/corporate;
- Farmlands;
- Gig workers;
- Non-government organizations (NGOs);
- Research & development organizations, and
- Educational institutions

Training/Skill Development Certificate courses/programmes from Govt./Govt. approved agencies/bodies, of equal duration i.e., minimum 4-6 weeks will also be considered as internship courses. The level of internship course should be at par with level 6.0-7.0 as per NHEQF of PG courses. Students can also choose multiple micro credentials courses to make up to 4 or more credits of level 6.0 – 7.0. The credits of micro credentials/ skill based/employability courses can be used as credits to internship.

Internships offered through Central/State Govt. portals for offering internship/ apprenticeship /skill development/training programmes shall also be considered as equivalent to internship courses.

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The internship cell will explore the possible internship positions in different areas in different organizations and make the students aware about the same through regular notifications, mentor-mentee meetings, counselling sessions and other such programmes organized at their DCI. Local organizations should be given preference for doing the internship. Students should be encouraged to choose the organization for doing internship and to seek the consent from that organization.

A suggestive list of possible areas of internship and the organizations is given in the **Appendix-I**. This list is not exhaustive but indicative. The different areas and internship providing organizations can be included at the level of DCI according to requirements and opportunities at the local level.

The students can also generate internship projects based on their own contacts. Students can choose industry mentor from HEIs/ research organizations/industrial R&D labs/Universities/other national reputed institutions/organizations/industries/ emergency professional/NGOs/local government officials/outside India experts working at the international level/social networking sites (e.g., LinkedIn).

A DCI can also explore the internship courses on their own from the following websites/ portal and check the possible job roles across sectors for exploring the internship areas, where internships are offered by many reputed organizations:

1. National Qualification Register (<https://nqr.gov.in/>);
2. Skill India Digital Hub (SIDH) - Upskilling, reskilling, career growth and lifelong learning (<https://www.skillindiadigital.gov.in/sector/list?forCourse=true>)
3. Internshala (<https://internshala.com>)
4. Swayamplus (<https://swayam-plus.swayam2.ac.in>)
5. National Skill Development Councils (<https://nsdcindia.org/sector-skill-councils>)
6. Letsintern (<https://letsintern.in>)
7. Killer Launch
8. Hellointern, etc.

Chairperson/Principal/Director of a DCI shall be competent for allocation of internship to its students.

As a next step, the internship cell will invite applications for internships from the students in the prescribed format (**Appendix-II**) during the second semester.

7. Internship Mentor

The Internship Mentor is an individual professional or owner or an employee working in an internship providing organization where a student wants to do the internship. The internship providing organization can be chosen by the student oneself through her/his own sources/network with the permission of DCI or as allocated by the DCI. The Internship Incharge/Coordinator will provide the recommendation letter (**Appendix-III**) in the name of internship providing organization to the student. The Internship Mentor will provide guidance to the students online/offline throughout the internship duration (4-6 weeks).

The Internship Mentor will validate the participation and performance of the student(s) after the completion of the internship and will issue the completion certificate. Internship Mentor will evaluate the student on the basis of attendance, punctuality, learning, meeting objectives and time line and will award the marks out of 50 in the completion certificate.

8. Credits, Duration and Level of Internship

Every student for the PG Programme is required to undergo internship as a course of 4 credits of 4-6 weeks duration (120 hours) before taking an exit or completing the degree programme. A student for

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the PG Programme shall be required to undergo internship during vacation after the second semester examination.

If s/he opts to exit with Postgraduate Diploma in the subject, then it shall be obligatory to complete the internship before exit.

The level of internship course should be at par with level 6.0-7.0 as per NHEQF of PG courses. Focus of internship course should be on (i) Innovation, (ii) Critical thinking (iii) Analysis, (iv) Problem solving approach, (v) Suggestive solutions, (vi) Application and implementation etc.

9. Internship Procedure

- i. The internship cell of the DCI will notify a list of different internship areas, internship providing organizations, internship positions, and internship projects arranged by the DCI or where a student can apply for on its notice boards at the onset of even semester. That list can be either in the form of **Appendix-I** or as drawn by the DCI.
- ii. The student shall apply for internship in response to the notice of the internship cell in the prescribed format (**Appendix-II**). It is the responsibility of the student to apply for the internship well in time.
- iii. The Internship Incharge/Coordinator will allocate the received applications of internships to the Teacher Supervisors of different PG programmes in the DCI.
- iv. The Internship Incharge/Coordinator will provide the recommendation letter (**Appendix-III**) in the name of internship providing organization to the student.
- v. The student will contact internship providing organization/Internship Mentor to get the consent for guiding internship (**Appendix-IV**) and shall submit the same to Teacher supervisor along with the tentative schedule of the internship.
- vi. The student will move for internship with the intimation to the Teacher Supervisor.
- vii. After completion of the internship, the student(s) will submit the internship 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) within 15 days of the completion of internship to the Teacher Supervisor at the DCI. An indicative format of the internship report is given in the **Appendix -V**.
- viii. The student will collect the internship completion certificate duly signed by the Internship Mentor (**Appendix-VI**) and shall submit the same along with internship report to the Teacher Supervisor. Internship report without completion certificate shall not be entertained.
- ix. The student has to maintain the day wise dairy dully signed by Internship Mentor as per format (**Appendix-VII**).

10. Internship Evaluation

The evaluation of the internship shall be done by the Internship Mentor of IPO and Teacher Supervisor of the DCI separately and of 50 marks each.

- i. Internship Mentor will evaluate the student on the basis of regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives. The internship mentor will give the awards at the completion of internship in the given format of **Appendix-VI**.
- ii. The teacher supervisor will evaluate the intern for 50 marks based on internship report and viva-voce within 15 days after the submission of the internship report. The internship report will be evaluated in terms of its contents and presentation in the context of relevant sections of the internship report as per format given in **Appendix-V**.

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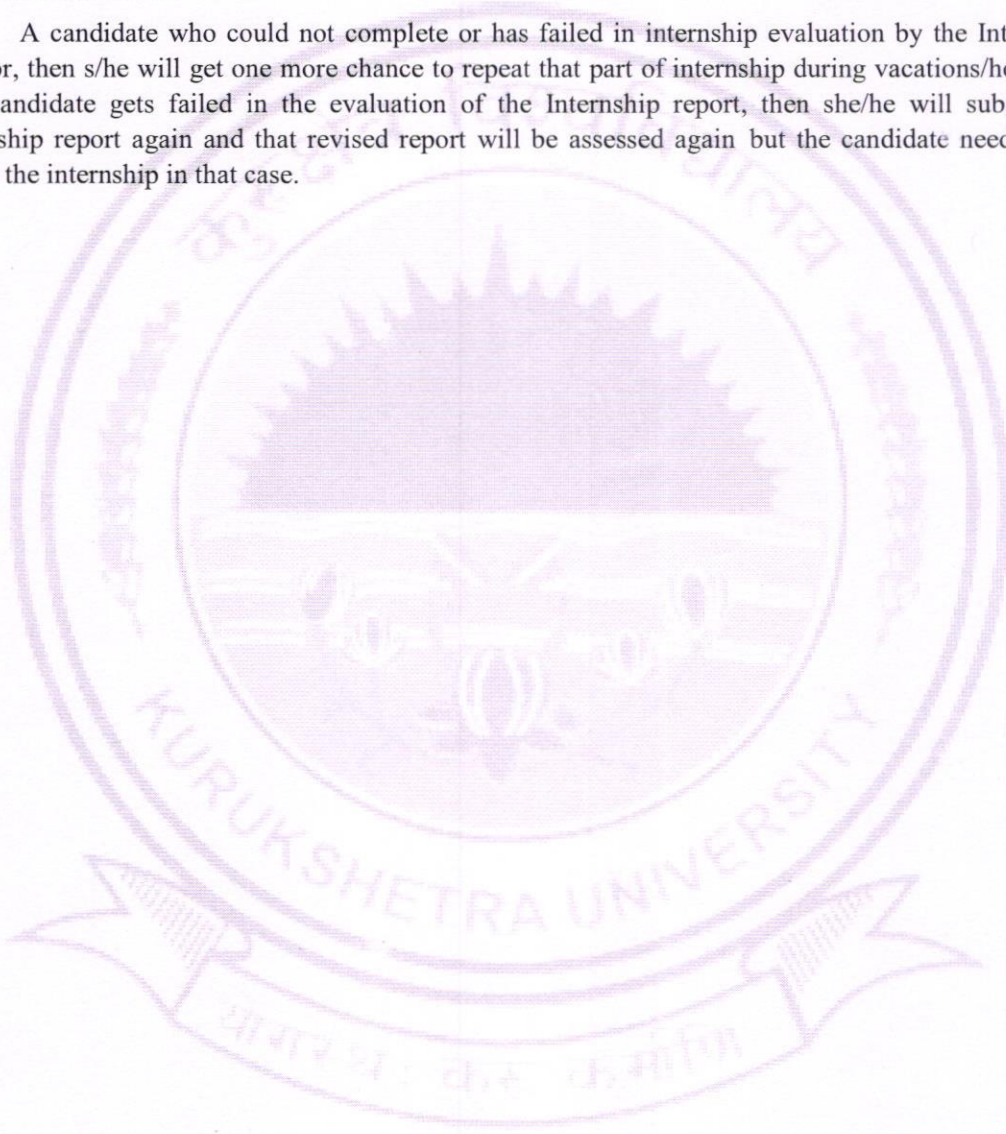
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iii. Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

A student has to obtain minimum 40% marks (Grade 'P') each in the evaluation by Internship Mentor and Teacher Supervisor.

The Teacher Supervisor will submit the cumulative awards and records (**Annexure-VIII**) to the Internship coordinator of the respective PG programmes in DCI for onward submission on the university portal within the stipulated time period of 15 days after the submission of the internship report as stated above.

A candidate who could not complete or has failed in internship evaluation by the Internship Mentor, then s/he will get one more chance to repeat that part of internship during vacations/holidays. If a candidate gets failed in the evaluation of the Internship report, then she/he will submit the Internship report again and that revised report will be assessed again but the candidate need not to repeat the internship in that case.



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Appendix-I
List of Internship Providing Organizations

S. No.	Type of Internship	Organizations/ Establishments
1.	Financial Analysis and Reporting	Companies/business Organizations (Manufacturing/ Trading)
2.	Accounting Software Proficiency	Accounts Service providers/Banks (commercial and cooperative)
3.	Data Analysis and Visualization	Banks (Commercial/Cooperatives) Advertising Agencies/ Insurance Companies Stock Investment Companies/ Agencies
4.	Tax Preparation and Compliance	Reputed CA, Account service providers, Income tax service providers/ advocates
5.	Financial Planning and Wealth Management	Financial advisors/companies
6.	Business Process Improvement	Financial advisors/companies, retail stores, Retail estate companies, trade associations, certified accounting agencies
7.	Communication and Presentation Skills	Companies/Business Organizations (Manufacturing/ trading)/ Banks (Commercial/ Cooperatives)/ Advertising Agencies/ Insurance Companies/Stock Investment Companies/ Agencies/NGOs/Retail Stores/Real Estate Companies/ Trade Associations
8.	Project Management	Companies/Business Organizations (Manufacturing/ trading) Banks (Commercial/ Cooperatives)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations
9.	Compliance and Regulatory Affairs	Reputed CA, Account service providers, Income tax service providers/ advocates
10.	Financial Reporting and Analysis	Financial advisors/Companies
11.	Marketing and Market Research	Advertising Agencies/Insurance Companies/Stock Investment Companies/ Agencies/ NGOs/ Retail Stores/Real Estate Companies/Trade Associations
12.	Sales and Business Development	Advertising Agencies/Insurance Companies/Stock Investment Companies/ Agencies/ NGOs/ Retail Stores/Real Estate Companies/Trade Associations
13.	Human Resources Management	Companies/Business Organizations (Manufacturing/ trading)/ Banks (Commercial/Cooperative s)/Advertising Agencies/ Insurance Companies/Stock Investment Companies/ Agencies/ NGOs/ Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies
14.	Operations and Supply Chain Management	Companies/Business Organizations (Manufacturing/ trading)/ Retail Stores/Real Estate Companies/Trade Associations
15.	Entrepreneurship and Small Business Management	Companies/Business Organizations (Manufacturing/ trading)/ Advertising Agencies/ Insurance Companies/ Stock Investment Companies/ Agencies/ NGOs/ Retail

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