

INTERNSHIP MANUAL

**For Three-Year Degree and Four-Year Honours Undergraduate Programmes (FYUGP)
As per Curriculum and Credit Framework Guidelines for UG programme under
Nagaland University (2023)**

1. Introduction

Internships form an integral component of the Four-Year Undergraduate Programme (FYUGP), offering students the opportunity to engage in professional and experiential learning. This manual provides the structure, expectations, and procedures related to internships for students enrolled in the 3-year Degree and 4-year Honours UG programmes.

2. Definition of Internship

As per the NU FYUGP guidelines, an internship is:

“Participation 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.”

These internships must:

- Provide on-site experiential learning
- Include studio-based or field practice projects
- Enable community engagement and service

3. Eligible Internship Entities

Internship entities include:

- Local industries
- Government and private organizations
- Business firms
- NGOs
- Artists and craftspeople
- Any relevant professional bodies or communities

4. Internship Requirement & Credit Structure

4.1 Credit Allocation

- Internships carry **2 credits** and are required during **Semester V** of the programme.
- Each credit equals **30 hours** of engagement; thus, a 2-credit internship requires **60 hours** in total.

4.2 Hourly Engagement

- Standard engagement is **2 hours per week** across a 15-week semester.
- However, engagement may be flexibly distributed to accommodate:
 - The varied schedules of partner entities
 - Student availability
 - Semester calendar shifts or breaks

5. Internship Timing Options

Students may opt to complete their internship in:

- Summer or Winter Breaks (as per UGC guidelines)
- During Semester V
- A combination of Semester V and a vacation period

6. Institutional Roles and Responsibilities

6.1 Nodal Officer

- Appointed by the institution
- Responsible for:
 - Receiving Internship proposals from external entities, college departments and students
 - Liaising between college departments and external entities
 - Drafting and standardizing MOUs
 - Guiding Mentors in determining internship terms
 - Maintaining internship records
 - Supporting departments and facilitating evaluation processes

6.2 Department Internship Coordinator (Mentor)

- Each department must appoint one faculty member as the Internship Mentor.
- Responsibilities include:
 - Coordinating with the Nodal Officer
 - Facilitating student placements
 - Determining internship terms (duration, hour distribution, evaluation)
 - Overseeing student progress and guidance

6.3 Internship Evaluation Committee

- Formed at the institutional level
- Comprises faculty members (distinct from the Nodal Officer)
- Evaluates internship reports and presentations alongside the Mentor

7. Internship Planning and Execution

7.1 Establishing MOUs

- Nodal Officer drafts and standardizes MOUs
- Mentors modify Standard MOU Format to suit specific Internships
- MOUs are signed by the external entity and the Principal
- MOUs should outline:
 - Duration
 - Nature of work
 - Expected outcomes
 - Supervisor's role from the entity

7.2 Flexibility in Internship Design

- Departments may tailor internships to discipline-specific needs
- Allow for variation in:
 - Weekly engagement patterns
 - Location (on-site/off-site/hybrid)
 - Project-based or research-oriented work

8. Evaluation and Documentation

8.1 Components of Evaluation

- Students must maintain and submit complete logbook
- Student must submit internship report

- Supervisor feedback (from the external entity)
- Mentor's observations
- Presentation or viva (if applicable)

8.2 Grading

- Evaluation Committee and Mentor jointly assess performance
- Final grades are submitted to the examination cell

9. Additional Notes and Recommendations

- Departments already organizing internships may continue to do so independently.
- Internships initiated by the College should be **non-remunerative** in nature. i.e
 - Neither the college nor students will pay any amount to secure or carry out the internship to the external entity.
 - The nature of exchange during the internship will be the free labour of interns in exchange for knowledge and skills imparted by external entities
 - Any expenses incurred during the Internship (travel, refreshment, etc) shall be **solely borne** by the students.
- Students may propose self-identified internship opportunities, subject to departmental approval.
- All internship activities must be documented and archived by the Nodal Officer's office.
- Students are encouraged to maintain a *Learning Journal* during their internship, reflecting on daily activities and insights.

Appendices (To be added by the institution)

- **Appendix A:** Standard MOU Format
- **Appendix B:** Internship Logbook Template
- **Appendix C:** Internship Report Format
- **Appendix D:** Supervisor Feedback Form
- **Appendix E:** Evaluation Rubric