

Memorandum of Understanding (Undergraduate Internship Program)

Between: *Kohima College, Kohima* (a University Grants Commission-recognized higher-education institution, Kruoliezou, Kohima)

and
Mount Hermon Higher Secondary School, Kohima

Effective Date:

Ref. No.:

This Memorandum of Understanding (MoU) is entered into on the above Effective Date by and between *Kohima College, Kohima* (hereinafter "the College") and *Mt. Hermon H. Sec. School* (hereinafter "the Industry Partner"), collectively "the Parties." The Parties agree to collaborate in offering a **2-credit Semester V internship** to undergraduate students, in alignment with UGC's Four-Year Undergraduate Programme (FYUGP) guidelines.

Background and Purpose

The Parties recognize the importance of integrating practical work experience into the UG curriculum, as emphasized by NEP 2020 and the **Nagaland University FYUGP Curriculum and Credit Framework Guidelines 2023**. In particular, the UGC has made internships mandatory and credit-bearing for undergraduate programs. Accordingly, the College and Industry Partner intend to provide hands-on exposure to students in order to improve employability and strengthen industry-academia linkages through such internships. The specific objectives of this collaboration are detailed below.

Objectives

- **Enhance Practical Skills:** Provide undergraduates an opportunity to apply classroom knowledge in a real-world setting, thereby improving their employability and professional competence.
- **Industry-Academia Linkage:** Foster a sustained partnership between the College and the Industry Partner, including knowledge exchange and mentoring.
- **Curriculum Integration:** Align the internship with the FYUGP curriculum so that students earn 2 credits for successful completion, contributing to their degree requirements.
- **Shared Responsibilities:** Clearly define the roles and responsibilities of each Party to ensure effective implementation, supervision, and evaluation of the internship.

Roles and Responsibilities

- **College Responsibilities:** The College shall integrate the internship as a 2-credit course in Semester V. The College will *assign credit* (equivalent to 60 hours of work) based on its academic regulations. It will designate a Nodal Officer as well as a Mentor from each department faculty member to supervise the internship program, maintain contact with the Industry Partner, and evaluate the student's performance. The College will also collect evaluation feedback from the Industry Partner and conduct any required assessment of the student's internship report or presentation.
- **Industry Partner Responsibilities:** The Industry Partner will provide a suitable project or work assignment for the intern and ensure necessary infrastructure

(workspace, equipment, etc.). It will appoint a qualified onsite supervisor who will mentor the intern and monitor daily progress. The host organization will complete performance evaluation form namely, Supervisor Feedback Form as requested by the College to assess the student's learning outcomes. The Industry Partner will inform the College promptly of any issues (such as absenteeism or misconduct) affecting the intern's performance. The Partner will collaborate with the College on scheduling, orientation, and any safety or confidentiality policies applicable at the workplace.

- **Joint Supervision and Mentoring:** Both Parties agree that the intern will be jointly supervised: the Industry Partner's onsite mentor will oversee day-to-day activities, while the College faculty coordinator (Mentor) will maintain periodic contact and jointly evaluate progress. The Parties will communicate regularly to review the intern's assignments and provide guidance.

Credit Structure and Duration

- **Credit Allocation:** The internship is designated as a 2-credit course (as per the UGC and Nagaland University's academic policy). In a typical FYUGP framework, 2 credits correspond roughly to 60 contact/work hours.
- **Internship Period:** The internship will be undertaken during the Semester V session (or immediately preceding or following Semester V, as per the academic calendar), lasting approximately 15 weeks or 60 hours of work, whichever is convenient.
- **Scope of Work:** The intern's responsibilities, tasks, and expected deliverables will be outlined in an internship plan agreed by the Mentor/faculty supervisor and the Industry Partner. The plan should include learning objectives and timelines.

Evaluation and Certification

- **Performance Evaluation:** The Industry Partner will assess the intern's performance using the College's evaluation criteria. The supervisor will ensure issuing of completion certificates and submit the Supervisor Feedback form to the College at the internship's conclusion.
- **Student Deliverables:** The student shall prepare an internship report (or project deliverable) summarizing the work done. The College's faculty supervisor/Mentor will review this report and/or arrange for an oral presentation or viva-voce in front of an Internship Evaluation Committee to determine the final grade. This assessment, together with the host's evaluation, will be used to award the 2 credits for the internship.
- **Academic Record:** Upon satisfactory completion of requirements, the College will include the internship grade in the student's Semester V transcript as per University regulations.

Term, Renewal and Termination

- **Term of MoU:** This MoU shall become effective on the Effective Date and will remain in force for 1 (one) academic year/s unless earlier terminated by either Party.
- **Termination:** Either Party may terminate this MoU by giving at least [three (3) months'] written notice to the other. Termination shall not affect the credit granted for internships already completed under this agreement. The Parties will seek to resolve any disputes amicably before termination.
- **Renewal:** At the end of the term, the Parties may mutually agree in writing to extend or renew this MoU under revised terms, if appropriate.

Miscellaneous

- **Confidentiality:** Both Parties shall maintain confidentiality of any proprietary information exchanged during the internship, unless otherwise agreed. Any publications or publicity about this collaboration shall credit both Parties appropriately.

- **Cost and Liabilities:** Each Party shall bear its own costs. The Industry Partner will ensure compliance with applicable labour and safety regulations for the intern (if engaged, e.g., under an apprenticeship or training program). The intern(s) will not be paid by nor will they pay the Industry Partner for Internship related materials and services. The College will not be liable for any claims arising out of the intern's on-site activities, except as required by law.
- **Governing Law:** This MoU is governed by the laws of India. Any disputes arising hereunder will be subject to the exclusive jurisdiction of courts in Kohima, Nagaland.

Signatures

IN WITNESS WHEREOF, the authorized representatives of the Parties have signed this MoU on the Effective Date above, each intending to be legally bound.

- **For Kohima College, Kohima:**

Signature: *[Signature]*
 Name: DR. VITSOSIE VUPRU
 Designation: Principal
Kohima Collge, Kohima
~~Kohima : Nagaland~~
 Date: 02/06/2025

- **For Mount Hermon Hr Sec School Kohima**

Signature: *[Signature]*
 Name: Changkitong Amur
 Designation: Principal
 Date: 02.06.2025



Witnesses:

[Signature] 26/6/25
 Dr. Emisenle Jamir
 Asst. Professor, Kohima
 (Name, Designation) College

[Signature] 14/6/25
 Kuningyupru
 Head-Teacher Mount Hermon Hr Sec School, Kohima
 (Name, Designation)