

# Internship Policy: Guidelines and Procedures

(With Effect From Academic Year 2023-24)



**CENTRE FOR INTERNAL QUALITY ASSURANCE**

**UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY  
PRYAGRAJ - 211021**

# Internship Policy: Guidelines and Procedures

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## 1. Introduction

The National Education Policy (NEP) 2020 envisages the promotion of quality research within the Higher Education system. Research and innovation are two inherently important aspects to ensure quality education by the Higher Education Institutions (HEIs). Internship at Undergraduate Level is expected to play a vital role in accelerating inter disciplinary/multi-disciplinary and translational research culture embedded in NEP 2020. The internship program mainly focuses on employability of learners and specified the outcomes by competencies desired at industrial centres.

## 2. Objectives

Following are the objectives of the Internship

- 2.1 To allow short term exposure of learners who wish to exit from Bachelor's degree or Post Graduate Degree programme.
- 2.2 To engage learners and acquire the job-specific skill to enter into the workforce.
- 2.3 To promote academic, professional developments.
- 2.4 To identify collaborating HEIs/ organizations/industries/ Research centres etc. for supporting internship programme.
- 2.5 To give learners an exposure to the societal challenges through internships and getting them trained to enter into workforce.

## 3. Internship Framework

- 3.1 The internship will be on unpaid basis.
- 3.2 The internship shall be called as "UPRTOU Internship".
- 3.3 The Internship shall be provided to the learner if s(he) wishes to exit from Level 5 (or 6 or 7) and applies to the In-charge Training & Placement Cell to undergo internship in domain areas specified by UPRTOU or chosen his/her own domain area. A list of domains/areas for which Internship is proposed is enclosed as Annexure 'I'.
- 3.4 **Eligibility:** Bonafide learners of UPRTOU, fulfilling following conditions are eligible to apply for the internship:
  - (a) Under-graduate learners (Level 5), having completed/appeared in the term end exams of first year / 2<sup>nd</sup> semester, of the bachelor degree programme;

- (b) Under-graduate students (Level 6), having completed/appeared in the term end exams of second year / 4<sup>th</sup> semester of the bachelor degree programme;
  - (c) Under-graduate students (Level 7), having completed/appeared in the term end exams of third year / 6<sup>th</sup> semester of the bachelor degree programme;
  - (d) Graduate students having completed/ appeared in the term end exams of first year/2<sup>nd</sup> semester of their post graduate programme;
  - (e) Graduate students having completed/ appeared in the term end exams of second year/4<sup>th</sup> semester of their post graduate programme;
- 3.5 **Period:** The period of Internship shall be at least six weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.

### 3.6 **Mode of Execution**

Internship may be done through following verticals:

- I. Full time Industry Internship cum project
  - II. Full time research internship at research organization/ Indian University/ Foreign University
  - III. Short duration (4-8 weeks) internship in industry with in house project
  - IV. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)
- 3.7 **Experience Certificate:** A certificate regarding successful completion of internship shall be issued by the Adviser of the Internship Provider Organization (IPO) in the enclosed format at Annexure 'II'.
- 3.8 **Logistics & Support:** Interns will be required to have their own laptops. UPRTOU shall provide them related organization.

### 3.9 **Procedure for Applicants & other modalities**

- (a) A learner who wish to exit from 2<sup>nd</sup> (to receive Undergraduate certificate) or 4<sup>th</sup> semester (to receive Undergraduate Diploma) or 6<sup>th</sup> semester of Bachelor Degree programme can apply online only in the address link to be indicated in the website of UPRTOU within one month after the declaration of result and he/she is supposed to pass the 2<sup>nd</sup> (1<sup>st</sup> year) or 4<sup>th</sup> semester (2<sup>nd</sup> year) or 3<sup>rd</sup> year of degree programme.
- (b) Applicants must also clearly indicate the area of interest.
- (c) The applicants who do not fulfil the eligibility conditions, their applications shall be rejected by the system automatically.
- (d) All the applications received online will be made available online to the I/c Training & Placement Cell, concerned Director of School of Studies, Programme Coordinator of concerned programme, I/c Admission Cell, Controller of Examination for further knowledge of learner's status.
- (e) The T&P cell will arrange internship for learner's in industries/organization
- (f) The following general procedure shall be adopted for execution of internship:
  - (i) **Step 1:** Request Letter/ Email from the office of Training & Placement cell of the institute shall be sent to the industry/other HEI/organization to allot different slots of 8-10 weeks after 2<sup>nd</sup> or 4<sup>th</sup> or 6<sup>th</sup> semester as internship periods for the learners. Learner's request letter/profile/ interest areas will be submitted to industries/other HEI/organization for their willingness for providing the training. **(Sample attached)**
  - (ii) **Step 2:** Industry/other HEI/organization will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. The industry/other HEI/organization will be requested to allot adviser/mentor/supervisor for communication between adviser/mentor/supervisor and learner's. In case the learners arrange the training themselves the confirmation letter will be submitted by the learners to the office of

the Training & Placement. Based on the number of slots agreed by the Industry, Office of Training & Placement will allocate the learners to the concerned industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by T&P cell / Faculty members who are particularly looking after the Internship of the learners.

- (iii) **Step 3:** Learner's on joining Internship Training at the concerned Industry / Organization, will submit the Joining Report/Letters / Email to the Office of Training & Placement and Director of concerned school who will also communicate to the concerned programme coordinator to know the current status of learner.
- (iv) **Step 5:** Learners will submit internship report in the format provided by the institute/other HEI/organization after completion of internship along with certificate obtained from the industry/other HEI/organization.

### 3.10 Attendance

While doing internship, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Internship Provider Organization (IPO) and after completion of internship, a copy of attendance will be sent to Office of Training & Placement of UPRTOU.

## 4. Internship and Academic Credentials

Internship aims at providing hands on training in tools, techniques, methodologies, equipment's and learning various other aspects. The intern can work with faculty/scientists in HEIs, Research Institutions, Industrial research labs, nationally reputed organizations and individual persons distinguished in specific fields (Draftsmen, artisans, musicians, artists, choreographers, carpentry, forging etc.). Such experience will help learners to build competence and capability, acquire professional working skills, expertise, and confidence to enter into the workforce while choosing exit option.

### (a) Academic credit

10 credit is allotted for internship.

The internships of 8-10 weeks of 10 credits, after 2nd or 4th semester, will be mandatory for the students desirous of exiting with a certificate or Diploma, respectively.

The continuing students may, however, undergo optional research internships after 2nd / 4th semester, to enhance their research capabilities, by engagement as interns in HEI/Research Institute/Industrial R&D labs.

- (i) For -internship, 1 credit implies a minimum 45 hours of engagement in internship activities in a week. This means an engagement of 450 hours for the assigned credits of 10.
- (ii) The proposed distribution of academic credits for the internship as a part of 3 or 4 or 5-year degree programme will be as under.
  - I. A minimum of 10 credits of internship after first year of Degree Programme for a Certificate to be completed in two months.
  - II. A minimum of 10 credits of research internship after second year of Degree Programme for a Diploma to be completed in two months.
  - III. A minimum of 10 credits of research internship after third year of Degree Programme for a Bachelor's degree to be completed in two months.

**(b) Duration and slots for internship in curriculum**

Each undergraduate learner may also complete first internship of 08 weeks duration after 1<sup>st</sup> year, second internship of 08 weeks duration after 2<sup>nd</sup> year of graduate degree programme and third internship of 08 weeks duration after 3<sup>rd</sup> year of graduate degree programme.

The Duration of Internships and corresponding credits are mentioned below:

S. No.	Suggested schedule	Suggested Duration	Activities	Credits
1.	After 2nd semester/1 <sup>st</sup> year	08-10 weeks	Hands on training/Short Research Project	10
2.	After 2nd semester/2 <sup>nd</sup> year	08-10 weeks	Hands on training/Short Research Project	10
3.	After 6 <sup>th</sup> semester/3 <sup>rd</sup> year	08-10 weeks	Hands on training/Short Research Project	10

**5. Internship Programme Management**

The Internship will be fully organised, executed and monitored by In-charge, Training & Placement Office to be appointed by the competent authority.

**6. Monitoring & Evaluation of Internship**

- (i) Internship Supervisor from the Internship Provider Organization (IPO) should monitor the regularity of the intern at his/her workplace.
- (ii) Learners should preferably inform to the Internship Supervisor at least one day prior to availing leave except emergency.
- (iii) The evaluation of internship will be carried by the internship supervisor.

**7. Facilitation by Internship Providing Organization (IPO)**

- (i) IPO may appoint a faculty/person as Coordinator or a nodal officer to look into the matter of facilitating the interns on arrival with registration, identity cards/ library cards/ internet subscription / any other specific requirements, accommodation etc.
- (ii) At the end of the internship, the nodal officer will ensure issuing completion certificates to the intern.
- (iii) The nodal officer may take care of the interns during their stay and address their problems, if any.

**Student internship program application format**

(To be filled online and print copy will be sent to I/c Training &amp; Placement Cell)

1. Learner Name:		Photograph (self attested)	
2. Enrolment Number			
3. Programme Name			
4. Current Year of Study			
5. Residential Address			
6. Email id			
7. Mobile No.			
8. Overall CGPA/SGPA			
9. Mode of Internship (Refer 3.6)			
10. Internship Preferences			
	Location	Domain Area	Company/Institute (if required)
Preference-1			
Preference-2			
I confirm that I agree with the terms, conditions, and requirements of the Internship Programm			
Learner Signature: _____		Date _____	

**Domains/ Areas available for Internship**

1. Agriculture
2. Data Management and Analysis
3. Economics
4. Education/Human Resources Development
5. Energy Sector
6. Commerce/ Industry
7. Health, Nutrition, Women & Child Development
8. Infrastructure connectivity
9. Mass Communications and Social Media
10. Mining Sector
11. Natural Resources, Environment & Forests
12. Public Finances/Budget
13. Rural Development and SDGs
14. Science and Technology
15. Skill Development & Employment
16. Social justice and empowerment
17. Sports and Youth development.
18. Tourism and culture
19. Urbanization / smart city
20. Water Resources/Disaster Management

**Annexure III**

**Format for request letter from University to Internship Provider Organization (IPO)-I**

To,

.....  
.....  
.....

Subject: Request for \_\_\_\_\_ weeks industrial training/Internship for <Programme Name>

Dear Sir,

The U.P. Rajarshi Tandon Open University, Prayagraj established under the Act No. 10/1999 of U.P. Government Legislature is the only State Government University of Open and Distance Learning (ODL) mode. The University is committed and dedicated to increasing access to quality higher education through appropriate use of open and distance learning methods and lifelong learning opportunities through its 12 regional centres and more than 1,250 study centres across the State. The University is dedicated to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers in science, arts and social sciences, agriculture, commerce and management studies, health sciences and non-conventional energy sources to achieve excellence in these and connected fields.

You may be aware that NEP-2020 focuses on internship and job specific training courses and programmes for Bachelors as well as at Post Graduate level.

In view of the above, I request your good self to allow our following **(no. of students)** learners for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

<b>Sr. No.</b>	<b>Name</b>	<b>Enrolment No.</b>	<b>Year</b>	<b>Programme Name</b>

If vacancies exist, kindly do plan for Campus/Off Campus Interview for \_\_\_\_\_ batch passing out students in above programmes.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer  
UPRTOU, Prayagraj

**Format for request letter from University to Internship Provider Organization (IPO)-II**

To,

.....  
.....  
.....

Subject: Request for \_\_\_\_\_ weeks industrial training/Internship for <Programme Name>

Dear Sir,

Our Learners have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our learners during training in previous years.

In view of the above, I request your good self to allow our following **(no. of students)** students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

<b>Sr. No.</b>	<b>Name</b>	<b>Enrolment No.</b>	<b>Year</b>	<b>Discipline</b>

If vacancies exist, kindly do plan for Campus/Off Campus Interview for \_\_\_\_\_ batch passing out learners in above programmes.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer

UPRTOU, Prayagraj

**Student Joining Letter Format**

To,

The Training & Placement Officer  
U.P. Rajarshi Tandon Open University  
Shantipuram-Sector-F, Phaphamau  
Prayagraj-211021.

Subject: Internship joining report.

With reference to acceptance of internship by **(Name of the Internship Provider Organisation)** through letter/email dated \_\_\_\_\_, I hereby pleased to communicate you that I have joined as Internee on \_\_\_\_\_. Initially I have been posted in \_\_\_\_\_ department. During this Internship, my contact number will be \_\_\_\_\_ and e mail id will be \_\_\_\_\_. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Name of the learner with sign)

**For Immediate Supervisor/Adviser/Guide:**

The above-mentioned learner of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.

**Student Daily Diary (Log) Recording Format**

Day-1		Date	
Time of arrival		Time of departure	
Depart./Division		Name of finished job	Remarks
Name of HOD/ Supervisor			
With e-mail id			
Main points of the day			

< Compilation of weekly report shall be countersigned by Supervisor/Adviser/Guide >

**Format for Adviser/Guide/Supervisor Evaluation of Intern**

(To be sent to Training &amp; Placement Office along with Annexure IX)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Work Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_  
 Internship Address: \_\_\_\_\_  
 Date of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate intern by indicating the frequency with which you observed the following behaviours:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviour				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Use technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/ originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager \_\_\_\_\_

**Annexure- VIII**

**Student Feedback of Internship (To be Filled by Learner after Internship Completion)**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Industrial Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Internship is: Paid / Unpaid

Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Faculty Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

\*\*\*Please fill out the above in full detail\*\*\*

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study? (Tick any one)

\_\_\_\_\_ Yes, to a large degree

\_\_\_\_\_ Yes, to a slight degree

\_\_\_\_\_ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me to develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					

This experience has:	Strongly agree	Agree	No opinion	Disagree	Strongly disagree
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the University internship program, faculty members are expected to be mentors for learners. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship? (if any)

Considering your overall experience, how would you rate this internship? (Tick one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Date:

(Name and Signature of Learner)

**Annexure IX**

**FORMAT OF INTERNSHIP COMPLETION CERTIFICATE**

**(To be given on Letter Head of Internship Provider Organization)**

Dated: <Date>

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that <Mr./Ms.> ..... a student of U. P. Rajarshi Tandon Open University, Prayagraj has successfully completed <his/her> Internship with <Name of Internship Provider Organization> from ..... to ..... During the period of Internship, he/she worked under <Name of Adviser>..... In the following areas.

(i)

(ii)

2. <He/She> has shown special flair for ..... and his/her performance in the preparation of report has been rated as .....

3. During the period of <his/her> internship programme <he/she> was punctual and hardworking.

4. I wish <him/her> every success in <his/her> life and career.

( Signature )

<Supervisor/Guide/Adviser>