BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur, Dist.: Bankura, Pin- 722155, West Bengal

DRAFT MODALITIES OF INTERNSHIP FOR UNDERGRADUATE PROGRAMME

(*for the students admitted under the Bankura University under the New Curriculum and Credit Framework from the academic session 2023-24***)**

An internship is a professional learning experience providing students with hands-on exposure directly aligned with their academic pursuits or career aspirations. This dynamic experience is instrumental in fostering career exploration and skill acquisition. Integral to this immersion are engagements with diverse entities, spanning government bodies, private organizations, esteemed educational institutions, cutting edge research and development initiatives, entrepreneurial endeavours, and local industries as prescribed in the guidelines issued by UGC bearing D.O. No.1-1/2021(QIP)(CBCS) dated 31.01.2023 and D.O. No. F. 1-5/2021(NEP/Desk-Parl.) dated 02.02.2024. This transformation underscores their role in elevating interns through a dual process of learning and practical exposure. The overarching goal is to equip students with not just theoretical knowledge but also the ability to seamlessly apply and contextualize this knowledge.

Objectives:

The objectives of conducting the internship for Undergraduate (UG) program are:

1. Integration of class room with workplace
2. Understanding the world of work
3. Exposure to emerging technology
4. Enhance entrepreneurial capabilities
5. Development of teamwork and decision-making
6. Enhancing professional competency
7. Ethical values
8. Facilitate, Instruct and orient the students in developing the research aptitude
9. To Prepare students to understand organisational culture and familiarize them with organization needs.
10. To equip students with skills and knowledge that are relevant to their future careers.
I1. To sharpen domain knowledge and provide core competency skills
12. Understanding of the world of work: To provide undergraduate 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.

Internship and Exit:

- Student who intends to exit the undergraduate programme should mandatorily complete the internship with a score of at least 40% marks in the evaluation of the same before exit as per Table-1 and as per the Programme Structure/Regulations of the Bankura University for New Curriculum and Credit Framework for Undergraduate Programmes.
- A student who intends to exit shall have to opt for that in the respective column of the application form for the respective semester examination following the process to be decided by the Controller of Examinations.

- However, any such student who wants to withdraw the exit option may do so within 07(seven) days of the completion of theoretical examinations following the process to be decided by the Controller of Examinations.

Table-1			
Sl. No.	Category of Course	Suggested activities	Credits
1	CERTIFICATE (After completion of SEM II)	Choose any one from Pool of Internship offered by the Institution on the portal of HEI, Or Other Internship selected by the student in his/her own with prior approval from INSTITUTION.	4 (ADDITIONAL)
2	DIPLOMA (After completion of SEM IV)	Do	4 (ADDITIONAL)
3	For UG DEGREE (SEM V)	Do	2 (Compulsory for all students)

Period of programme:

- For an internship, one credit of Internship means two-hour engagement per week.
- An internship of 2(two) credit of 60 hours duration after the 4th semester will be mandatory for the students enrolled in UG degree programmes.

Nature of Internship:

Students will be provided with opportunities for internships to actively engage with the practical side of their learning and, as a by-product, further improve their employability. There are some indicative clusters identified as follows and colleges at their own level can identify and also go beyond these clusters for internships with prior approval of competent authority:

Sl No.	Broad Area	Pools of Internships
1	Trade and Agriculture Area	Farm internships, agriculture research internships, agri-business internships selected by the institutions (parent Institute).
2	Information Technology/Information Technology enabled Services & Electronics Area	Internships/skill development from Govt. approved computer centre like Webel, Youth Computer Centre like computer centres or any centre selected by the institution (parent Institute) or from any centre but prior permission from the parent Institute.
3	Digitisation & Emerging Technologies	Internships/skill development from Govt. approved computer centre like Webel like computer centres or any centre selected by the institution (parent Institute) or from any centre but prior permission from the parent Institute.
4	Life Science Area	Internship course may formulated by Life Science Department like Vermicomposting, Mushroom culture, Aquaculture, Lab maintenance skill, Horticulture or

		other relevant area but prior permission from the parent Institute.
5	Healthcare Area	Pathological skill / First aid skill/Diet management learns from within the institution or neighbouring institutions/ Pathological lab may be selected by the institutions (parent Institute).
6	Environment Area	Internship on study of environmental problems offered by parent institution or neighbouring institutions selected by the parent institutions.
7	Humanitarian, Public Policy and Legal Service Area	Projects on study of the effectiveness of various government and non-government schemes from parent institution or neighbouring institutions selected by the parent institutions.
8	Internships with local industry, businesses	Internship offered by parent institution or neighbouring institutions selected by the parent institutions.
9	Handcraft, Art, Design & Music Area	Internships/skill development from Artists and craft persons selected by the institutions (parent Institute) or from other person but prior permission from the parent institutions.
10	Economy & Banking Financial Services and Insurance Area	Internship offered by parent institution or neighbouring institutions selected by the parent institutions.
11	Sports, Wellness and Physical Education Area	Internship offered by parent institution or neighbouring institutions like meditation, Yoga etc. selected by the institutions or from other person but prior permission from the parent institutions.
12	Communication Area	Internship from Visual Media Houses or Print Media Houses selected by the institution (parent Institute) or from any centre but prior permission from the parent institutions.
13	Education	Internship offered by parent institution or neighbouring institutions as peer group teaching in schools, colleges, special school like IICP, Monovikash Kendra, and any NGO, media houses
14	Social Science	Internship from Social science research organizations, government institutions, NGOs, media, survey agencies, and community based organizations or from any centre with prior permission from the parent institutions.

*** The internship may be pursued on either a paid or unpaid basis, depending on the selection made by the interns themselves subject to the approval of the competent authority.

Guidelines:

➢ Each college shall appoint Nodal Officer (s) as per UGC guideline. Nodal Officer is responsible for developing need and demand-led verticals as well as expectations from each vertical in undergraduate programmes.

➢ Internship would involve a student from a parent institution and he/she would be attached to an internship supervisor (IS), or mentor preferably from the same institution for a specified duration and conduct a time-bound internship project. The respective college (parent Institute) and the Internship Providing Organization (IPO) would play important roles in facilitating the smooth conduct of the internship.

➢ Colleges can make a memorandum of understanding (MoU) for internships with the local Institution or Industry and reflect the same in their official website/portal. Colleges need to make their digital portals where they can register experts, agencies, industries, organisations, and mentors, faculty members which are open and visible to students.

➢ A provision of group internship may also be considered for handling the chunk of students in a particular domain by colleges. The group can be identified for a particular theme assigned to a particular industry or institution supervised by an internship supervisor and mentor.

➢ Students can also come together and submit their proposal to the R&D coordinator and then after the examination of the proposal the cell can approve/reject it.

➢ Provide a letter of recommendation in due consultation with students and the organization (if possible) where the internship is intended to be carried out, endorsed by the authority, Principal/Institution Internship Coordinator).

➢ The institution, based on local assessment, programs offered by the institute/university can identify projects linked to the local industry needs and create a pool available on the portal. The student chooses a project, and he must get a supervisor and mentor for it. The mechanism of local industry collaboration should be one of the focal points of institutions for providing internship opportunities to students.

➢ The internship can be linked to the outcomes of value-added/skill-development/ability enhancement courses.

➢ For forward integration the colleges need to develop a list of projects along with a list of mentors, the same can be uploaded on the portal developed by colleges. The students can pick projects and get paired with chosen mentors along with an option of co-mentor from the same or any other reputed institution or organisations.

➢ Certain experienced people superannuated as research scientists, academics, industry professionals, farmers, entrepreneurs, local artisans and other experts, etc. can get registered on a portal as mentors from various disciplines.

➢ The student can undertake the internship either individually or in small groups of five to ten but has to submit a report individually.

➢ The schemes/nature of Internships for UG programmes are not necessarily restricted to the students studying in the same subjects.

➢ A certificate shall be issued by the IPO where the Internship is conducted to the students after successful completion of Internship.

➢ In case of any discrepancy the decision of the appropriate authority of the Bankura University shall be final.

Internship Report:

After completion of the Internship, the student shall prepare, with Activity logbook as a reference, a comprehensive report in consultation with the mentor to indicate what he/she has observed and learned in the training period along with the internship outcomes. The training report should be signed by the internship supervisor of the concerned college, authorised for the purpose, before the date of evaluation.

Evaluation:

➢ The parent institution will examine/evaluate the student's performance following the evaluation method and/or guidelines of the University.

➢ At institution, the intern will be evaluated through an internship report/seminar/viva voce on his/ her work, by a committee where an external examiner will be appointed by the University.

➢ The Head of the concerned Department and the concerned Supervisor will be the other members of the committee of the Viva-voce/seminar.

➢ Evaluation will be on the basis of following suggestive aspects:

  I.   Activity logbook and evaluation of Internship report duly signed by appropriate authority
 II.   Format of presentation and the quality of the intern's report
III.   Acquisition of skill sets by the intern
 IV.   Originality and any innovative contribution
  V.   Practical applications relationships with basic theory and concepts taught,
 VI.   Certificate by the concerned workplace head/manager

➢ The process of submission of marks of internship shall be formulated by the Controller of Examinations, Bankura University.

Distribution of 50 marks for Internship evaluation:

Proposed distribution of 50 marks for Internship evaluation	
Relevance of the Internship	05
new methods /Techniques Learnt	10
Internship report (3000-5000 words)	10
Presentation of Skill/ Seminar presentation	10
Viva-voce	15
Total	**50 marks**