VIDYASAGAR UNIVERSITY

Office of the Secretary, Council for Undergraduate Studies

Midnapore – 721102, PaschimMedinipur, West Bengal.

Ref. No. VU/UG/ 24 /2025 Dated: 14.05.2025

To
The Principal/TIC/OIC(s)
All the affiliated Colleges under
Vidyasagar University

Reg.- Guidelines for Internship / Apprenticeship (IA) under CCFUP (NEP)

Dear Sir / Madam,

This for information of all concerned that the Guidelines for Internship / Apprenticeship (IA) with effect from academic session 2024 – 25 under CCFUP (NEP) is attached herewith for your kind perusal and needful action please.

Thanking you with regards.

Sd/-

Secretary
UG Council

Copy forwarded to:

1. The Registrar, VU
2. The Controller of Examinations, VU
2. The Inspector of Colleges, VU

Secretary
UG Council

Secretary
U. G. Council
VIDYASAGAR UNIVERSITY

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Website: http://vidyasagar.ac.in

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SUMMER INTERNSHIP -2
GUIDELINES FOR INTERNSHIP/ APPRENTICESHIP
(UNDER CCFUP, NEP)

Course Code	Semester	Course Title	Credit	L-T-P	CA	ESE	Total
IA	**IV**	**Internship/Apprenticeship**	**4**	**0-0-4**	**-**	**50**	**50**

General Guidelines for Internship/Apprenticeship (IA):

Under new curriculum system (CCFUP, NEP) Students will be provided with opportunities for Internship/Apprenticeship/ Entrepreneurship with nearby locality, local bodies, local industry, business organizations, health and allied areas or any other suitable and available areas/ fields. Internships are an integral part of the academic curricula. It shall be a short-term engagement in a suitable organization or hands on training in order to gain work experience or practical exposure. Any entrepreneurship/ start-up activities with innovative method/ approach shall also be encouraged.

1. During the **2nd year of studies (Semester-III and IV)**, the students shall be oriented to Internship/ Apprenticeship activities which account for **4 Credits**. This course is mandatory for all the undergraduate student irrespective of disciplines/ programmes.
2. ***Minimum of 120 hours*** *training/internship/apprenticeship in* ***local bodies, local industry, NGOs, business organizations, health and allied areas, rural entrepreneurs, survey, media organizations, artists, crafts persons, training centre, government agencies etc.***
3. Internship/ Apprenticeship shall be under the supervision of a college faculty designated as **Internship/ Apprenticeship Coordinator** to be engaged by the Principal/TIC/OIC.
4. Students of Internship/ Apprenticeship shall have to produce a report related to the work carried out along with activity log book and the Certificate of completion from the concerned authority. Assessment/ Evaluation of Internship/ Apprenticeship shall be conducted **at the end of Semester-IV** based on the report and subsequent viva-voce.
5. The colleges shall establish Internship/Apprenticeship/ Entrepreneurship Cell to maintaining liaison with industries/ bodies/ institutions to facilitate the students.
6. The programme specific guidelines for Internship/Apprenticeship shall be provided in the respective syllabus.

The draft internship modalities detailed hereunder will be effective from academic session 2024-2025 onwards under the CCFUP (NEP) curriculum of Vidyasagar University.

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MODALITIES OF INTERNSHIP/APPRENTICESHIP (IA)
VIDYASAGAR UNIVERSITY
(Under CCFUP, NEP)

1. Introduction:

In New Education Policy (NEP), 2020 Internships/ Apprenticeship have become a cornerstone of the curriculum. Internships/ Apprenticeship serves as a crucial link between theory and practice for students, offering hands-on experiences to refine skills and clarify career goals. The aim is to equip students with both theoretical knowledge and the skills to apply it effectively in practical field.

2. Scope:

Under the Summer Internship programme, Internships/ Apprenticeship/ Entrepreneurship activities are the compulsory component of the curriculum for all the discipline/ programmes. The students of all programmes shall be exposed to hands-on-training based learning as prescribed in the guidelines laid down in the Provisional Regulations for CCFUP, NEP 2023-24 of Vidyasagar University.

3. Period of programme:

The Internship/ Apprenticeship shall be ***Minimum of 120 hours*** duration and will be undertaken during the **2nd year of studies (Semester-III and IV)**. The internship program will commence at the beginning of the Third Semester and will be evaluated upon its completion at the end of the Fourth Semester.

4. Course Coordinator:

The Principal/ Head of the Institution shall be Nodal Authority to monitoring the Internship / Apprentice of the students. Internship may be assigned individual level or in small groups. Dedicated Supervisor or Course Coordinator, a faculty member from the respective College/ Institution to be engaged by the Principal/TIC/OIC for offering continuous guidance and support for internship/ apprenticeship.
All the college faculties shall have to participate in planning of the Internship / Apprenticeship programmes, allocation of internship/ apprenticeship/ training/ project to the individual student or small group of students and monitoring of their activities.

5. Provisions:

a. Majority of the Undergraduate Board of Studies (UGBOS) in consultation with faculties of the respective subject/ department are designing subject specific internship/ apprenticeship guidelines which are being included in the respective curriculum / syllabus.

b. The colleges may adopt and offer internship programmes designed by themselves according to local needs and feasibility.

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c. Two or more neighbouring colleges can exchange students for internship programs. Mentors at the partnering colleges may offer these students project/ assignments related to their curriculum. Projects may include advanced academic pursuits, hands-on training using new methods, techniques, programmes or anything as per the guidance of the mentor.

d. Student may visit an industry for hands-on training or to get exposure with industry-related issues or in plant exposure of operation & management under the guidance of an industry official.

e. Student may visit to research institution, laboratory or university to engage in research-related activities under the guidance of the respective scientist or professor or professional.

f. Student may work in a company's outlet or similar type of offices, hotel and tourism sector, local Govt. bodies e.g. municipality, gram panchayat and other Govt. offices in nearby areas, NGOs, local business organizations, health and allied areas, rural entrepreneurs, survey organization, media houses, etc. under the supervision of the respective official or a faculty of his/her own college or a faculty from another college/university.

g. Student may also engage in training/ internship with artisans, rural and tribal crafts persons/ entrepreneurs having local importance.

h. Student may pursue an internship under the supervision of a teacher within their own college focusing on allied fields of the major subject, if internship to external institution/ agency could not be allocated.

i. Student may engage in advanced learning topics beyond their course curriculum, under the guidance of their respective mentor/ supervisor.

j. Internship / Apprenticeship may be undertaken on either a paid or unpaid basis, depending on the choice of the students themselves.

k. Online participation in any course/ lecture shall not be accepted under internship/ apprenticeship programme. Students need to attend physically for internship/ apprentice activities and that to be certified by the Course Coordinator/ Supervisor.

6. Instructions:

a) Each intern must maintain a daily logbook of their activities.
b) At the end of the internship, a completion certificate must be obtained from the mentor, supervisor, or concerned authority.
c) Interns are expected to strictly adhere to the assigned tasks and stipulated deadlines.

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d) Interns should strictly adhere to the rules & regulations of the visiting institution/ organization/ agency throughout the internship / apprenticeship.

7. Evaluation/ Assessment of Internship/ Apprenticeship:

a) Assessment/ Evaluation of Internship/ Apprenticeship (IA) shall be conducted by the respective Colleges as **Home Centre**.
b) Examination shall be conducted in **presence of the Course Coordinators (Internal) and the External Examiner(s) from Other College/ Institute / Agency / Organization/ any Professional or field expert** to be nominated by the Principal/ TIC/ OIC(s) with a prior intimation to the Office of the Controller of Examinations, Vidyasagar University.
c) Assessment of Internship/ Apprenticeship (IA) shall be conducted on **total 50 marks** based on the activity log book, report, completion certificate and subsequent viva-voce.
d) The Internship /Apprenticeship carried out during 2nd year of studies (Semester-III and Semester-IV) **shall be evaluated in presence of External Examiner(s)**.
e) The evaluation shall be based on activity log book, the report in the prescribed format, the Certificate of completion from the concerned authority and subsequent viva-voce. Marks distribution for evaluation is given hereunder:

Marks distribution for evaluation

Sl. No	Particulars	Marks
1	Activity logbook	20 Marks
2	Completion certificate	10 Marks
3	Viva-Voce	20 Marks
Total		**50 Marks**

8. Internship is Mandatory:

Internship/ Apprenticeship is a mandatory component of the curriculum. To advance in the next Semester of studies or exit from the curriculum, internship/ apprenticeship has to be completed successfully within the stipulated time frame.

9. Format of Internship Report

1. Cover Page
2. Certificate Issued by Course-Coordinator and Forwarded by The HOI
3. Student Declaration
4. Certificate Issued by The Company/Organization/Agency/Office
5. Summary of Activities
6. Description of the Organization/Institution/Agency/Department
7. Internship Activity Logbook of Hands-On Observed Learning Experience
8. References/Bibliography (optional)

Sample Report format is given in herewith:

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----------<College Name>----------

INTERNSHIP <YEAR>

DEPARTMENT OF _____

ACTIVITY LOG BOOK

Internship was done at <Institute/Organization/Agency>

From ……to…….

Activity Book submitted in partial fulfilment of the requirements for the award of the degree of <Name of the UG Programme> under VIDYASAGAR UNIVERSITY

Submitted By

<STUDENT NAME >

<Registration No: Year>

SEMESTER-IV

(CCFUP/ NEP)

Course Coordinator: ……

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CERTIFICATE

This is to certify that this Activity Book is the result of work experience in ……., carried out by ……., a student of Semester-IV of <Name of the programme>, _____(College Name) affiliated to Vidyasagar University under my supervision.

Place:

Date:

Signature of Course Coordinator

PRINCIPAL

<Forwarding Authority>

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DECLARATION

I hereby declare that this Activity Book is the result of my work experience at……..between…… to ……

I also declare that this is my original work and is not copied from anywhere.

Date: **<Student Name>**

< Registration No. : Year>

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CERTIFICATE

This is to certify that ……., a student of _____has completed 120 hours of Internship in our Institution/ Organization/ Agency. His/ Her candidature was true and behavior was satisfactory during his/her Internship Period.

Signature of the Supervisor

< from Institute/ Organization/ Agency>

SEAL / STAMP with date

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LOG ACTIVITY RECORD BOOK

DATE	ACTIVITY	LEARNING EXPERIENCE/OUTCOME	REMARKS
Signature of the student		**Signature of the Supervisor**	

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