



**DEBABRAT BHUYAN COLLEGE**  
**GOHPUR, MAGANI, BISWANATH, ASSAM**

**Internship Guidelines**  
**&**  
**Standard Operating Procedure (SOP)**  
**As per the FYUGP Curriculum Structure of Gauthati University**  
**under NEP 2020**  
**(w.e.f.2025-2026 session)**

Gauhati University introduced undergraduate programmes in its academic departments and affiliated colleges as per NEP2020 w.e.f. the academic session 2023-24 wherein provision is made in the curriculum structure for mandatory internship of 4 credits.

The GU Examination Regulations, 2023 adapted the definition of internship as

**“a course requiring students to participate in a professional activity or work experience, or cooperative education activity with an entity external to the education institution, normally under the supervision of a teacher/ an expert of the given external entity. A key aspect of the internship is induction into actual work situations.”**

### **1. Categories of Internship:**

**1.1 Category I:** Internship for Enhancing employability: To minimize the gap between the knowledge from traditional learning and practical skill so that the graduates attain the required attribute to join a workforce

**1.2 Category II:** Internship for Developing research aptitude: To provide exposure to actual research environment and develop skills in research tools and techniques including policy framework, IPR, legal and ethical issues.

**2. Credits:** Total credits to be earned from internships are four (4) with equivalent marks of 100. It can however be split into parts, for example, there may be two segments of the internship with 2credits each or 1+3 credits.

### **3. Duration and timing of internship**

(a) The internship should be completed preferably in the 5th Semester (last date of report submission will be the 3rd week of October of the relevant year).

(b) As defined by the UGC, one credit of internship means two-hour engagement per week, i.e., in a semester of 15 weeks' duration, one credit is equivalent to 30 hours of engagement in a semester. Accordingly, for a four-credit internship a minimum of 120 hours of engagement will be required which should be reflected in the activity logbook.

#### **4. Procedure to be followed for Internship:**

**Role of the HEIs:** Each of the HEI (Higher Education Institute) has to play a crucial role in developing an enabling ecosystem for internship which requires proactive actions. As per the UGC:

- (a) Each HEI should have a Nodal Officer who is responsible for developing need and demand-led verticals as well as expectations from each vertical in undergraduate programmes . The internship must be well-defined, with clear outcomes. It is critical to explore, reach out to, and sign a Memorandum of Understanding (MoU) (if possible) with local businesses, research organizations, HEIs, NGOs etc. as this will aid in training, research, employment, and start-ups.
- (b) To define verticals, HEIs must undertake a survey in the local market to understand the needs of companies and the expectations of students. The college (HEI) may initiate the following procedures.
  - (i) Each of the HEIs will form the RDC which will oversee and coordinate successful implementation of the internship programme.
  - (ii) The Coordinator, RDC will be the Nodal Officer, for the Internship programme. Nodal Officer will take necessary action to execute MoU with relevant organizations/institutions as and when necessary.
  - (iii) Each intern would be attached to an internship supervisor (IS) in the Intern ship providing organization (IPO) and a mentor (faculty member) from the college for a specified duration
  - (iv) Any expenses incurred shall be borne by them (mentee) and college shall not contribute to reimbursement of such expenditures.
  - (v) The list of sectors and details of organizations will be updated in the institution's website.
  - (vi) Orientation workshops/awareness camps will be organized by college at the beginning of the semester's high lighting the need and benefits from internships to the students.

#### **5. Some suggestive IPOs for internship :**

- i. Banks
- ii. Advocates
- iii. Insurance Companies
- iv. Real Estate Companies
- v. Handicraft, Art , Design & Music
- vi. Self Help Groups (SHG)
- vii. Anganwadi Centers

- viii. Panchayat & Rural Development
- ix. Community & Health Care
- x. Government school and other educational institution
- xi. Fisheries & Poultry Farms, Weaving
- xii. Government department and agencies.

## 6. Evaluation pattern and marks allotment

1. Evaluation will be based on the following criteria:

Sl. No.	Criteria	Marks
1	IPO Feedback	10
2	Quality of the Internship Report	50
3	Presentation of the report	30
4	Viva-voce (on skills acquired)	10

## 7. Disciplinary Measures:

If a student is reported to the college for indiscipline and unruly behavior by the IPO, he/she may be disqualified from the internship programme of that particular year by the Internship Monitoring and Evaluation Committee in consultation with the mentor, vice principal and principal.

## 8. Grievance Redressal:

If student reports of any internship related grievances in writing to the Internship Monitoring and Evaluation Committee, the committee will take up appropriate measures to address the issue. However, the grievance should not be related with the normal functioning of an intern in terms of fulfilling internship related duties and responsibilities.

## **PROPOSAL FOR INTERNSHIP**

1. Name of Student.....
2. Name of the Programme.....
3. Semester: 5<sup>th</sup>
4. Roll No:.....
5. Mobile No:.....
6. E-mail Id:.....

Undertaking: I agree to abide by the rules and workplace conduct of the IPO. I also understand that I will not manipulate or use unfair/immoral means and ways to obtain the Internship Certificate.

Name & Signature of the Student

I accept to offer the Internship.

Name & Signature of IPO



Office of the Principal  
**DEBABRAT BHUYAN COLLEGE**

MAGANI, GOHPUR, ASSAM-784168

Affiliated to Gauhati University

**Dr. Biren Bhuyan**  
M.Sc., PhD, MEd, PGDHE  
Principal

**debabratbhuyancollege@gmail.com**  
**<https://debabratbhuyancollege.in>**  
**7035305061**

**To**

.....

.....

**Subject: Request Letter for Internship to the IPO**

**Dear Sir/Madam,**

This is to inform you that .....is a bonafide student of 5<sup>th</sup> Semester (2025-26 Session) of Debabrat Bhuyan College bearing GU Roll Number.....

Under the FYUGP of the University of Gauhati, The student is required to undertake an internship programme of 120 hours for acquiring hands on work/job experience and the student has chosen your organization/agency/department/institute/company for the same.

I therefore, request you to allow the student to undergo the internship programme in your esteemed organization/agency/department/institute/company. A mentor from the college has been assigned to the student and in case of urgent need, please feel free to contact him /her.

I appreciate your decision to allow our student to be an intern at your organization. The ethical guidelines and other rules of the internship can be viewed at our college website.

**Name of the Mentor :**

**Contact No :**

**Principal**

## **Internship Report**

After the successful completion of an internship programme, students are required to submit a detailed internship report to the HOD, of the concerned Department. The general guidelines for the internship report are as follows:

- 1. The report should be either hand written or typed on one side of A4 paper.**
- 2. The components of the report are as follows:**

- i. Cover Page - Annexure 3**
- ii. Acknowledgement- Annexure 7**
- iii. Internship Completion Certificate- Annexure 5**
- iv. Certificate from College Mentor- Annexure 6**
- v. Contents Page with page number**
- vi. Acknowledgement by the mentee- Annexure 4**
- vii. Introduction and background of the IPO**
- viii. Description of tasks performed.**
- ix. Learning Outcome:**
  - a. Knowledge acquired**
  - b. Skills learned**
  - c. Observed attitude and gained values**
  - d. Challenges faced**
- x. Conclusion**
- xi. Attendance sheet – Annexure 1**
- xii. Photographs (G.I Tagged)**

## INTERNSHIP ATTENDANCE LOG

### Interns Details

Name of the student:

Programme: FYUGP B.A

Department:

G.U. Roll No.:

G.U Registration No:

### Details of the Agency/NGO/Institute

Name:

Address:

Mobile Number (Owner/Manager/Head):

Name of the Supervisor:

### Attendance Log

Sl. No	Date	Time in	Time Out	Total Hours	Signature of the Supervisor	Remarks





**ASSESSMENT CERTIFICATE OF INTERNSHIP (CONFIDENTIAL)**

(To be issued by the IPO)

*This is to certify that Mr./Ms./\_\_\_\_\_*  
*of \_\_\_\_\_ semester bearing Roll No. \_\_\_\_\_ a student of the*  
*Department of \_\_\_\_\_ from **Debabrat Bhuyan College** has successfully carried out*  
*his/her*  
*internship from \_\_\_\_\_ to \_\_\_\_\_ covering 120(one*  
*hundred twenty) hours with \_\_\_\_\_ (Name of the IPO/*  
*Organization). On the basis of his/her performance a score of.....marks (out of 10 marks) is*  
*awarded.*

Remarks, if any.....

Date:

(Signature on behalf of IPO/Organization along with seal)

Name of signee \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the IPO/organization: \_\_\_\_\_

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

## INTERNSHIP REPORT

NAME & ADDRESS OF IPO \_\_\_\_\_



SUBMITTED FOR THE PARTIAL FULFILLMENT OF THE

PAPER CODE:

SEMESTER: 5<sup>TH</sup>

BACHELOR OF \_\_\_\_\_ IN \_\_\_\_\_

DEBABRAT BHUYAN COLLEGE

NAME OF THE MENTOR:

SUBMITTED BY:

GU ROLL NO:

**Declaration**

(To be given by the mentee/student)

*I, \_\_\_\_\_ hereby declare that this report is a record of the original work, completed by me during my internship at.....(name of IPO) from \_\_\_\_\_to\_\_\_\_\_. The information and data presented in this report are true and authentic to the best of my knowledge.*

Name:  
Department:  
5<sup>th</sup> semester  
Debabrat Bhuyan College

## Internship Completion Certificate

*Certified that Mr./Ms.....*

*S/D of ..... A Student of 5<sup>th</sup>*

*Semester bearing Roll No ..... of Department from*

***Debabrat Bhuyan College** has successfully completed his/her Internship Programme*

*from..... to..... at (name of IPO).*

*On the basis of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives he/she has successfully completed the internship programme. We wish him/her all the best in his future endeavors.*

Remarks, if any.....

Date: .....

Seal of the Organization/Institution

Signature of the Supervisor:

## Internship Completion Certificate

(To be issued by the mentor)

This is to certify that \_\_\_\_\_, bearing Roll no \_\_\_\_\_, is a Bonafide student of the Department of \_\_\_\_\_ currently studying in the 4th semester of B.A under Gauhati University at **Debabrat Bhuyan College**.

*He/ She has Successfully completed the internship program as part of the curriculum requirement.*

*We appreciate the commitment and dedication shown during the internship and wish him/her success in future endeavors.*

Date:

Signature of the Mentor:

Name of the Mentor

## ACKNOWLEDGEMENT

*At the very onset, I would like to thank honorable principal of **Debabrat Bhuyan College**, for providing us with the opportunity to undertake a one -month internship at \_\_\_\_\_ from ..... to .....*

*This internship would not have been possible without my supervisor \_\_\_\_\_ his continued support and encouragement help me to completing this internship.*

*Again I offer my sincere thanks to the IPO \_\_\_\_\_ for the help and support during my internship period*

*Besides my supervisor I would like to offer my sincere thanks and praise to my Mentor \_\_\_\_\_ sir for providing invaluable guidance, comments and suggestions throughout the Internship.*

*Besides my supervisor I would like to offer my sincere thanks and praise to my Mentor \_\_\_\_\_ sir for providing invaluable guidance, comments and suggestions throughout the Internship.*

Name:

Department:

5<sup>th</sup> semester

**Debabrat Bhuyan College**