

Office of Dean Academic Affairs

Cluster University Srinagar
Gogji-Bagh, Srinagar-190008
UT-Jammu & Kashmir (India)



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Notification

It is notified for the information of all concerned that the Hon'ble Vice Chancellor has been pleased to authorize the adoption of internship guidelines to be operational under the curriculum framework of NEP-2020, in anticipation to the approval of the academic bodies of the University.



Dean Academic Affairs

No: CUS/DAA / 2169-86/2024

Dated: 27.11.2024

Copy for information and necessary action:

1. Registrar;
2. Principals of all Constituent/ Affiliated Colleges;
3. Controller of Examinations;
4. Deans of all Faculties;
5. I/c I.T section;
6. P.S to HVC for kind information of Vice Chancellor;

CLUSTER UNIVERSITY OF SRINAGAR
(A State University)
Gogji-Bagh, Srinagar-190008



Internship Guidelines-2024
IN ACCORDANCE WITH THE REGULATIONS
OF
UNIVERSITY GRANTS COMMISSION



GUIDELINES FOR INTERNSHIP OF STUDENTS
(Academic Year 2024-25 onwards)

1. Preamble:

The National Education Policy (NEP), 2020 suggests that students must actively engage with the holistic learning as part of comprehensive education to further improve their employability. It states that students at all HEIs will be provided with opportunities for internships with local industry and businesses as well as research internships with faculty and researchers at their own or other HEIs/research institutions. Internships serve as pivotal educational and career development opportunities, offering hands-on experience in specific fields or disciplines. They are structured, short-term, supervised Internships often centered around particular tasks or projects with predefined time frames.

2. Objectives:

- I.** Exposing students to industrial environments that cannot be replicated in a classroom.
- II.** Providing opportunities to acquire and refine analytical and managerial skills crucial for a professional career.
- III.** Offering hands-on experience in teamwork, thereby enhancing professional skills like communication, work ethics, conflict resolution, etc., with a lasting impact on lifelong learning and professional development.
- IV.** Establishing links between students and potential future job or research opportunities.

3. Types of Internships:

Internships are an integral part of the academic curricula. Satisfactory



completion of an internship is a mandatory requirement for the degree to be awarded by the HEI. Furthermore, considering the curriculum structure approved by the HEI, multiple modes of internships are possible and are assigned academic credits within the curricula. The general idea is to enable students to undertake immersive assignments within the organizations for a limited period.

Internship	Vertical	Schedule	Duration	Activities	Credits
Summer Winter	Internship for enhancing the employability by way of hands on training	5 th Semester	60 Hours	Industrial/ Govt. NGO MSME Rural Internship Innovation/ Entrepreneurship, Community engagement	2
Summer Winter	Internship for developing the research aptitude	5 th Semester	60 Hours	Inter/Intra Institutional Activities, Research Projects	2

4. Establishing a Dedicated Cell:

Establish an R&D Cell to oversee and manage the internship program.

5. Appointment of Nodal Officer:

Every college shall designate a nodal officer to streamline internship coordination. Responsibilities include registering students and identify the mentors for internships.



6. Internship Portal:

Create a college-wide internship portal to manage internships, where students, mentors, supervisors and internship providers can register. Ensure API compatibility for future integration with a central portal at the Cluster University.

7. Internship Categories:

Classify internships into two categories, focusing on either hands-On-training or research aptitude. This distinction will help students align internships with their career goals and future academic progression.

8. Learning Outcomes:

Outline specific learning objectives, such as critical thinking, problem-solving, exposure to emerging technologies, and research methodology.

9. Industry and Sectoral Partnerships:

Identify key industry sectors and local organizations and broader national institutions in Kashmir that align with Cluster University's academic programs. Establish MOUs with these partners.

10. Cluster Model:

Explore collaboration with other nearby institutions (Cluster and non-Cluster Colleges) to facilitate joint internships and share resources.

11. Research Vertical:

The Internship under research vertical can be held/conducted with respective colleges where by a theoretical framework of research along with minor research problems can be given to students.

11.1 For Arts/ Languages:

Translation projects, wherein Ancient Manuscripts/ Works would be translated into Modern Indian Languages.

11.2 Affiliate with print and electronic media and co-opt students as apprentices in order to provide hands on training.

11.3 For Social Sciences:

Along with theoretical evaluation, survey based micro- social/ economic/ political/critical issues of our society should be taken up in order to develop research aptitude.

12. Pre-Internship Training:

Offer preparatory courses on workplace ethics, research methods, and technical skills. These can be prerequisites for internship participation.



13. Student Registration:

Use the portal for students to choose specific sectors and areas of interest. Facilitate selection based on local demand and student preferences.

14. Internship Supervisor:

Identify faculty members to act as Internship Supervisors, responsible for overseeing intern progress, approving leave, and assessing project quality.

15. Mentors:

Identify experienced professionals or academics to provide specialized guidance in the intern's field. They will support interns with insights and professional skills on job trainings.

16. Credit Integration:

Align internship hours with Cluster University's credit requirements. For UG programs, internships should account for 2-4 credits (60-120 hours after the 4th semester). Colleges should keep a strict record and the same will be integrated in the Academic Bank of Credits.

17. Training for Faculty Supervisors:

Organize faculty development programs to ensure supervisors are well-equipped to guide and evaluate internships. This will also foster mentorship skills among faculty.

18. Student Feedback:

Collect feedback from students to assess internship quality and identify potential areas for improvement.

19. Certification and Reporting:

Provide completion certificates endorsed by Concerned dean, mentors and supervisors. Collect internship reports for future references and insights into internship efficacy.

20. Leveraging Technology:

Create institution-level communities on professional platforms to connect current students with alumni. This network enhances industry presence, helping students access mentorship, guidance, and potential job opportunities by leveraging alumni influence and connections.



21. Enhanced Infrastructure and Monitoring:

Invest in essential infrastructure, such as well-equipped labs, digital tools, and a centralized internship management system, to support the diverse needs of internships.

22. Evaluation:

- I. The Internship Program shall be of 2-credits, 60 hours of duration and shall be completed during the semester duration
- II. Each student shall be allotted one Internship Supervisor and one Mentor for the completion of Internship.
- III. The parent college department will examine/evaluate the student's performance following its evaluation method.
- IV. The interns will be evaluated jointly by the Internship Supervisor and the Mentor based on their efforts and skill output out of a total of 50 marks.
- V. Each student shall have to submit an internship report along with the completion certificate and attendance sheet duly signed by the concerned Dean, Mentor & HoD

22.1 Evaluation in on Job/ Hands on Training:

Evaluation shall be carried out through the following stages:

22.1.1 Evaluation by Mentor:

At the place of internship, the intern shall be evaluated out of a total of 35 marks on the following suggestive aspects.

- (a) Acquisition of skill sets by the intern
- (b) Originality and any innovative contribution
- (d) Attendance

22.1.2 Evaluation by the Internship Supervisor

The interns will be evaluated for 15 marks considering

- (a) Internship report
- (b) Presentation
- (c) Viva-voce (5 marks each) at their respective colleges.
(marks will be awarded by a group of experts consisting of HoD concerned/nominee and the internship supervisor).

22.2 Evaluation in Research Project:

At the place of internship, the intern shall be evaluated out of 35 marks by the supervisor on the following suggestive aspects:

- (a) Acquisition of knowledge about research methodology
- (b) Significance of research outcomes, if any
- (c) Research Know how



22.2.1 Evaluation in Seminar Presentation:

- (a) Intern shall be evaluated out of 10 marks by the supervisor in presence of HOD for seminar presentation, where the student will defend his/her research project.
- (b) Attendance component shall be authenticated by the concerned supervisor and shall consist of 5 marks.

23. Removal of Difficulties:

If any difficulty arises in giving effect to the provisions of these guidelines, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances, or other regulations, as appears to be necessary or expedient to remove the difficulty. Every order made under this rule shall be subject to ratification by the appropriate university authorities.

Note: The undergraduate internship program must be completed during the summer/winter break/ during entire semester (after 4th semester). Admission to the 5th semester shall adhere to the University statutes.