



# মাধবদেব বিশ্ববিদ্যালয় MADHABDEV UNIVERSITY

A State University established under the Assam Act No. XXXV of 2017  
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Ref. No.: MDU/24/Internship./51/1131

Date: 07.06.2024

## NOTIFICATION

Subject to the report of the Undergraduate Board and the Academic Council and with the approval of the Honorable Vice Chancellor, the University has adopted the SOP for Internship for Enhancing Employability for Undergraduate students of Madhabdev University. The SOP is attached as reference.

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(Dr. Limpon Bora)  
Academic Registrar  
Madhabdev University

**Memo No.: MDU/24/ Internship51/1131-A**

**Date: 07.06.2024**

Copy forwarded for information to-

1. The Hon'ble Vice-Chancellor
2. The Registrar i/c
3. The Controller of Examinations
4. All the Head of the Departments.
5. All the Faculty Members.
6. All the Students of Madhabdev University.
7. Notice Board
8. Office File

(Dr. Limpon Bora)  
Academic Registrar  
Madhabdev University  
Academic Registrar  
Madhabdev University  
Narayanpur, Lakhimpur

# Standard Operating Procedure for Internship for Enhancing Employability

for UG 4<sup>th</sup> Semester



**Madhabdev University**  
**Session: 2024-25**

# **Standard Operating Procedure for Internship for UG 4<sup>th</sup> Semester, Madhabdev University**

## **INTRODUCTION**

In an internship course, students must participate in a work experience, professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship/research internship is induction into actual work situations. Internships include working with government or private organizations, higher education institutions, universities, research and development labs/research organisations/non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

Institutionalization of internships at undergraduate levels is expected to play a pivotal role in catalysing the inter-disciplinary/multi-disciplinary/transdisciplinary and translational research culture embedded in NEP-2020. An internship provides learning experiences related to a student's interest or area of study. It also allows for acquiring new skills.

The internship programs should be well conceptualized and interactive for building research capabilities/aptitude/skills of our under-graduates for

1. Development of the project and its execution
2. Decision-making
3. Confidence development
4. Working/coordinating in a team
5. Creative and critical thinking and problem-solving
6. Ethical values
7. Professional development
8. Understand government/local bodies' world of work
9. Reference of resource persons in the field
10. Development of an online/ simulation-based module for a virtual research internship
11. Understanding the nuances of building a deep-technology start-up
12. Study certain entrepreneurs,
13. Study of the enterprises, farmers, artisans, etc.

This SOP has been designed to guide all those who are involved in the internship programme. The SOP provides step-by-step instructions and guidelines for the students/interns as well as the respective departments and training Supervisors as per the needs of the course curriculum.

## VERTICALS/SECTORS FOR INTERNSHIP

Departments should prepare a list of areas of study for internship. Further, there are certain verticals that departments may incorporate as options while choosing a sector by a student while registering and undergoing an internship/research internship. The list is indicative only.

1. Trade and Agriculture Area
2. Economy & Banking Financial Services and Insurance Area
3. Logistics, Automotive & Capital Goods Area
4. Fast Moving Consumer Goods & Retail Area
5. Information Technology/Information Technology enabled Services & Electronics Area
6. Handcraft, Art, Design & Music Area
7. Healthcare & Life Science Area
8. Sports, Wellness and Physical Education Area
9. Tourism & Hospitality Area
10. Digitisation and Emerging Technologies (IoT/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.) Area
11. Humanitarian, Public Policy and Legal Service Area
12. Communication Area
13. Education Area
14. Sustainable development Area
15. Environment Area
16. Commerce, Medium and Small-Scale Industries Area, etc.

For Instance, Internships in agriculture, and related domains like farm internships, agriculture research internships, and agri-business internships can be considered as opportunities by undergraduate students. Departments can explore the National Qualification Register and check the possible job roles across sectors for exploring the internship areas (<https://nqr.gov.in/>). However, the Departments are open to exploring areas beyond that and it can be used as an indication only.

## DURATION AND SLOTS FOR INTERNSHIP IN CURRICULUM

Undergraduate students may complete an internship of 2 credits after the 4th-semester examination focussing on Hands-on Training/Short Research Project. The students will be required to choose courses as given in the following Table.

Courses	Suggested Schedule	Duration	Suggested Activities	Credits
<ul style="list-style-type: none"><li>● 3-year UG degree</li><li>● 4-year UG degree (Honours)</li><li>● 4-year UG degree (Honours with Research)</li></ul>	<p>After (4th) Semester Examination.</p> <p>Preferably during the semester break.</p>	<p>1 month (3 hours/day)</p> <p>60 hours (minimum)</p>	<p>Hands-on Training/Short Research Project</p> <p>Seminar Attendance</p> <p>Read assigned journals to prepare for seminars</p> <p>Study certain entrepreneurs</p> <p>Social projects</p> <p>Study of the enterprises/farmers</p>	02

## ROLE OF INTERNSHIP SUPERVISOR

- An internship supervisor should be an experienced external individual for monitoring, supervising, and evaluating the student during the internship. Internship experience can be gained by working with faculty/scientists/mentors in HEIs, research institutions, universities, Industrial research labs, nationally and internationally reputed organizations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individual persons distinguished in specific fields.
- The internship Supervisor from the host institute should monitor the regularity of the intern at his/her workplace. Students should preferably inform the Internship Supervisor at least one day before availing leave during the internship except for emergencies.
- At the end of the internship, the Internship Supervisor will ensure issuing of completion certificates to the intern.
- The internship offered by the organisation should be followed by one project report and the assessment on the evaluation can be judged based on the innovativeness of that particular project and attendance.
- The report of the work done is to be corrected by the training supervisor. The training supervisor is expected to evaluate the learner based on the workbook, a report written, work done by the intern, and the overall understanding of the intern.

## STEP-BY-STEP PROCEDURE FOR INTERNSHIP

- Departments will apprise the students about the internship modalities, guidelines, Workbook/Logbook writing, and assessment mechanisms including the Viva-voce.
- Departments should prepare a suggested list of areas/sectors/centres for internship.
- Students may choose anyone from the list. A student can independently select an area/sector/centre for an internship. Then, the department will incorporate those areas in the suggested list.
- After the selection of an internship area/sector/centre, students will choose a training supervisor from the particular area/sector/centre.
- The HoDs will issue a Reference letter to the training supervisor/ Head of the centre. The departments are expected to confirm the suitability of the Centre or training supervisor where the learner has been placed.
- A consent letter from the supervisor is to be collected by the student before starting the internship. Then the departments will prepare a list of interns along with the title of the project report and the name of the training supervisor. After duly signed by the HoD, send it to the Academic Branch.
- The intern will perform the activities as given in the workbook for a minimum of 3 HOURS a day, Five DAYS a week, for ONE MONTH, excluding holidays to be worked for completing the internship. The student has to complete 60 hours of training during the internship.
- During the internship, the intern is expected to regularly interact and report about the work done by him/ her to the training supervisor, who in turn will discuss the cases with the learner and clarify any doubts in the learner's mind.

- The Intern will maintain a complete workbook/Logbook based on the work performed during the training. It will be authenticated with remarks by the internship supervisor about his/her performance during the internship.

## DO'S AND DON'TS FOR THE INTERN

### Do's

- Once the centre for the internship has been identified and assigned, the student should present herself/himself at the centre (for the scheduled duration).
- Students will get the workbook authenticated periodically by the Supervisor allotted to them.
- It will be mandatory for the students to submit a workbook after the completion of 1 month's internship to the respective department.
- At the time of internship student will maintain decorum and discipline.

### Don'ts

- The student should not be absent from training during the internship period.
- Interns should not damage the property of the training host/organisation, otherwise, they will be held responsible and the loss if any may be recovered by the said organisation.
- After completion of the internship intern shall not claim to have full-time engagement otherwise.

## EVALUATION

**a) Evaluation by Internship Supervisor:** An Internship project report (along with a workbook) has to be prepared by the learner that the Internship Supervisor will guide. This internal assessment will carry 20 marks. An Evaluation Scheme for the Internship by the Supervisor (*Annexure II*) is to be used. The minimum qualifying mark for the internal assessment is 50%.

**b) Departmental Evaluation:** The internship report should be submitted to the respective department. It shall be evaluated by the department via. –

- Written Report: 10 marks
- Presentation/Seminar: 10 marks
- Viva Voce: 10 marks

This departmental evaluation will carry 30 marks.

The minimum qualifying mark for the departmental assessment is 50%.

Evaluation Component	Max Marks	Qualifying marks	Marks Obtained
a) Evaluation by Supervisor	20	10	
b) Departmental Evaluation	30	15	
<b>Total Marks (a+b)</b>	50	25	

## MAINTENANCE OF RECORDS

An intern is required to prepare the following documents:

- a) **Workbook:** Students of the two-credit attachment internship will write a Workbook based on activities and assignments to be provided by the training supervisor. Students will write a workbook on a day-to-day basis based on their work experiences and discussions with the internship supervisor and peer group learners. Students are required to give a declaration that the Workbook written by them is original and not copied from any other source. Students are required to submit a Work Book along with the Project Report of the internship at the respective departments.
- b) **Project Report:** The intern will submit a detailed project report based on the assignments and tasks completed during the training period and recorded in the workbook. The Internship report will be further evaluated by departmental experts.

### A General Structure of a Project Report:

- Cover Page
- Overall Evaluation Scheme for Internship (Blank) on Department's Letterhead (*Annexure I*)
- Reference Letter to the Training Supervisor by the HoD (on Letterhead)
- Consent Letter from the Supervisor
- Workbook (Properly Signed) (*Annexure III*)
- Course Completion Certificate from the Supervisor
- Acknowledgement by the Student
- Declaration by the Students
- Content Page
- Main Body (Theory and practical based on the assignments and tasks completed during the training period)
- Photographs during the Internship (Use GPS Map Camera)
- End Matter (if any)

**Students can write the Project Report either in English or Assamese language.**

- c) **Viva Voce:** A viva voce exam will be conducted to actually ascertain the level of skills acquired during the training.

*[On letterhead of concerned department]*

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*(Annexure I)*

## **Overall Evaluation Scheme for Internship 2024-25**

*(To be attached along with the project report)*

Name of the Programme: **UG (BA/BSc) 4<sup>th</sup> Semester** Course Code: \_\_\_\_\_

Name of the Learner: \_\_\_\_\_

Roll No./ Enrolment No.: \_\_\_\_\_

Title of the Project Report:

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<b>Evaluation Component</b>	<b>Max Marks</b>	<b>Qualifying Mark</b>	<b>Marks Obtained</b>
a) Evaluation by Supervisor	20	10	
b) Departmental Evaluation	30	15	
<b>Total Marks (a+b)</b>	50	25	

**Signature with date & seal**

**Name of the HoD:**

**Department:**

**Madhabdev University**



*(Annexure II)*

## **Evaluation Scheme for Internship 2024-25**

### **(Internship Supervisor)**

*(To be sent to the Head of the Department in a sealed envelope)*

Name of the Programme: **UG (BA/BSc)**      Course Code: \_\_\_\_\_

Department: \_\_\_\_\_

Name of the Learner: \_\_\_\_\_

Roll No./ Enrolment No.: \_\_\_\_\_

Title of the Project Report:

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<b>S No.</b>	<b>Evaluation Component</b>	<b>Max Marks</b>	<b>Marks Obtained</b>
1	Discipline	4	
2	Interest	4	
3	Expertise	4	
4	Punctuality	4	
5	Approaches	4	
	<b>Total</b>	<b>20</b>	

\*The minimum qualifying mark for the internship is 50%.

**Signature with date**

**Name & Address of the Internship Supervisor**

(Annexure III)

## INTERNSHIP WORKBOOK/LOGBOOK

**Title of the Project Report:**

**Declaration by the student:** The Workbook written by me is original and not copied from any other source.

Full Signature of the intern/learner

Name:

Week	Day 1	Day 2	Day 3	Day 4	Day 5
	Tasks Assigned & Performed	Tasks Assigned & Performed	Tasks Assigned & Performed	Tasks Assigned & Performed	Tasks Assigned & Performed
1st week	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor
2nd week	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor
3rd week	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor
4th week	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor	1. 2. 3.  Sign of the Supervisor