

Undergraduate Internship Programme

Shah Satnam Ji Girls' College, Sirsa

(As per NEP–2020 & Chaudhary Devi Lal University Guidelines)

Overview

In alignment with the guidelines of Chaudhary Devi Lal University (CDLU) and the vision of the National Education Policy (NEP)–2020, Shah Satnam Ji Girls' College, Sirsa offers a structured Undergraduate Internship Programme aimed at promoting experiential learning and enhancing employability skills among students.

The programme integrates classroom learning with practical exposure, enabling students to gain real-world experience, professional competence, and industry readiness.

Duration & Credit Structure

- Total Duration: 120 Hours**
- Credit Allocation: 1 Credit per 30 Hours**
- Total Credits Awarded: 4 Credits**
- Credits earned during summer internship (after 2nd or 4th semester) will be counted in the 5th Semester as per CDLU norms.**

Students opting for exit after the 1st or 2nd year must complete one 4-credit vocational course/internship as per university regulations.

Timing of Internship

The internship shall be undertaken during Summer Vacation, preferably:

- **After completion of the 2nd Semester**
- **After completion of the 4th Semester**

Areas of Internship

Students may pursue internships in:

- **Government Departments**
- **Private Organizations**
- **Local Industries**
- **NGOs**
- **Business Enterprises**
- **Educational Institutions**
- **Professional Agencies**
- **Artists and Crafts Persons**

Students may also undertake internships in any Major, Minor, Multidisciplinary, or Skill-based (AIDS) subjects studied during their First and Second Year.

Internship Procedure

1. Application by Student:

The student must submit a formal written application expressing her intention to undertake the internship.

2. Faculty Recommendation:

The concerned Faculty Mentor/Teacher Incharge will review the application and issue a formal Recommendation Letter.

3. Consent from Organization:

The student must obtain a Consent/Acceptance Letter from the selected organization/agency/mentor.

4. Completion of Internship:

The student must complete 120 hours of practical/on-the-job training under supervision.

5. Completion Certificate:

Upon successful completion, the student must obtain a Completion/Experience Certificate clearly specifying duration and nature of work undertaken.

Submission Requirements

After completion, the student must submit:

- Detailed Internship Report**
- Internship File/Portfolio**

- **Copy of Completion Certificate**

The Internship Report should include:

- **Introduction of the Organization**
- **Objectives of Internship**
- **Nature of Work Undertaken**
- **Skills and Competencies Acquired**
- **Learning Outcomes**
- **Conclusion**

Evaluation & Viva-Voce

- **An External Examiner shall be appointed for evaluation.**
- **The student must appear for a Practical Viva-Voce Examination.**
- **Assessment shall be based on:**
 - **Internship Report**
 - **Internship File**
 - **Presentation (if required)**
 - **Performance in Viva-Voce**

Only after successful completion of the Viva-Voce Examination shall 4 Credits be awarded.

Objectives of the Internship Programme

- **Promote experiential and skill-based learning**
- **Enhance employability and professional competence**

- **Bridge the gap between theory and practice**
- **Encourage industry-academia collaboration**
- **Support holistic development in accordance with NEP-2020**

Appendix-II

Shah Satnam Ji Girls' College, Sirsa

Application for Internship Programme

1. Name of Student:

2. Father's Name:

3. Class/Semester:

4. Programme of Admission:

5. Session:

6. College Roll No:

7. University Roll No:

8. Student's ID:

9. Mobile No:

10. Email Id:

11. Address:

12. Period of Internship (Months and session):

13. Internship Preferences:

	Core Area	Organization	Location
(1)			
(2)			
(3)			
(4)			

Internship Coordinator

Teacher In Charge

Name of Internship Supervisor (allocated by Teacher Incharge)

Signature of the Student

Appendix-V

Shah Satnam Ji Girls' College, Sirsa

Recommendation Letter from Institute to Internship Providing Organization

To

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Subject: Request for 04/06 Weeks Internship of Undergraduate Students

Dear Sir/Madam,

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline

Kindly accord your permission and convey your consent in the format of Annexure-III at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

With warm regards

Yours sincerely

Internship Coordinator/Nominee

Consent of Internship Mentor

I, (Name) _____ having designation _____ in the organization _____, hereby extend my consent to allow the student _____ of Class _____ Roll No. _____ of Shah Satnam Ji Girls' College, Sirsa to do the internship _____ in this organization during the period _____.

Mr./Ms./Mrs. _____ or myself will act as an Internship Mentor.

Signature: _____

Name: _____

Designation: _____

Address: _____

Email: _____

Seal of the Organization



Internship Completion Certificate

It is certified that Mr./Ms./Mrs. _____ S/D/O _____
of Class _____ Roll No. _____ of Department/College/Institute Shah
Satnam Ji Girls' College, Sirsa carried out his/her internship from _____ to
_____ in this organisation _____.

On the basis of his/her regularity, punctuality, interest shown towards learning skills,
dignity of labour, team participation, work experience and meeting internship objectives, a
score of _____ marks out of 50 marks is awarded.

Remarks, if any: _____

Date: _____ Signature of Mentor: _____

Name of Mentor: _____

Designation: _____

Address: _____

Email: _____

Seal of the Organization



CERTIFICATE

Certified that this internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate Programme of Kurukshetra University, Kurukshetra.

Name of the Student: _____

Roll No.: _____

Department/College: Shah Satnam Ji Girls' College, Sirsa

Date: _____ Signature of the Student: _____

Countersigned

(Internship Supervisor)