

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**