



Ref : DC/P.Office/2025/Internship

Date : 16-05-2025

NOTICE

(FYUGP Internship)

It is hereby notified that as per the Gauhati University NEP 2020 curriculum students of FYUGP must complete a mandatory internship of 4 credits preferably during the summer break. Counselling on internship has already been carried out in every department. The detailed guidelines have been published by the Internship Cell of Darrang College and is uploaded as Notice in College Website. For any Query contact the Nodal Officer (Manash Patgiri, Associate Prof. Dept. of Political Science, 8011190992).



Principal
Darrang College
Tezpur-784001

Principal
Darrang College
Tezpur, Assam

General Guidelines for Internship (FYUGP)

(Internship Cell of Darrang College)

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

3.1 Timing: Although the internship/summer internship is to be carried out during the “Summer Term” as defined in the GU Academic Calendar, it may be extended or split into parts. **However, result of the 5th semester will remain undeclared for a student whose internship requirement is not fulfilled.**

Internship should be completed between 4th and 6th Semester, either in the intervening summer term of 3rd and 4th or 5th and 6th semester.

3.2 Duration: As defined by the UGC, one credit of internship means two-hour. Accordingly, for a four-credit internship at GU and its affiliated colleges, **a minimum of 120 hours of engagement will be required** which may be achieved during the defined ‘Summer Term’.

4. Procedure to be followed for Internship:

- i. Students are to communicate their proposal internship in any agency, NGO, Govt institutions etc to the Internship Cell through the HODs. The internship Cell will examine the proposal and communicate the decision to the HODs. All internship programmes are to be approved by the Internship Cell of Darrang College.
- ii. HODs may assign internal mentors to guide the students.
- iii. Students may on their own initiative choose mentors from knowledge institutions/industries/labs/NGO/Govt or Semi Govt. organisations or departments/local self Govt. institutions/ domain experts in a specialised field-national or international for internship. **However, the same must be communicated to the Nodal Officer through the HOD's for approval. On approval the HOD's will issue a NOC to the students. Students with NOCs from concerned HOD's can join the internship programme.**
- iv. Following paid internship programmes are approved by the Internship Cell of Darrang College. ***However, students will have to bear the requisite course fee and associated expenditures for such internship programmes if these are opted by the students.***

For such internship also the approval of Nodal Officer and NOC of HOD's will be required.

- a. Internship programmes of NIELIT
 - b. Internship programmes of NERIWALM
 - c. Internship programmes of Tezpur University
 - d. Internship programme of all IIT's, ISRO, DRDO, IISC or any other central govt. institutes/agencies.
 - e. Internship programme JD Institute of Fashion Technology
 - f. Internship programme at Konyaka
 - g. Internship Programme at PHE, Tezpur
 - h. Internship Programme at Social Welfare Dept, Tezpur
For more information about other agencies students can contact the Nodal Officer of Internship Cell of Darrang College (Manash Patgiri, Associate Prof. Dept. of Political Science, 8011190992)
- v. The student may undergo an internship in the supervisor's lab/ working space at the host organization. During the period of internship, the Nodal Officer through the internship supervisor and mentor, will arrange to keep track of the activities and performance of students as interns at the host organization, based on periodic reports submitted by students.
 - vi. On completion of the internship programme, students must submit the **internship completion certificate** in prescribed format and **a report of the internship**

programme to the HOD's. HOD's will submit the same to the Nodal Officer for communication to the Controller of Examination, Gauhati University. ***(Format of the internship completion certificate and report of Internship is attached as Annexures)***

5. Some suggestive sectors for internship/research internship

- i Trade and Agriculture Area
- ii Economy & Banking Financial Services and Insurance Area
- iii Logistics, Automotive & Capital Goods Area
- iv Fast Moving Consumer Goods & Retail Area
- v Information Technology/Information Technology enabled Services and Electronics
- vi. Handcraft, Art, Design & Music Area
- vii. Healthcare & Life Science Area
- viii. Sports, Wellness and Physical Education Area
- ix. Tourism & Hospitality Area
- x. Digitisation & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.) Area
- xi. Humanitarian, Public Policy and Legal Service Area
- xii. Communication Area
- xiii. Education Area
- xiv. Sustainable development Area
- xv. Agriculture sector-for internship in rural areas

ANEXURE -I

Format of approval letter from Nodal Officer



INTERNSHIP CELL
DARRANG COLLEGE, TEZPUR-784001

To

The HOD
Department of
Darrang College

The internship Cell of Darrang College is pleased to approve the following Internship programmes to be carried out by the students of the department of, Darrang College.

SL. No	Name of the Student	Department/Name of Mentor	UID G.U. Roll No G.U. Reg. No	Name of the Institute/Agency/etc where Internship is to be carried out	Duration with dates

Date:

Name & Signature of Nodal Officer
Internship Cell
Darrang College

ANEXURE -II
Format of Internship Completion Certificate

INTERNSHIP COMPLETION CERTIFICATE

LETTER HEAD OF INSTITUTION/ORGANISATION/GOVT.OFFICE

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms..... a student of 4th Semester (FYUGP) of Darrang College (G. U Roll No....., GU Registration No..... of) has successfully completed internship with fromto (..... hours). During the period of internship, he/she worked on the following areas:

- i.
- ii.
- iii.

He/ She has shown special flair forand his/her performance in preparation of report has been rated as.....

During the period of internship programme he/she was punctual and hardworking.

I wish him/her every success in his/her life and career.

Signature of Supervisor

Counter Signature of Nodal Officer
Darrang College

ANEXURE -III

Format of No Objection Certificate from HOD's



DARRANG COLLEGE

ESTD. 1945

T.O & R.O. Tezpur, Phone No 03712-220014 (Principal) Fax no. 03712-224337

darrangcollege@gmail.com

Tezpur, Sonitpur - 784001
Assam

To

.....

Dated:

Sub: NO OBJECTION CERTIFICATE for Internship Programme at

It is certified that Mr/Mrs of 4th Semester FYUGP bearing College UID....., GU Roll No....., GU Registration No.....) is a bonafide student of the department of, Darrang College.

The Department of,Darrang College has no objection for doing internship programme atfor the period fromto as a part of the academic requirements under the FYUGP of Gauhati University.

It is also certified that he/she is not registered for any course requiring his/her attendance in class during the said period.

The conduct of the student as per college record has been found satisfactory.

Name & Signature
Head of Department
Department of
Darrang College

ANEXURE -IV

Suggestive Format/ LAY OUT/ Guidelines for Report of Internship

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
 - ii. Acknowledgement
 - iii. Internship Completion Certificate
 - iv. Certificate from College Mentor
 - v. Contents Page with page number
 - vi. Preface (optional)
 - vii. Executive summary (one or two page)
 - viii. About the Agency/Institute/ NGCo etc (where internship was carried out)
 - ix. Plan and execution
 - x. Learning Outcome:
 - a. Knowledge acquired
 - b. Skills learned
 - c. Observed attitude and gained values
 - d. Challenges faced
 - xi. Conclusion
 - xii. Attendance sheet
 - xiii. Photographs (G.I Tagged)

ANEXURE -V

Suggestive Cover Page of Report

INTERNSHIP REPORT

Submitted

**For the Partial Fulfilment of the Requirement for the Degree of
Bachelor of Arts/Science/Commerce with (Major and Minor
Subjects) under Gauhati University**



Submitted to

the Department of, Darrang College



Submitted by

Name:

Semester: 4th, Programme FYUGP BA (Assamese Major)

College UID:

GU ROLL..... NO.....

GU REG NO.....

Year: 2025

ANEXURE -VI

Format for Certificate from College Mentor



Name of Mentor

Designation

Department

Darrang College, Tezpur-784001, Assam

Certificate

This is to certify that Mr/Mrs of 4th Semester FYUGP bearing College UID....., GU Roll No....., GU Registration No.....) is a bonafide student of the department of, Darrang College completed an internship programme at fromto under my mentorship.

His internship was on and through the internship he developed his skill in He is very much hardworking, sincere and dedicated.

I wish him/her success in life.

Date:

Signature

INTERNSHIP ATTENDANCE LOG

Interns Details

Name of the student:

Programme: FYUGP B.A/B.Sc/B.Com

Department:

G.U. Roll No.:

G.U Registration No:

Details of the Agency/NGO/Institute

Name:

Logo if any

Address:

Mobile Number (Owner/Manager/Head):

Name of the Supervisor:

Attendance Log

[illegible]

[illegible]

