

**INTERNSHIP GUIDELINES FOR  
UNDERGRADUATE PROGRAMS IN  
UNIVERSITIES OF BIHAR**

## 1. Preamble

- i. In accordance with the Ordinance & Regulations for the Bachelor of Arts/Science/Commerce (Honours) 4-Year Programme including vocational/professional and programmes running under self-finance scheme under Choice Based Credit System (CBCS) as per UGC Regulations (Curriculum and Credit Framework for Undergraduate Programmes) approved by the Governor Secretariat, Bihar, the committee has prepared these Internship Guidelines for undergraduate students. These Guidelines aim to bring uniformity, clarity, and quality to the internship process across all Constituent and Affiliated Colleges under Universities of Bihar.
- ii. The internship is a structured and result-oriented activity with industry, academic institutions, and social sectors. It helps students connect classroom learning with real-life work experience.

## 2. Short Title & Commencement:

These guidelines shall be known as the **Internship Guidelines for Undergraduate Programmes**. These guidelines shall be applicable to the Undergraduate Programmes in all the Constituent and Affiliated Colleges under Universities of Bihar and shall come into force on and from the date, the competent authority approves it.

All Constituent and Affiliated Colleges are requested to:

- a. Share these Guidelines with faculty members and students.
- b. Ensure proper implementation of these guidelines
- c. Actively coordinate with Internship Providing Organizations (IPOs).
- d. Support timely evaluation, report submission, and use of feedback.

## 3. Introduction

- i. As per the UGC's Curriculum and Credit Framework for Undergraduate Programmes, internships are a mandatory part of experiential learning. Through exposure to professional environments, students develop important skills, improve their employability, and gain a deeper understanding of the practical aspects of their discipline. Internships also support personal growth, research skills, and alignment with industry and societal needs.
- ii. The internship component is designed to give students practical exposure through professional work, cooperative education, or work-based learning with external organizations. It allows students to gain real-world experience by applying their academic knowledge in actual work settings.
- iii. Internships are to be given in following order of preferences:
  - a. Government Departments (Central/State)
  - b. Government Public Sector Undertakings (PSUs)
  - c. Local bodies and Municipal Panchayats
  - d. Autonomous institutions funded by Government
  - e. Listed Private Undertakings
  - f. Eminent NGOs.
  - g. Other MSMEs, private commercial organisations, other registered establishments.

- iv. Students shall complete internships through a **physical/on-site mode**. However, an internship can also be completed in online/virtual mode through Government organizations/**platforms (like SWAYAM Plus or any other platform offered by government institutions)**, depending on the nature of work and with approval from the College.

#### 4. Credits:

- i. Students shall undergo an internship as per the requirements of their respective programmes.
- ii. Every student for the UG Programme is required to undergo internship as a course of 4 credits of 4-6 weeks duration (120 hours) before taking an exit or completing the degree programme. A student for the UG Programme shall be required to undergo internship during summer vacation either after the second semester examination or after the fourth semester examination. If s/he opts to exit with Undergraduate Certificate/Diploma in the discipline, then it shall be obligatory to complete the internship before exit.
- iii. For UG Programmes (B.A., B.Sc. & B.Com.) - Internships will carry **Four Credits**, to be awarded in **Semester V**. Each student must complete the internship individually. Group internships are not permitted.

#### 5. Duration:

- i. A compulsory internship of **120 hours (30 hours for each Credit)** is required for all students enrolled in UG programmes. An intern shall spend a **minimum of 90 hours with the Internship providing organization (IPO) and the remaining hours for report writing, assessment and evaluation**, etc.)

#### 6. Internship Period:

- i. For UG Programmes under CBCS, the internship should be completed during the summer break between **Semester IV and Semester V**.
- ii. If a student cannot complete the internship during this period, it must be completed by the end of **Semester VI** through one of the following options, with prior approval of the Department/College/Centre:
  - During the Semester Break of V & VI Semester
  - During winter break
  - Any other arrangement approved by the Department/College/Centre

*Note: Every student for the UG Programme is required to undergo internship as a course of 4 credits of 4-6 weeks duration (120 hours) before taking an exit or completing the degree programme. A student for the UG Programme shall be required to undergo internship during summer vacation either after the second semester examination or after the fourth semester examination. **If s/he opts to exit with Undergraduate Certificate/Diploma in the discipline, then it shall be obligatory to complete the internship before exit.***

## 7. Internships in Organizations:

### i. **Provision for Identification and Allotment of Internship Opportunities:**

#### a. **Primary Responsibility of Colleges:**

It shall be the primary responsibility of the concerned College to assess the number of students eligible for internship and identify suitable Internship Providing Organizations (IPOs) to ensure that internship opportunities are made available to all students in a timely manner. For this purpose, every College shall establish an Internship Cell and designate an Internship Nodal Officer. The College shall actively undertake liaison with IPOs for facilitating internships.

*Note: The college may give responsibility to Training and Placement Cell (TPC) of the college, and the Training & Placement Officer of the college may be given responsibility to act as Internship Nodal Officer.*

#### b. **Role of the University:**

The University shall also establish an Internship Cell under the supervision of a designated University Internship Nodal Officer. The University shall monitor and guide the Internship Nodal Officers of Colleges and extend necessary support in facilitating coordination and liaison with IPOs.

*Note: The University may give responsibility to Training and Placement Cell (TPC) of the University, and the Training & Placement Officer of the University may be given responsibility to act as Internship Nodal Officer.*

#### c. **Student-Initiated Internships:**

In cases where a student independently identifies a suitable organization, in accordance with the order of preference prescribed under Clause 3(iii), the same may be considered with the approval and facilitation of the College Internship Nodal Officer.

#### **Note:**

The order of preference for selection of IPOs, as specified under Clause 3(iii), shall be strictly adhered to in all cases. The internship should be related to the student's area of study or interest and should help in learning new skills. HEIs must play an active role in arranging internships by establishing a strong and structured mechanism through their **Internship Cell.**

- ii. **“The internship shall mandatorily be on an unpaid basis and no fee shall be charged from the students by the Internship Providing Organization. However, any stipend, if voluntarily provided by the organization, shall not be restricted.”**

## 8. The institutions shall not permit internships in the following IPOs/roles –

- i. Network Level Marketing (NLM) internships that require use of personal contacts or social media for promoting the organization.
- ii. Internships involving consumption or promotion of alcohol or smoking.
- iii. Internships promoting specific religious content, personalities, or sects.
- iv. Internships related to gambling or any illegal or prohibited activities.
- v. Internships promoting political parties, election campaigns, or political personalities.

## **9. Roles & Responsibilities**

### **i. Internship Nodal Officer**

- a. The entire internship Programme will be planned, implemented, and monitored by the Internship Nodal Officer appointed by the College Principal.
- b. The Internship Nodal Officer will plan, facilitate, and monitor the internships to ensure students are meaningfully engaged in internships aligned with academic goals, industry standards, and national frameworks.
- c. Coordinate with organizations to verify the relevance and structure of internships. Facilitate MoUs or agreements if required and ensure proper work plans and mentorship at the IPO.
- d. Assign faculty mentors to students to monitor progress, provide academic guidance, and evaluate learning outcomes.

### **ii. Internship Faculty Mentors:**

Identified faculty member(s) of the concerned College shall act as the Internship Mentor to the students as well. The mentors shall provide academic supervision and continuous support to students during the internship. They connect the academic institution with the workplace and ensure internships become meaningful learning experiences.

- a. Conduct orientation sessions to explain expectations, learning goals, and reporting formats.
- b. Help students select suitable internships aligned with their academic and career goals.
- c. Ensure duration, mode, and tasks meet required standards.
- d. Maintain regular contact with students, provide guidance, coordinate with IPO supervisors, and review performance fortnightly. Verify the Internship Completion Certificate.
- e. Review logbooks, reports, and project work.
- f. Ensure timely submission of reports, certificates, and feedback. Maintain records and share data with the Internship Cell.

### **iii. Internship Providing Organization (IPO):**

IPOs shall provide the actual work environment and mentorship. Their responsibilities include:

- a. Design clear internship plans with objectives, tasks, and timelines.
- b. Appoint a qualified Supervisor to guide and support the intern.
- c. Introduce interns to work culture and involve them in meaningful tasks.

d. Monitor performance and issue Internship Completion Certificate.

**iv. Internship Supervisor at the IPO**

- a. Monitor student attendance and regularity.
- b. Ensure the issue of the Internship Completion Certificate.
- c. Timely completion of internship and provide reports for HEI submission.

**10. Evaluation Criteria**

- i. The internship will be evaluated by an **Evaluation Committee** on the basis of Internship Report, Presentation/Viva-Voce and credited in the concerned **Semester as per Credits requirement**.

Component	Weightage	Marks	Minimum pass percentage
Internship Report	70 %	70	45%
Presentation/Viva Voce	30%	30	45%

**A student must achieve a minimum of 45% in each component of the Internship: (Internship Report and the Presentation/Viva-Voce) to pass the internship course.**

The Internship Evaluation Committee shall consist of **two faculty members** as the examiners: **an Internal Member of the Department of the College concerned, and one External Member from the same/allied disciplines at other institutions.** The external member (a faculty working on concurred posts in other institutions, including constituent and affiliated colleges) shall be appointed by the Principals of the Colleges.

- ii. The examiners shall be liable for the payment of remuneration as per the norms of the University set for the examiners of practical subjects.
- iii. The internship shall follow the provisions/regulations as stipulated and amended by the regulatory body concerned from time to time.

**11. Submission of Certificate & Report**

**Internship Completion Certificate:** issued by the **Internship Supervisor at the IPO** and submitted to the department within 10 days of completion of the internship as per the format given in Annexure III.

**A certificate** from the Head of the Department shall be provided to the students as per the format given in Annexure IV.

**Internship Report:** submit to the department within **20 days** of completion of internship.

- i. The internship report shall contain the following aspects: -
  - o Cover Page as per Annexure V
  - o Completion certificate issued by the **Internship Supervisor**
  - o Copy of acceptance letter

- Copy of consent letter
- Internship Report

## **12. Evaluation**

The date of evaluation of the Internship by the Internship Evaluation Committee, as well as the appointment of the external expert member thereof, shall be notified by the Principal of the Colleges.

## **13. Marks Submission**

- i. Marks/Award Roll to be submitted within **7 days** of evaluation/viva-voce.
- ii. The University shall mandatorily use SAMARTH portal for the submission of evaluation marks.

**ANNEXURE I****CONSENT LETTER****TO WHOME IT MAY CONCERN**

As part of the curriculum of -----(name of programme/course), the students are required to undertake internship of minimum ..... credits (..... hours) in an organization. In this regard, I am introducing the above-mentioned student with the following details for the purpose of the internship: -

Name of the Student	
Gender	
Father's Name	
University Registration Number	
College Roll Number	
Class with Semester	
Mobile Number	
Email Id.	

The organization satisfying the requirement of the Internship as provided in the guidelines of the University are requested to consider the candidature of the above-mentioned student for internship in your organization.

Signature of the Head of the Department of College/Internship Nodal Officer/Principal with Seal

**ANNEXURE II**

**INTERNSHIP ACCEPTANCE LETTER**

(on the letter head of the organization)

Letter No.

Date:

To

\_\_\_\_\_ (Student Name)

\_\_\_\_\_ (Institution)

Dear Candidate,

We are pleased to accept your application and offer you internship at our organization. Our organizations satisfy all the requirements as provided in the Internship Guidelines of ..... University for Undergraduate Programmes.

We appreciate your interest in our organization.

Thank you.

Supervisor/Head IPO

(Signature and seal)

## Annexure III

**INTERNSHIP COMPLETION CERTIFICATE**

(To be issued by the IPO on its letterhead)

This is to certify that **Mr./Ms. [Name of Student]**, S/o or D/o **[Father's/Guardian's Name]**, bearing University Registration/Enrolment No. **[Registration Number]** of **[Name of the Institution]**, Session **[Year]**, with Major in **[Subject]**, has successfully completed his/her internship with our organisation.

**Internship Duration:** From **[Start Date]** to **[End Date]**

**Total Hours Completed:** **[Total Hours]**

**Internship Performance Assessment**

During the internship, the student worked on **[Briefly mention project/tasks]**. Based on our observation and mentorship, we assess the student's performance as follows:

S. No.	Assessment Criteria	Rating (Outstanding / Good / Satisfactory / Needs Improvement)
1.	Technical Knowledge & Application	[Select Rating]
2.	Quality of Work & Task Completion	[Select Rating]
3.	Initiative & Problem-Solving Ability	[Select Rating]
4.	Communication & Interpersonal Skills	[Select Rating]
5.	Punctuality, Discipline & Professional Conduct	[Select Rating]

**Supervisor's Remarks:**

[Optional: Add brief qualitative comments on the student's overall performance, strengths, or areas for growth.]

**Signature of IPO Supervisor/Head**

Name:

Designation:

Organization Seal:

Date:

Place:

**Annexure IV**

**FORMAT OF CERTIFICATE TO BE ISSUED BY THE DEPARTMENT**

This is to certify that ..... (Student Name) ..... s/o or d/o..... bearing university roll no. .... of programme ....., session..... has successfully completed his/her internship for a duration of .....hours from .....(name of the organization).

He/She has also submitted the report of the internship after successful completion of the internship.

**Head of the Department of the College**

## ANNEXURE V

### SUGGESTIVE FORMAT/TEMPLATE OF 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 of the college. 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 Department/Agency/Institute/ NGO 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)

**ANNEXURE VI**

**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  
..... University**

**University Logo**

**Submitted to**

**The Department of ....., .....College**

**College Logo**

**Submitted by**

**Name:**

**Semester 5<sup>th</sup>, Programme FYUGP BA/B.Sc./B.Com**

**University's Registration No.**

**College Roll No.**

**Year:**



## ANNEXURE VIII

HEIs may consider the following areas while selecting internship sectors (*The list is indicative only and not exhaustive*):

- 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 / IT-enabled Services & Electronics Area
- vi. Handicraft, Art, Design & Music Area
- vii. Healthcare & Life Science Area
- viii. Sports, Wellness and Physical Education Area
- ix. Tourism & Hospitality Area
- x. Digitization & Emerging Technologies (IoT, AI, ML, AR/VR, etc.) Area
- xi. Humanitarian, Public Policy, and Legal Service Area
- xii. Education Area
- xiii. Sustainable Development Area
- xiv. Environment Area
- xv. Commerce, Medium and Small-Scale Industries Area
- xvi. Communication, Journalism, and Social Media
- xvii. Pharmaceutical Area
- xviii. Community Organizations
- xix. Literary Organizations
- xx. Plastic and Petrochemicals Industries