



OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

Ref. No. SU/ACR/Academic/Misc/2025/ 824

Date : 11-09-2026

Notification

(Internship and Research Internship Guidelines for FYUGP and PG Programmes)

In pursuance of the approval of the Academic Council, vide Resolution No.R/AC- 01/2026/9 dated 01-06-2026, the Under-Graduate Board, vide Resolution No.R/UG Board 01/2026/5 dated 10-06-2026, the Post-Graduate Board, vide Resolution No.R/PGB-1/2026/5 dated 10-06-2026 and the Executive Council, vide Resolution No.R/EC-01/2026/05 dated 24-06-26, the **Internship and Research Internship Guidelines** of Sibsgar University for FYUGP and PG Programmes has been notified for all concerned and shall be applicable with effect from the academic session 2026–27.

All concerned Deans, Heads of Departments, Heads of Centres, faculty members, Controller of Examinations and other concerned officials are requested to take necessary action accordingly and ensure strict compliance with the provisions stated in the Guidelines.

(Dr. Tridib Mahanta)
Academic Registrar i/c

Copy to:

1. The OSD to Hon'ble Vice-Chancellor for his kind information.
2. The Registrar for kind information.
3. All Deans/Heads of Departments for information and necessary action.
4. The Controller of Examinations for information and necessary action.
5. The Deputy Controller of Examinations for information and necessary action.
6. Notice Board/University Website.
7. Office File.

(Dr. Tridib Mahanta)
Academic Registrar i/c



INTERNSHIP AND RESEARCH INTERNSHIP GUIDELINES

(For FYUGP & Post Graduate Program)

(As per the UGC Curriculum and Credit Framework for UG/PG Programs and Guidelines for Internship/Research Internship for UG/PG Students)



Prepared by

Research and Development Cell

Approved by

Academic Council

(Vide Resolution No.R/AC-01/2026/9 dated 01-06-2026)

Recommended by

Under-Graduate Board

(Vide resolution No.R/UG Board 1/2026/5 dated 10-06-2026)

Recommended by

Post-Graduate Board

(Vide Resolution No.R/PGB-1/2026/5 dated 10-06-2026)

Approved by

Executive Council

(Vide Resolution No.R/EC-01-2026-05 dated 24-06-2026)

SIBSAGAR UNIVERSITY

2026



GUIDELINES FOR INTERNSHIP AND RESEARCH INTERNSHIP

(For FYUGP & Post Graduate Program)

(As per the UGC Curriculum and Credit Framework for Undergraduate Program and Guidelines for Internship/Research Internship for Under Graduate Students)

(Prepared by the Research and Development Cell, RDC), Sibsagar University

1. PREAMBLE

In alignment with the vision of the National Education Policy (NEP) 2020 and the UGC Curriculum and Credit Framework for Undergraduate Program (CCFUP), Sibsagar University introduces Internship and Research Internship as an integral component of experiential and outcome-based learning.

The Internship Program is designed to bridge the gap between classroom learning and real-world application by providing students exposure to industries, research laboratories, academic institutions, government organizations, NGOs, enterprises, artisans, entrepreneurs, and community-based organizations. The program aims to strengthen employability, professional competence, innovation, entrepreneurship, and research aptitude among students.

2. OBJECTIVES

The major objectives of Internship and Research Internship are:

- To integrate classroom learning with practical workplace experience.
- To develop employability, communication, teamwork, and leadership skills.
- To expose students to industry, research, entrepreneurship, and societal engagement.
- To cultivate research aptitude, scientific temper, analytical skills, and ethical practices.
- To provide exposure to emerging technologies and interdisciplinary learning.
- To strengthen university–industry–society collaboration.
- To encourage innovation, problem-solving ability, and entrepreneurship.
- To develop citizenship responsibility and social awareness.

3. TYPES OF INTERNSHIP

The Internship Program of Sibsagar University shall broadly include:

3.1 Internship for enhancing the employability:

It is focused on skill development, workplace exposure, entrepreneurship, industry orientation, field studies, and professional competency. Employability refers to the certain attributes of an individual that enable him/her to perform any job opportunity in line with the set standards of performance to meet expectations of a job.



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3.2 Internship for developing the research aptitude:

This internship is focused on research methodology, experimentation, data analysis, project work, innovation, scientific writing, and research ethics. Research 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.

4. FORMS OF INTERNSHIP

Internships may be undertaken in the following forms:

a. External Internship -

- Industries and MSMEs
- Government organizations
- Research laboratories and institutions
- NGOs and community organizations
- Universities and HEIs
- Entrepreneurs, artisans, farmers, artists, etc.

b. In-house Internship

Within Sibsagar University under approved faculty members/centers/departments, preferably outside the student's own major discipline, subject to RDC approval.

c. Group Internship

Permitted for interdisciplinary, community-based, field-oriented, or project-based activities with prior approval of RDC and other competent authority

5. ELIGIBILITY AND DURATION

5.1 Undergraduate Program (FYUGP)

- Internship shall be undertaken as per UGC or University requirement
- Duration: 60–120 hours.
- Credit Allocation: 2–4 Credits as per NEP-2020 and CCFUP norms.

5.2 Postgraduate Program (PG)

- Research Internship may be undertaken in any semester.
- Duration: 60–180 hours.
- Credit Allocation: 2–6 Credits depending on program requirements.

5.3 Internship Period

Internship shall preferably be conducted during:

- Semester breaks
- Summer/Winter vacation
- Flexible academic slots as approved by the University.



6. AREAS OF INTERNSHIP

Students may undertake internship/research internship in areas including but not limited to:

- Science and Technology
- Research and Development
- Agriculture and Rural Development
- Environment and Sustainability
- Healthcare and Herbal Studies
- Commerce and Banking
- Information Technology and AI
- Education and Language Teaching
- Tourism and Hospitality
- Media and Communication
- Arts, Music, Handicrafts and Cultural Heritage
- Entrepreneurship and Start-ups
- Public Policy and Legal Services
- Social Work and Community Engagement

The students/internship supervisors/mentors may adopt more areas/fields of internship based on their requirement/interest/capability etc. Moreover, the concerned Department(s)/Faculty Member(s) shall design detail content of internship as per their feasibility.

7. INTERNSHIP STRUCTURE-

7.1 Internship Governance and Implementation

The structure of internship in Sibsagar University is cited below.

- The Internship Program of the University shall function under the supervision of the Research and Development Cell (**RDC**).
- The RDC shall monitor and coordinate internship activities across all disciplines.
- The RDC shall establish collaborations through MoUs with industries, HEIs, research organizations, government/private agencies, NGOs, enterprises, innovators, entrepreneurs, artists, artisans, farmers, and related stakeholders.
- The RDC shall appoint Internship Supervisors and recognize eligible Mentors/Experts from within and outside the University under approved functional MoUs
- Organizations or experts providing internship opportunities shall be recognized as Internship Providing Organizations (IPO) or Internship Providing Experts (IPE).
- Internship conducted outside the University shall be monitored by RDC-appointed Internship Supervisors/ Mentors.
- The University may establish an Industry Relations Cell (**IRC**) to facilitate industry collaboration and student internships in line with UGC guidelines.



- The RDC and IRC shall work jointly for effective implementation of research, development, and internship activities.
- The RDC shall function as the governing body, while the IRC shall function as the facilitating body for internships.
- A student undertaking internship shall be designated as an “Intern” and shall work under an Internship Supervisor and Mentor for a specified duration.
- Internship shall generally be undertaken individually; however, group internship may be permitted where necessary.
- The University and the concerned IPO/IPE shall jointly facilitate the smooth conduct and completion of internships.
- There shall be a mechanism for the orientation of teachers/faculty development programs on the matter of internship

7.2 Role of Research and Development Cell (RDC)

The Internship Program shall function under the overall supervision of the RDC of Sibsagar University.

The RDC shall:

- Coordinate internship activities across departments.
- Develop internship policies and operational mechanisms.
- Facilitate MoUs with industries, HEIs, laboratories, and organizations.
- Maintain internship records and monitoring systems.
- Appoint Internship Supervisors/Internal Mentors.
- Develop internship portal/database.
- Ensure quality assurance and evaluation.

7.3 Role of Industry Relations Cell (IRC)

The IRC shall support RDC in:

- Industry linkage
- Internship opportunities
- Placement-oriented collaborations
- Skill and employability enhancement initiatives

8. ACADEMIC CREDENTIALS & MONITORING OF INTERNSHIP

8.1 Internship

A minimum of 2-4 credits in a 3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research) shall be assigned for Internship as per the National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Program (CCFUP). Internship of 60-120 hours duration in the 5th and 6th Semesters is mandatory for the students enrolled in FYUGP.

Research Internship in Two Year PG program may be of 2-6 credits which entails 60-180 hours duration. For an internship, 2 credits of Internship mean 4 hour engagement per day for 15 days, totaling to 60 hours of engagement. This principle of quantification shall be adopted for an internship of 4 credits, so on and so forth.



8.2 Research Internship

3-year UG degree, 4-year UG degree (Honours) and 4-year degree (Honours with Research) program will be operating strictly adhering to NEP-2020, NHEQF and CCFUP provisions. Based on the higher education qualification level descriptors for Level 5.5 and Level-6 some of the competencies with research orientation should be attained by the students by studying the courses under the Research Ability Enhancement Courses (RAEC) and by undertaking the research internship project.

Through this Research Internship-

- Students shall develop knowledge of research methods and techniques.
- Students shall acquire problem-solving skills for real-life challenges.
- Students shall develop the ability to understand and interpret research communications.
- Students shall be able to communicate technical and research findings effectively.
- Students shall develop awareness of research ethics, professional conduct, and accountability.
- Students shall enhance academic writing, reading, and research skills.
- Students shall be encouraged to contribute towards social and economic development through research.
- Students shall develop adaptability, teamwork, collaboration, and professional skills

8.3 Duration and Slots for Internship in Curriculum

Each undergraduate student may complete an internship of 2-4 credits during after the 4th semester of the UG degree program focusing on Hands-on Training/Short Research Project. However, the student who has to go for a 4-year UG degree (Honours with Research) program will be required to choose courses as given **Table 1** during the 8th Semester.

Table 1: Activities, duration, no of credits of Internship Program

Courses	Schedule	Duration	Suggested Activities	Credits
• 3-yearUG degree • 4-yearUG degree (Honours) • 4-yearUG degree (Honours with Research) • 5-year Integrated PG Program	5 th / 6 th Semester	60 -120 hours	Hands-on Training/Short Research Project/Seminars	02-04

There is also a provision of internship for post graduate students which shall usually be **Research Internship**. The research internship may have 2-4 credits during any semester of the post graduate program focusing on research oriented works, undertaking research projects as stated in the **Table-2**.



Table 2: Activities, Suggested Duration along with a corresponding number of credits of Research Internship Program:

Courses	Schedule	Duration	Suggested Activities	Credits
• 1-year PG Program • 2-year PG Program • 5-year Integrated PG Program	Any Semester	60 -120 hours	Research Project/Research work	02-04

9. INTERNSHIP MECHANISM

Sibsagar University shall develop a roadmap for the smooth functioning of the internship program under the Research and Development Cell (RDC) and IPO/IPE may decide about Internship on mutually agreed terms and conditions.

9.1 Application Procedure

- The RDC shall establish and manage an Internship Portal for internship registration and monitoring. Students shall apply through the prescribed format/portal.
- Applicants shall obtain prior consent from the concerned IPO/IPE before submission.
- Applications shall be recommended by the concerned Internal Mentor/Department.
- There will be an Internship Supervisor in each department

9.2 Approval

The RDC shall approve internships applied by the student/department based on:

- Academic relevance
- Availability of mentor/supervisor
- Suitability of the organization/project
- Student eligibility and preparedness

9.3 Monitoring

Each intern shall work under:

- An Internship Supervisor
- A Mentor/Internal Mentor

Students shall maintain:

- Attendance Logbook
- Activity Logbook
- Progress Report



10. ROLE OF INTERNSHIP PROVIDING ORGANISATION, INTERNSHIP PROVIDING ENTERPRISE, NODAL OFFICER, INTERNSHIP SUPERVISOR AND MENTOR

10.1 Role of Internship Providing Organization (IPO/IPE)

- There will be provision of Internship Providing Organization (IPO) and Internship Providing Enterprise (IPE)
- IPO/IPE may include industries, HEIs, R&D institutions, government organizations, enterprises, corporate, NGOs, artisans, farmers, cooperatives, experts, or institutions of eminence providing internship opportunities.
- The IPO/IPE shall facilitate intern registration, identification, accommodation, and other required support through a designated Nodal Officer.
- The Mentor/Internship Supervisor/Nodal Officer of the IPO/IPE shall guide interns in research exposure and employability skills.
- The IPO/IPE authority shall endorse and forward the internship report to the RDC.
- The IPO/IPE shall issue internship completion certificates after successful assessment and evaluation of the intern.

10.2 Role of Director/Nodal Officer

- The Director/Nodal Officer shall oversee student registration, mentor/supervisor allotment, and coordination with IPO/IPE through the Internship Portal.
- The Director/Nodal Officer shall develop need-based internship verticals and program expectations.
- The Director/Nodal Officer shall conduct surveys to assess industry needs and student expectations.
- The Director/Nodal Officer shall coordinate with HEIs, industries, R&D institutions, government offices, experts, entrepreneurs, artisans, farmers, and related agencies for internship opportunities.
- Students may be engaged in government activities such as surveys, census, elections, and welfare schemes under proper mentorship.
- The Director/Nodal Officer shall address issues faced by interns during the internship period.
- The Director/Nodal Officer shall ensure portal registration of interns, mentors, supervisors, and IPO/IPEs.
- The Director/Nodal Officer shall allot Mentors and Internship Supervisors after RDC approval.



10.3 Role of Internship Supervisor

- The Internship Supervisor shall monitor, supervise, and evaluate interns during the internship period.
- Internship Supervisors shall be nominated at the beginning of the academic session.
- The Internship Supervisor shall monitor the attendance and regularity of interns at the workplace.
- Interns shall inform the Internship Supervisor prior to availing leave, except in emergencies.
- The Internship Supervisor shall ensure issuance of internship completion certificates.
- Internship assessment shall be based on project report and overall performance evaluation.

10.4 Role of a Mentor

- A Mentor shall provide professional and research guidance to interns during the internship period.
- Mentors may be identified by the HEI or by the student with approval of the Internship Supervisor.
- The Mentor shall facilitate interaction with experts and professionals for enhanced learning exposure.
- The Mentor shall guide students through physical or digital mode throughout the internship.
- The Mentor shall review and validate student performance periodically.
- The Mentor shall ensure development of research orientation and professional competencies among interns.
- The Mentor shall endorse and issue internship evaluation reports/certificates after successful completion.
- The HEI may consider mentorship responsibilities under faculty workload assessment

11. ASSESSMENT AND EVALUATION

11.1 Internship Evaluation

The RDC of Sibsagar University shall monitor the evaluation process for the performance of interns of Sibsagar University pursuing internship following the prescribed evaluation mechanism. The internship evaluation shall be carried out in a 70:30 ratio, comprising 70% internal evaluation and 30% external evaluation. The internal evaluation will be conducted by the concerned department/internship supervisor/mentor, while the external evaluation will be carried out by the IPO/IPE in the prescribed format provided in the Annexure



Table 3: General Evaluation Format for Internship

Sl. No.	Evaluation Type	Evaluation Component	Evaluating Authority	Weightage
1	Internal Evaluation	Attendance, Discipline & Participation	Department / Internship Supervisor / Mentor	20%
2	Internal Evaluation	Work Performance & Progress	Department / Internship Supervisor / Mentor	30%
3	Internal Evaluation	Report Submission & Documentation	Department / Internship Supervisor / Mentor	20%
	Total Internal Evaluation			70%
4	External Evaluation	Final Presentation / Viva	IPO / IPE	10%
5	External Evaluation	Project / Internship Report Assessment	IPO / IPE	10%
6	External Evaluation	Practical Knowledge & Overall Competency	IPO / IPE	10%
	Total External Evaluation			30%
	Grand Total			100%

NOTE- The internal evaluation component will also include the CIAE as per university rules and regulations

11.2 Research Internship Evaluation

The Research Internship Evaluation shall be conducted through a combination of internal and external assessment in the ratio of 70:30. The internal evaluation (70%) will be carried out by the concerned department/research supervisor/mentor based on research progress, participation, and report submission. For research internships undertaken in research-related organizations/institutions, the external evaluation (30%) shall be conducted by the concerned IPO/IPE/host organization in the prescribed format provided in the Annexure.

The Internship shall conclude with submission of a project report and the evaluation shall be based on:

- Innovativeness of research work
- Work done and Report Preparation
- Seminar Presentation
- Certificate from the Supervisor/Mentor
- Viva-Voce examination shall be conducted by both Internal and External Examiners.

A separate evaluation format may be designed by the concerned department for research internships undertaken in research-related organizations/institutions. Such evaluation shall be carried out in coordination with the host organization/IPO/IPE as applicable.

12. CERTIFICATION



Upon successful completion of internship/research internship:

- Students will receive Internship Completion Certificate from the concerned IPO/IPE and/or Sibsagar University.
- Credits shall be awarded as per program regulations and evaluation norms.

13. GENERAL PROVISIONS

- Internship may be physical, digital, hybrid, individual, or group-based.
- Students must adhere to institutional ethics, confidentiality, and discipline.
- Any misconduct or submission of false information may lead to cancellation of internship and disciplinary action.
- The RDC reserves the right to modify operational procedures as per University/UGC/NEP requirements.

14. APPENDICES

The following formats shall form part of these Guidelines:

1. Application Form for Internship/Research Internship
2. Attendance Logbook
3. Activity Logbook
4. Progress Report
5. Completion Certificate Format
6. Evaluation Sheets

Prepared by the Research and Development Cell, RDC and approved by UG Board, PG Board and Academic Council, Sibsagar University

