

**OFFICE OF THE DIRECTOR, RESEARCH AND DEVELOPMENT CELL:  
SIBSAGR UNIVERSITY**

Ref. no. SU/RDC/Student/Internship/25/02/ 1155

Date: 22-12-2025

**Notification**

**Subject:** *Constitution of Departmental Internship Committees under the Institutional Scheme for Student Engagement in Local Employment and Research Internship Opportunities*

In pursuance of the implementation of the Institutional Scheme for Student Engagement in Local Employment and Research Internship Opportunities for 6<sup>th</sup> Semester students across all streams, and in accordance with the formation of committees as approved by the Competent Authority, the Research & Development Cell (RDC) hereby notifies the constitution of Departmental Internship Committees in all teaching departments of the University.

Each Departmental Internship Committee shall comprise the following members:

1. Head of the Department – **Chairperson/ Internship Supervisor**
2. Departmental Internship Faculty Coordinator  
(Preferably the departmental coordinator for career counseling cell) – **Convener**
3. All Faculty Members – **Internal Mentor**
4. Two Student Representative (6<sup>th</sup> Semester) – **Member**

All Heads of Departments are requested to constitute the committee and notify the names of all the members, including the Faculty Coordinator and Student Representative, to the RDC. The Departmental Internship Committees shall be responsible for planning, coordinating, and implementing internship and local job-prospect identification activities at the departmental level in alignment with the institutional guidelines issued by the university. The internship shall be implemented in compliance with the Internship Guidelines of Sibsagar University, along with the additional provisions stipulated under the newly introduced In-House Internship Guidelines.

This notification is issued with the approval of the Competent Authority.



  
**Director**  
Research & Development Cell (RDC)  
Sibsagar University

**Copy to:**

1. OSD to Hon'ble VC for kind information
2. Registrar,
3. Academic Registrar i/c
4. All DEANS
5. All Heads of the departments
6. Controller of examination
7. Director, IQAC
8. Office copy

  
**Director**  
Research and Development Cell (RDC)