

**Annexure-I**

**Special Guidelines for Implementation of the Institutional Internship Scheme for Students (an initiative by the RDC, Sibsagar University)**

**1. Purpose and Scope**

These guidelines are issued to ensure a structured, transparent, and effective implementation of the Institutional Internship Scheme for the FYUGP students across all streams of the university. The scheme aims to enhance employability, research exposure, skill development, and community engagement in alignment with NEP 2020 and institutional objectives.

**2. Applicability**

The scheme shall be applicable to all the departments of the university and shall be coordinated by the Research & Development Cell (RDC) in collaboration with the Career Counseling Cell (CCC) and concerned departments.

**3. Stage-wise Implementation Guidelines**

**3.1: Formation of Committees**

- Each teaching department shall constitute a Departmental Internship Committee as notified by the RDC.
- The Committee shall nominate a Departmental Internship Faculty Coordinator and student representatives for effective coordination.
- The Committee shall function as the nodal body at the departmental level for implementation of the scheme.

**3.2: Orientation and Awareness**

- Orientation program shall be conducted at the university and departmental levels.
- Students shall be informed about objectives, eligibility, duration, roles, responsibilities, reporting requirements, and evaluation criteria.
- Participation in orientation program shall be mandatory for enrolled students.

**3.3: Opportunity Mapping**

- Departments shall guide students in identifying local employment and research internship opportunities relevant to their discipline.
- Mapping may include industries, laboratories, NGOs, start-ups, government and private organizations, research centers, and community-based enterprises.
- Surveys, field visits, alumni networks, and secondary data sources may be used for mapping.





### **3.4: Creation of Department-wise Database**

- Each Departmental Internship Committee shall compile and maintain a verified database of identified opportunities.
- The database shall include organization details, nature of work, duration, contact persons, and eligibility requirements.
- The database shall be updated periodically and shared with the RDC as required.

### **3.5: Establishing Contacts and MoUs**

- Formal communication shall be initiated with identified organizations.
- Where required, Memoranda of Understanding (MoUs) or Letters of Collaboration shall be executed following university procedures.
- All MoUs shall be routed through the RDC for record and compliance.

### **3.6: Internship Allotment Process**

- Allotment shall be based on student interest, academic eligibility, departmental norms, and availability of opportunities.
- Departmental Internship Committees will mentor transparency and fairness ensured in the selection and allotment process.

### **3.7: Monitoring Mechanism**

- Faculty Coordinators shall monitor student progress through periodic reports, mentor feedback, review meetings, or site/online monitoring.
- Students shall maintain logbooks or activity records as prescribed.
- Any issues or deviations shall be promptly reported to the RDC.

### **3.8: Evaluation of Internship**

- Evaluation shall be based on internship reports, logbooks, completion certificates, presentations, and performance feedback.
- Each department shall develop a structured evaluation mechanism for assessing student internships. The assessment and marking shall be jointly carried out by the Internship Providing Organization (IPO) and the concerned department, as per the approved guidelines.
- Departments shall follow evaluation rubrics approved by the competent academic authority.

### **3.9: Documentation and Reporting**

- Each department shall prepare a consolidated report at the end of the semester.
- Reports shall include student participation, partner organizations, outcomes, challenges, and best practices.
- The report shall be submitted to the RDC within the notified timeline.



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### **3.10: Internship Completion Certificate:**

- Upon successful completion of the internship, the Internship Completion Certificate shall be issued by the Research & Development Cell (RDC) after due approval from the competent authority and recommendation of the concerned mentoring committee.

### **3.11: Review and Continuous Improvement**

- The scheme shall be reviewed annually to assess effectiveness and impact.
- Feedback from students, faculty, and partner organizations shall be considered.
- Necessary improvements, database updates, and procedural revisions shall be incorporated.

### **4. Scope and Nature of In-House Internship**

**(To be offered by the Departments, Research Centre and the University Library)**

- Under these guidelines, the university introduces structured in-house internship opportunities for students, which may be offered by all Teaching Departments, Interdisciplinary Centre, Research Laboratories and Centre, the Central Library, as well as institutional units such as Museums, Language Laboratories, ICT Cells, the Research & Development Cell (RDC), Internal Quality Assurance Cell (IQAC), Institution's Innovation Council (IIC), and other approved academic and support units.
- The in-house internships may be research-oriented, skill-based or job-training focused, practice-based or service-learning oriented, and may also include digital, documentation, and archival-based engagements, depending on the nature and objectives of the hosting unit.

### **5. General Provisions**

- All departments shall strictly adhere to these guidelines and institutional norms.
- Any clarification or modification related to the implementation shall be issued by the RDC with the approval of the Competent Authority.
- This Annexure shall form an integral part of the official notification/guidelines for the implementation of the In-House Internship and Job-Prospect Identification Scheme of the University.

