

General Guidelines for Internship (FYUGP)

(Internship Cell of DHSK Commerce College)

In accordance with the NEP-2020 and UGC guidelines, Dibrugarh University framed a new student-centric “*Curriculum and Credit Framework for Undergraduate Programmes*” (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach with internship and community engagement as an essential component.

Objectives: The primary objective of an internship is to enable an intern to gain first-hand experience of the way of working in an organization. Internship for the undergraduate students enrolled in FYUGP programme at Dibrugarh University and its affiliated Colleges is broadly aimed at integrating workshop with workplace, understanding the world of work, capacity building for the community, developing research aptitude, providing exposure in emerging technologies, enhancing entrepreneurial capabilities, developing decision-making and teamwork skills and enhancing professional competency etc.

The concept of community engagement is to combine the academic pursuits with meaningful contributions to society. The intended objectives of engaging undergraduate students of Dibrugarh University and its affiliated Colleges in community engagements are building practical community service skills among the students, making a positive impact on the society, capacity building for the society, inculcating a sense of social responsibility and providing personal fulfillment to the students.

Academic Credentials: For Internship and Community Engagement of FYUGP students of Dibrugarh University and its affiliated Colleges, a total of **4 credits** have been assigned. The students may opt for any one of the following distribution of credits:

- 4 credits of internship.
- 4 credits of community engagement.
- 2 credits of internship and 2 credits of community engagement.

Credit	Contact Hour
1 Credit	30 Hours

Accordingly, an internship and community engagement of **120 hours** duration will be mandatory for the students. The internship and community engagement will be carried out preferably in the Summer-Winter breaks after the completion of a semester. It can be carried out continuously in one break or partially in multiple breaks. The evaluation will be performed during the month of January.

Procedure to be followed for Internship and Community Engagement:

- Students are to communicate their proposal of internship in any agency, NGO, Govt institutions etc. to the Internship Cell through the Mentor-teacher. The internship Cell will examine the proposal and communicate the decision to the mentor-teacher. All internship programmes are to be approved by the Internship Cell of DHSK Commerce College.
- The Internship Cell headed by the Nodal Officer, after exploring various opportunities for internship and community engagement of the students will notify a list of internships and community engagements. (Preferably through a portal in the College website).
- Students will submit their applications for internships/community engagements to the Internship Cell duly forwarded the Mentor.
- On receipt of an offer of internship and community engagement, the student will arrange to consult the internship supervisor, obtain due permission from the parent institution and join the concerned host organization for an internship and community engagement.
- During the period of internship and community engagement, the mentor from the parent institute will keep a track of the activities at the host organization.
- On completion of Internship and Community Engagement, the student will prepare internship and community engagement report and get it endorsed by the Internship and Community Engagement Supervisor. He/ She will also collect internship and community engagement completion certificate from the Internship and Community Engagement supervisor.

Some suggestive sectors for internship/research internship

-  Trade and Agriculture
-  Economy & Banking Financial Services and Insurance
-  Logistics, Automotive & Capital Goods
-  Fast Moving Consumer Goods & Retail
-  Information Technology/Information Technology enabled Services & Electronics
-  Handcraft, Art, Design & Music
-  Healthcare & Life Science

- ✚ Sports, Wellness and Physical Education
- ✚ Tourism & Hospitality
- ✚ Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.)
- ✚ Humanitarian, Public Policy and Legal Service
- ✚ Media and Communication
- ✚ Education
- ✚ Sustainable development
- ✚ Environment
- ✚ Commerce, Medium and Small-Scale Industries
- ✚ Government Flagship Programmes such as MYBharat, Jal Jeevan Mission, Swachh Bharat, PM Internship Scheme etc.

**Format for Internship/Community Engagement Completion Certificate from the
Internship/Community Engagement Supervisor (In Official Letter)**

Certified that _____ (Name) of _____ semester of
_____ Programme from _____ (Department), _____
(Name of the Parent University/College) carried out his/her internship/community engagement work
at _____ (Name of the Internship/Community
Engagement Providing Organization with Address) under my supervision from _____
(DD/MM/YYYY) to _____ (DD/MM/YYYY). The total number of hours during
his/her internship/community engagement is _____ (No. of hours). He/She has successfully
completed the internship/community engagement programme.

Name of the Internship/Community Engagement Supervisor:

Designation:

Name and Address of the Internship/Community Engagement Providing Organization:

Signature of the Internship/Community Engagement Supervisor with Seal and Date:

Application Format for Submitting Proposals of Internship/Community Engagement to the Training and Placement/Internship Cell for Prior Approval

Name	
Programme	
Semester	
Department	
Name of the Proposed Internship/Community Engagement Providing Organization	
Proposed Duration of Internship/Community Engagement	
Nature of Internship/Community Engagement	
Full Signature of the Student with Date	
Comments and Signature from the Mentor	

Comments of Nodal Officer (whether approved/rejected):

Signature of Nodal Officer:

Date: