



GIRIJANANDA CHOWDHURY UNIVERSITY
Hathkhowapara, Azara, Guwahati 781017, Assam

INTERNSHIP GUIDELINES FOR STUDENTS

1. Introduction

Internship refers to any credited educational, career development opportunity or research exposure providing practical experience or hands on training to an undergraduate or post graduate student of GCU in a respective discipline for a prescribed period of time. An internship programme shall be recognized as a mandatory part of the curriculum.

Internships can be paid whether the student intern may be offered a stipend by the IPO or vice versa where students need to pay for obtaining quality internships in reputed IPO that are crucial and indispensable for their professional learning and development.

2. Objectives of Internship

The aim of the internship programme shall be mutually beneficial to the student intern and the Internship Placement Organization. Hence, it is important that the objectives and the activities of the internship program are clearly defined and understood. The following objectives shall govern the internship programme of GCU for the undergraduate and post graduate students:

- a. To gain practical experience, develop the requisite skills needed for a specific job and comprehend the functioning of the organization;
- b. Provide an exposure to the industrial environment thus creating competent professionals equipped with the principles, values, ethics and integrity befitting the demands of the employment industry;
- c. To integrate all the classroom/workshop or lab learnings and knowledge with the workplace or organization;
- d. To develop an understanding of the challenges and opportunities in the field and capacitate themselves in accordance with the expectations and demands in the work environment;
- e. Exposure to the current emerging technologies and developments and learn the skills of incorporating them in their discipline or area of interests;

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- f. To provide opportunities for students to sharpen their aptitude for research and use appropriate tools and techniques to methodologically study and analyze issues pertaining to their discipline and find solutions to complex problems;
- g. To cultivate social responsibility among the students to relate to the marginalized and disempowered communities with a sense of empathy and understanding of their issues and concerns in order to facilitate interventions for their empowerment;
- h. To develop partnerships and collaborations with industries, government, health sector, corporates, NGOs to provide opportunities for internships, apprenticeships and research opportunities to GCU students in their respective disciplines;
- i. To capacitate students with development of skills requisite for decision-making, team work and problem solving contributing to their academic and professional growth;
- j. To enhance student's entrepreneurial abilities to learn about the functioning of organizations which can facilitate their interest in startups and entrepreneurial activities.

3. Role of Student Interns

- i. Student interns refer to any undergraduate or post graduate student of GCU who shall go through an internship programme as per the curriculum required for awarding the degree.
- ii. Every student is encouraged to identify their own IPO based on their interest and passion and most importantly it should be related to their area of study which should be discussed with the Internal Internship Supervisor (from the respective department).
- iii. The student shall make the first contact and obtain permission from the IPO for their internship and communicate this to the Supervisor following which all the official communication can be carried out.
- iv. Student can go on an individual internship or group internship depending on the availability of options and purpose of internship.
- v. They need to be good role models of GCU and represent the university in the IPO through their attitude, manner of dressing, behaviour and work ethics, maintaining discipline and commitment to the activities expected of them.
- vi. Every student is expected to submit a report at the end of the internship or a research /project report if they have undertaken any study in the IPO.



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- vii. 100 % attendance is compulsory during the internship and any leave of absence due to emergency reasons shall be duly informed to both the internal and external internship supervisor.
- viii. The internship for the post-graduate programme shall comprise of 4 credits.
- ix. Students should avoid usage of mobile phones or sending messages during the working hours unless it is very essential.

4. Evaluation

- a. Assessment and evaluation of internship programme is mandatory for ensuring that students have made the maximum benefit of the internship. This exercise shall provide an opportunity for the student to reflect on the strengths and challenges and accordingly make necessary changes that can contribute to personal and professional growth.
- b. Every student intern is expected to submit an internship report and activity log book featuring all the activities executed during internship, their learnings, contributions, and scope for further improvement.
- c. External internship supervisor shall give an evaluation report based on pre-determined parameters. They shall be evaluated based on a presentation or viva-voce made at GCU where the external and internal internship supervisors will be present, evaluate the student's performance and marks or grades shall be given.
- d. Student's attendance, innovative contributions, standard of internship report shall be additional markers for better grades in internship.
- e. For students who are on research internship, they should submit one project report. They shall be judged based on innovativeness of research, presentation and viva voce. The research project report shall have an undertaking from the student and a certificate from the research supervisor for originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same university or any other Institution.
- f. The viva-voce examination shall include both internal and external examiner and supervisors. GCU needs to follow its examination structure for the conduction of the examination.



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FORMAT FOR INTERNSHIP REPORTS

- I. **COVER PAGE** (With Name of the Intern/student, Department, University name and logo, name of the internship organization and duration of internship)
- II. **INTRODUCTION**
About the Internship Organization
 - Vision and Mission and history of the organization
 - Aims and objectives
 - Administrative Structure and Reporting authority
 - Programmes and projects of the Organization
 - Target groups/beneficiaries
 - Impact in the society/community
 - Geographical Location
- III. **AIMS AND OBJECTIVES OF INTERNSHIP**
- IV. **ACTIVITIES/TASKS IMPLEMENTED OR INVOLVED WITH**
- V. **THEORETICAL APPLICATION IN THE FIELD** (Adaptation of theories, skills and techniques learnt)
- VI. **ASSESSMENT /ANALYSIS OF ISSUES OR OBSERVATIONS MADE** (it should be a critical reflection or assessment of your observations based on discussions or activities that you were involved with)
- VII. **MAJOR LEARNINGS/OUTCOME** (Benefits personally, professionally, scope for employability or further growth,)
- VIII. **CHALLENGES AND DIFFICULTIES ENCOUNTERED**
- IX. **CONCLUSION**

Note: Report should be elaborate and present an overall understanding of your internship. Please use photographs if any but only with the consent of the participants. Refrain from any negative remarks about the organization or the client group.

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INTERNSHIP ASSESSMENT TEMPLATE

Name of the Intern/Student:

Department:

Name of the University:

S. No	Particulars	Max Marks	Marks Awarded
1	Punctuality and Regularity	10	
2	Commitment, Interest & Motivation in acquiring knowledge from the organization	5	
3	Proficiency and Skills (Communication, Networking etc.)	5	
4	Competency in applying theoretical knowledge in practice	10	
5	Ability to maintain positive relationship with others (Staff of the Organization, the Clientele etc.)	5	
6	Self-Discipline and personal behaviour	5	
7	Ability to comply with the requirements and the norms of the Organization (Initiative and willingness to take up Responsibilities, Team Work etc. in the projects/ programmes involved in)	10	

Signature

Name:

Designation:

Name of the Organization with Official Seal:

Date:



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