Internship Policy
Bhattadev University

1. Introduction

Higher Educational Institutions (HEIs) must ensure that eligible students participate actively in the internship selection process. The Internship Cell at Bhattadev University will support students in achieving successful internship placements, with full cooperation from students, alumni, and recruiting organizations. This policy is effective from the academic session 2023-2024.

1.1 Background

The National Education Policy (NEP) 2020 emphasizes the importance of practical learning to enhance employability. It mandates that HEIs provide opportunities for internships with local industries, businesses, and research institutions. The University Grants Commission (UGC) released the National Credit Framework (NCrF) in April 2023, highlighting experiential learning through internships.

1.2 Objective and Vision

Internships provide essential educational and career development opportunities, offering hands-on experience in specific fields. They are structured, supervised, and short-term, focusing on particular tasks or projects. Internships can be compensated, partially compensated, or unpaid, but they must be meaningful and beneficial for both the intern and the hosting organization.

Objectives:

- *To expose students to industrial environments.*
- *To provide opportunities to develop analytical and managerial skills.*
- *To enhance professional skills like communication, work ethics, and conflict resolution.*
- *To establish links between students and potential job or research opportunities.*

2. Types of Internships

(i) Internships are mandatory for degree completion and are credited within the curriculum with 2 credits. They can be conducted offline or online, with various modes available based on the curriculum structure.

(ii) Internship (optional)/vocational course of 4 credits required for award of certificate/diploma to those students who desire for lateral exit after one or two years.

2.1. Selection of Internship Providers

Bhattadev University will collaborate with various organizations to offer students maximum exposure and industry relevance. This will be coordinated by**Internship Cell** in consultation with**the Research and Development Cell (RDC).** Potential internship partners include:

- **Local Industries (MSME and Heavy Industries)**:

  Sectors: Manufacturing, textiles, agro-industries, food processing, engineering firms.

  Examples: Local textile mills, agricultural processing units, engineering workshops, fishery industries, brick kilns.

- **2.1.2. Government and Private Organizations**:

  Examples: District administration offices, banks, NGOs, registered diagnostic centers.

- **2.1.3 Local Self-Government Bodies**:

Examples: Gaon Panchayat offices, Zila Parishad administrative units, municipal corporations.

➢ **2.1.4. Business Organizations**:

Examples: Retail and wholesale businesses, startups, hospitality and tourism sectors.

2.1.5. Hospitality and service sector:

Examples: Hotels, restaurants, resorts, travel agency, tour operators etc.

➢ **Artists and Crafts persons**:

Examples: Handicraft workshops, traditional pottery centers, cultural institutions.

➢ **Computer and Digital Technology Services**:

Examples: DTP services, IT support firms, cyber cafes.

➢ **Research and Development (R&D) Institutions**:

Examples: University-affiliated research centers, government research organizations, private R&D labs.

➢ **Cultural Activities and Heritage Sites**:

Examples: Internships in music, drama, dance, and cultural studies; visits to ancient Satras to gain insights into cultural preservation and artistic expression.

➢ **Teaching Internships**:

Examples: Private and public sector schools, training institutes.

Engaging with a wide range of internship providers will help students gain relevant industry experience, develop interdisciplinary skills, and enhance their career prospects.

2.2. Credit and Duration: Total credits required for internships are 2/4 and duration for the course is 60/120 hours. They have to submit the completion certificate from the respective agency with hours of engagement

Activities: *Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship/ Research Project/ Community Engagement as per the community engagement policy of Bhattadev University*
(Sector: manufacturing, textiles, agro-industries, food processing, engineering firms, etc

Examples: local textile mills, agricultural processing units, engineering workshops, fishery industries, brick kilns, etc.)

➢ **Evaluation Scheme for Compulsory Summer Internship- 2 credits (For students not evaluated by the external agency)**
Students will be evaluated out of 50 marks which will be segregated as follows:
    i.   Report: 20 marks
    ii.   Presentation: 20 marks
    iii.   Viva: 10 marks

The result will be awarded in grade.

➢ **Evaluation Scheme for Internship (Optional)/Vocational Course- 4 credits (Compulsory for students opting for lateral exit or students not evaluated by the external agency)**
    i.   Report: 60 marks
    ii.   Presentation: 20 marks
    iii.   Viva: 20 marks

The result will be awarded in grade.

3. Internship Cell

3.1 Governance Structure

The Internship Cell at BU will be overseen by an Internship Governing Council, comprising the Vice Chancellor/Dean, Nodal Officer, and Assistant Coordinator(s). Department-level Faculty Coordinators will also be part of the Cell. The placement officer of the university/colleges will be a member of the internship cell. Additionally, Student Coordinators will be appointed from each department by the nominated faculty to ensure efficient outreach to students.

It should be noted that:

- The Vice Chancellor/Dean will appoint the Nodal Officer and Assistant Coordinators.

- The Assistant Coordinator will report to the Nodal Officer.

- The Nodal Officer will report the progress and details of internships for each academic year to the Vice Chancellor/Dean.

3.2 Duties and Responsibilities

The Internship Cell facilitates internship-related activities, including:

- Identifying projects linked to local industry needs.
- Creating a digital portal for registration and record-keeping.
- Streamlining the internship selection process.
- Assisting students with resume verification and application processes.
- Organizing preparatory events and providing resources.
- Ensuring student protection in case of any offenses by organizations.

4. Guidelines for Students

4.1 Eligibility and Timeline

All bona fide students with two or fewer backlogs are eligible for internships. The University will specify timelines for resume submission, verification, and the selection process.

4.2 Application Process

- Inform students about internship opportunities and requirements.
- Assist with resume submission and scheduling selection processes.
- Students must adhere to the selection schedule and dress formally.

4.3 Code of Conduct

- Students may accept only one internship offer through the process.
- Report off-campus opportunities to the Internship cell.
- Address grievances through the Nodal Officer.

Registrar i/c
Bhattadev University