

Bhattadev University

Rules and Regulations for Completion of Internship For 4th Semester Students of BA, BSc, and BCom

1. Objective

The primary aims of the internship programme are to:

- ❖ Expose students to real-world professional and industrial environments.
 - ❖ Provide opportunities to develop analytical and managerial skills.
 - ❖ Enhance professional competencies such as communication, work ethics, and conflict resolution.
 - ❖ Facilitate connections with potential employers or research institutions for future career development.
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2. Eligibility

- ❖ All 4th Semester students of **BA, BSc, and BCom** must complete an internship as part of their academic curriculum.
 - ❖ Students must **obtain prior approval** from their respective Department or the **Central Internship Monitoring Committee** before beginning the internship.
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3. Duration and Timeline

- ❖ **Mandatory Internship (for Degree Completion):** 60 hours (2 credit)
 - ❖ **Optional Internship (for Certificate/Diploma Courses):** 120 hours (4 credit)
 - ❖ **Timeline:**
 - Internships should preferably be completed during the **Summer Term** of the 4th Semester, as per the Bhattadev University Academic Calendar.
 - If necessary, the internship may be extended across the semester without affecting regular academic classes.
 - ❖ **Report Submission:** The internship report must be submitted **at least one week before** the end of the 4th Semester.
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4. Internship Proposal and Approval

- ❖ Students must submit a duly filled **Internship Proposal Form** (format to be provided by the University).
 - ❖ The proposal must be approved by the **Departmental Internship Coordinator** or **Head of the Department** prior to commencement.
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5. Internship Organizations

Students may undertake internships in the following sectors, relevant to their academic discipline:

- ❖ Government Departments
 - ❖ Private Companies
 - ❖ Research Institutions
 - ❖ Local Self-Government Bodies
 - ❖ IT and Digital Technology Services
 - ❖ Cultural Heritage Sites and Activities
 - ❖ Educational Institutions (Teaching Internships)
 - ❖ Non-Governmental Organizations (NGOs)
 - ❖ Other professionally relevant organizations
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6. Internships in Non-Government, Non-Certified Organizations

For internships conducted in non-government and non-certified organizations:

- ❖ Students must obtain **written approval** from the university beforehand.
 - ❖ Proposals will be reviewed on a **case-by-case basis** by the Departmental Internship Coordinator.
 - ❖ The University must receive a **formal acceptance letter or email** from the host organization confirming the internship.
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7. Mode of Internship

Internships may be conducted in any of the following modes:

- ❖ **Physical Mode** – entirely on-site at the host organization.

- ❖ **Hybrid Mode** – theoretical components may be completed online, and practical/hands-on components physically, as per convenience of the student, host institution, and supervisor.
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8. Conduct and Attendance

- ❖ Students are expected to behave professionally and adhere to the rules and code of conduct of the host organization.
 - ❖ A **daily logbook or diary** must be maintained, detailing daily activities and hours worked. This log must be **signed by the internship supervisor or head** of the host institution.
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9. Submission Requirements

Upon completion of the internship, students must submit the following documents to the **Departmental Internship Coordinator**:

- ❖ Internship Completion Certificate
 - ❖ Internship Report (Minimum 5 pages; typed and bound)
 - ❖ Attendance Log (duly signed by the supervisor/head of the host organization)
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10. Evaluation Scheme

A. Mandatory Internship – 2 Credits

(For students not evaluated by external agencies)

Total Marks: 50

- Internship Report: 20 marks
- Presentation: 20 marks
- Viva Voce: 10 marks

Grading: Final results will be awarded in **grade format**.

B. Optional Internship/Vocational Course – 4 Credits

(Compulsory for students opting for lateral exit or not evaluated by external agencies)

Total Marks: 100

- Internship Report: 60 marks
- Presentation: 20 marks

- Viva Voce: 20 marks
Grading: Final results will be awarded in **grade format**.
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11. Special Provisions

- In **exceptional circumstances**, **virtual/remote internships** may be permitted with prior approval from the university.
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12. Disciplinary Actions

- **Plagiarism** or submission of **false or misleading documents** will result in immediate disqualification.
 - Any form of **misconduct** during the internship will be reported to the University and may lead to disciplinary measures.
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13. Internship Policy for External Students

The university welcomes students from other institutions to participate in its internship program, designed to provide valuable hands-on experience and practical exposure in a professional academic environment.

Objective:

To offer external students the opportunity to apply their academic knowledge, develop new skills, and gain insight into real-world challenges through meaningful, supervised work experience.

Internship Availability:

Internship opportunities are announced centrally during the summer and winter breaks. Interested students are advised to regularly check the university's official website during these periods for updates and application deadlines.

In addition to the official notifications, students may also reach out to relevant internship supervisors via email, expressing their interest and outlining their area of interest or specialization.

Duration:

Internships typically range from 2 weeks to 4 weeks, depending on the nature of the project, departmental requirements, and student availability.

General Guidelines:

- Interns are expected to uphold the highest standards of professionalism and comply with all university rules, codes of conduct, and confidentiality agreements.

- Any form of misconduct or policy violation may result in immediate termination of the internship.

Certification:

Upon successful completion of the internship and subject to satisfactory performance, students will be awarded a Certificate of Completion by the university.

For further information, clarification, or support, students are advised to contact their **Departmental Internship Coordinator** or the **Central Internship Monitoring Committee**.