

# Instructions for Mentor and Internship Providing Organization (IPO).

## 1. IPO Responsibilities

### 1.1 Pre-Internship

#### 1) **Assignment of Mentor:**

The Internship Providing Organization (IPO) shall assign a dedicated mentor to each intern for the full duration of the internship program.

#### 2) **Issuance of Consent Certificate:**

The Internship Providing Organization shall issue a **Mentor Consent Certificate**, referred to as *Annexure S1*, to the intern. This certificate will formally acknowledge the assignment of a mentor and confirm the mentor's consent to supervise and support the intern throughout the internship duration.

## 2. Mentor Responsibilities

### 2.1 Pre-Internship

#### 1) **Mentorship Responsibilities:**

The assigned mentor will be responsible for supervising, guiding, and supporting the intern's professional and academic development throughout the internship period.

#### 2) **Evaluation of Internship Proposal:**

The assigned mentor shall evaluate the **Internship Proposal** submitted by the intern as per *Annexure S2*. Based on the relevance, clarity, feasibility, and alignment with internship objectives, the mentor will award marks out of a total of **15**.

### 2.2 During-Internship

#### 1) **Assignment of Work by Mentor:**

The mentor shall be responsible for assigning relevant tasks and projects to the intern throughout the internship period. These assignments must be meaningful, aligned with the intern's learning objectives, and designed to foster the intern's professional growth and development.

#### 2) **Mentor's Endorsement in Activity Logbook:**

The mentor must sign the **Intern Activity Logbook**, referred to as *Annexure S3*, each time the intern is present at the workplace and engages in assigned tasks or activities. This logbook serves as a record of attendance, participation, and task completion throughout the internship.

### 2.3 Post-Internship

#### 1) **Issuance of Completion Certificate:**

The mentor shall issue a **Completion Certificate** by filling in the required details of the intern and awarding marks out of **10**, as per *Annexure M1*. This certificate must be submitted **directly to the college supervisor**, either in **digital or physical form, upon completion of the internship**. The certificate is **not to be handed over to the intern**.

**2) Submission of Intern Evaluation Marks:**

The mentor shall complete the **tabulation of the intern's marks** as per *Annexure M2*. This evaluation must be submitted **directly to the college supervisor**, either in **physical or digital form**. The tabulated marks are **not to be shared with the intern**.

**Issued By:**

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