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**Principal**

**Date 23<sup>rd</sup> May 2025**

## **Standard Operating Procedure (SOP) for NEP-FYUP Internship**

**Document Title:** SOP for NEP-FYUP Internship

**Issued by:** Office of the Principal

**Effective from:** 23<sup>rd</sup> May 2025

**Applicable to:** All Undergraduate Departments

### **1. Introduction**

The National Education Policy (NEP) 2020 mandates the integration of experiential learning and skill development into undergraduate education. In alignment with this, the Four-Year Undergraduate Programme (FYUP) includes a mandatory **Internship** component equivalent to **4 credits (120 hours)**. This SOP is designed to guide departments, Internship Providing Organizations (IPOs), and students in organizing and executing the internship program efficiently, ensuring uniformity, academic integrity, and quality learning outcomes.

### **2. Internship Format:**

1. **On-Site Internship:** Conducted physically at the workplace.
2. **Online Internship:** Entirely virtual; all activities and communication occur online.
3. **Hybrid Internship:** A combination of on-site and virtual engagements.

### **3. Duration:**

The internship shall comprise **120 hours**, inclusive of time spent with the mentor from IPO and internship-related work.

### **4. Schedule:**

The internship may be scheduled during:

- 1) **During the Summer Break**, immediately following the completion of the 4th Semester examinations.
- 2) **During the Winter Vacation**, typically scheduled between January and February.
- 3) **During the 5th Semester**, provided that the internship activities do not interfere with regular classroom teaching or academic schedules of the College.

### **5. Departmental Responsibilities**

#### **5.1 Pre-Internship:**

- 1) Each department should identify the possible IPO for their students (Refer to NEHU guidelines for criteria of Identification IPO Section-I).

- 2) The students can also propose a new IPO which has to be inform and approved by the department.
- 3) For approval of IPO proposed by the Students, the Departments should strictly adhere to the relevant University Guidelines (Section-I of Internship/ Community Engagement/ Minor Project Guidelines-5th Semester FYUP of NEHU).
- 4) Note that the students may also choose to do an internship with the registered IPO (outside the college) in their Vocational Training Course (VTC) pursued during their previous semester.
- 5) The list of IPOs identified by the Department or the Students should be sent to the Internship cell for maintaining a record in the database (For list of some IPOs refer to the NEHU guidelines).
- 6) The department should ensure that the selected IPO is able to assign a qualified mentor to guide the students throughout the Internship program and issuing a Completion Certificate upon the conclusion of the program (Refer to **Annexure M1** for Completion Certificate).
- 7) The department should organize an Orientation Program to familiarize students with the objectives, structure, and expectations of the Internship Program.
- 8) The department should appoint a member of the teaching faculty to serve as a supervisor for each student participating in the internship program.
- 9) The department should assign an equal number of students to each supervisor; however, reasonable flexibility may be exercised in cases where equal distribution is not feasible.
- 10) The department should constitute an Evaluation Panel responsible for assessing the students' presentations and conducting the Viva-Voce at the conclusion of the internship program.
- 11) The Evaluation Panel should include one external examiner who is versed in the area of the internships undertaken, and 2 internal examiners from the department. The external examiner can be from an allied subject/department.
- 12) Departments may have more than one Evaluation Panel depending on the number of students.
- 13) For the final evaluation of the internship report, each student shall be allotted 15 minutes, which will include both the presentation and the Viva-Voce. Each evaluation batch shall consist of a maximum of 15 students, with the total duration of the examination limited to 4 hours.
- 14) The department must inform students opting to undertake an internship with an organization related to their Vocational Training Course (VTC) from previous semesters about the requirement to pay the external examiner's fee. The fee amount will be determined by the IPO in consultation with the college.
- 15) The SOP, Internship Application Form, and all Annexure forms will be available for download on the college website.

## **5.2 Post-Internship:**

### **5.2.1 Final Report of Internship**

The Department should ensure that the internship report submitted by the student must cover the following points.

- i. Cover Page.
- ii. Undertaking Certificate.
- iii. Acknowledgement.
- iv. Introduction and background of the IPO.
- v. Description of tasks performed/activities conducted.
- vi. Key learning, skills acquired, and challenges encountered.
- vii. Reflection on personal and professional growth.
- viii. Conclusion

#### **5.2.2 Cover Page:**

The first page of the report must include the title of the report, the student's name, and the name of the Internship Providing Organization. The format specified in **Annexure S5** should be strictly followed. The cover page must display the logo of St. Anthony's College only; the logo of the Internship Providing Organization should not be included to avoid any potential copyright or trademark violations.

#### **5.2.3 Undertaking Certificate**

The undertaking certificate by the student regarding the originality of the report should be printed and filled in by the student as per **Annexure S7**.

#### **5.2.4 Acknowledgments:**

There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following people:

- Head of Department
- Internship Providing Organization
- Internship Mentor
- Internship Supervisor
- Others

#### **5.2.5 Table of Contents:**

The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of pages on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. (Please use **Annexure S6**)

#### **5.2.6 Evaluation of Report:**

- 1) The following are the components of marks for the evaluation of the students:

<b>Internal Marks from IPO</b>	<b>Marks</b>
Proposal of Student (Annexure S2)	15
Marks assigned by mentor (Annexure M1)	10
<b>Internal Total Marks (ITM)</b>	<b>25</b>

<b>External Marks from College</b>	<b>Marks</b>
Internship/Community Engagement Report	60
Presentation/Viva-Voce	15
<b>External Total Marks (ETM)</b>	<b>75</b>

**Total Marks of Internship Programme (ITM+ETM) =25+75=100**

#### **5.2.7 Other requirements:**

- 1) The Department shall assign a supervisor to evaluate the Internship/Community Engagement report.
- 2) The Department must ensure that each supervisor evaluates only the reports of the students they are assigned to supervise.
- 3) The Department shall arrange the date, venue, and time for the presentation and viva-voce.
- 4) The Department shall tabulate the internal and external marks of all students in accordance with **Annexure D1** and submit the compiled records to the office.

## **6. Supervisor Responsibilities**

### **6.1 Pre-Internship:**

- 1) The supervisor should contact the mentors and ensure that the IPOs are a safe place for the students.
- 2) The supervisor should guide the student in writing internship proposals as per **Annexure S2**.

### **6.2 During Internship:**

- 1) A supervisor must maintain regular contact with the mentor to monitor the student's activities and performance.
- 2) The supervisor should monitor the students' activity logbooks throughout the entire internship program. The logbooks must be signed by the mentor.
- 3) The supervisor should ensure that the activity logbook clearly records the date and the number of hours the student spends at the workstation or IPO.
- 4) The supervisor should regularly engage with the students and obtain feedback based on their weekly internship reports (**Annexure S4**).

### **6.3 Post-Internship:**

- 1) The supervisor must ensure that the mentor submits the Completion Certificate (**Annexure M1**) directly to the supervisor, either in person or through digital means, and not to the student.
- 2) The supervisor should obtain the internal marks for all students from the mentor in accordance with **Annexure M2**.

- 3) The supervisor will evaluate the Internship/Community Engagement reports of their respective students.
- 4) The supervisor will compile the marks of their respective students in **Annexure SP1** and submit them to the Department for further compilation.

## **7. Student Responsibilities**

### **7.1 Pre-Internship:**

- 1) The student should select the IPO from the IPO list according to their choice.
- 2) The student can also propose a new IPO. In that case, a student must inform the department about the IPO which needs to be approved by the Internship Cell of the college.
- 3) The student must obtain a consent certificate and obtain the mentor's name, contact number, and email ID in **Annexure S1**, then submit it to the supervisor at the beginning of the internship program.
- 4) The student must prepare an internship proposal (**Annexure S2**) and submit it to the mentor.
- 5) If an internship fee has to be paid to the IPO, the student shall be responsible for bearing the expense.
- 6) A student opting to undertake an internship with an organization related to their Vocational Training Course (VTC) completed in previous semesters will be required to pay the external examiner's fee. The fee amount will be determined by the IPO in consultation with the college.
- 7) Students who opt for an online internship must follow the IPO's application and registration procedure.
- 8) Students can download the SOP, Internship Application Form, and all Annexure forms from the college website.

### **7.2 During Internship:**

- 1) Students are required to maintain the Activity Logbook (**Annexure S3**) during the internship program, which must be signed by the mentor from the IPO.
- 2) The student must cooperate and report the activities performed to the mentor from the IPO throughout the duration of the internship.
- 3) At the end of each week, students must prepare a weekly report (**Annexure S4**) detailing the activities performed in the IPO and submit it to the supervisor.
- 4) The student is required to abide by the rules and regulations of the IPO.
- 5) All expenses related to the internship, including any costs resulting from damages caused by the student, shall be borne by the student. The IPO and the College shall not be held responsible for such expenses.

### **7.3 Post-Internship:**

- 1) The student must prepare an internship report and submit it to their respective college internship supervisor.
- 2) The report should cover the following aspects (please use the format and relevant annexures):

- i. Cover Page.
  - ii. Undertaking Certificate.
  - iii. Acknowledgement.
  - iv. Introduction and background of the IPO.
  - v. Description of tasks performed/activities conducted.
  - vi. Key learning, skills acquired, and challenges encountered.
  - vii. Reflection on personal and professional growth.
  - viii. Conclusion
- 3) Students are required to present their internship report before an evaluation panel, which will include both a formal presentation and a viva-voce examination.
  - 4) Students are required to print the undertaking certificate using **Annexure S7** format.

## **8. Code of Conduct**

All students must strictly adhere to the Code of Conduct of the institution during their internship, whether on-site, online, or hybrid. Any act of misconduct, violation of ethical standards, or failure to meet academic requirements may lead to disqualification from the internship program.

## **9. Approval and Implementation**

This SOP shall be implemented across all departments with immediate effect. Any deviation must be brought to the notice of the Principal and approved through the proper academic channel.

**Issued By:**

**Dr. (Fr.) Arcadius Puwein**

**Principal, St. Anthony's College**

**Date: 23<sup>rd</sup> May 2025**

**Seal of the Institution.**