Chowgule Education Society's

Parvatibai Chowgule College of Arts and Science

(Autonomous)

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Best Affiliated College-Goa University Silver Jubilee Year Award

Internship/Research Internship Policy and Guidelines for Undergraduate Students

1. Introduction

CES's Parvatibai Chowgule College of Arts and Science offers opportunities to students for internships under NEP 2020. Internships are a crucial component of undergraduate education, offering students invaluable opportunities to gain practical experience, develop professional skills, and build networks that can significantly enhance their future careers. In today's competitive job market, theoretical knowledge acquired in classrooms often needs to be complemented by hands-on experience, and internships provide an ideal platform for this integration of academics to real world application with focus on professional as well as research ability enhancement. Moreover, internships provide students with a clearer sense of their career aspirations. Through internships, students can explore different industries, roles, and work environments, helping them to refine their career goals and make more informed decisions about their future.

This document is prepared based on the guidelines provided by University Grants Commissions for Internship/Research Internship for Undergraduate Students.

2. Objectives

The aim is to provide professional or research internship to the undergraduate students of the college to enhance their skills. Accordingly, the objectives are as follows

1. Enhance practical skills by applying academic knowledge in real-world industry settings.
2. Foster professional growth through exposure to workplace dynamics and networking opportunities.
3. Refine career goals by exploring diverse roles and industries firsthand.
4. Learn research skills by working on real projects.
5. Gain deeper knowledge in a specific field through hands-on research.
6. Improve problem-solving and critical thinking by tackling research challenges.

3. Internship Categories

The undergraduate internships will be divided into two categories:
i. Internship for enhancing employability. ii. Internship for developing research aptitude.

3.1 Enhancing employability
Employability refers to professional and personal attributes that enable an individual to perform efficiently at workplace.

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The following are some of the competencies and benefits that students may attain by undertaking the internships. Students will be able to:

- Get an opportunity to secure a job with an industry or organization.
- Acquire practical experience in a professional environment.
- Acquire new skills and enhance existing knowledge.
- Determine whether a particular industry or profession aligns with career goals.
- Develop communication and teamwork abilities.
- Learn strategies such as time management and multitasking within an industrial context.
- Obtain an opportunity to develop networking skills and build a network of industry contacts.

3.2 Research Based Internship

Research aptitude refers to the ability to investigate, analyze, and interpret the data using a scientific approach. The research internship aims to give students practical experience in working with research instruments, field-based data, procedures, project design, frameworks for policies, and other essential aspects involved in conducting high-quality research. Research internships can be undertaken by collaborating with scientists or faculty from higher education institutions, universities, industrial research labs, reputable organizations, other College departments and entrepreneurs.

Some of the skills and benefits that students can gain are:

- Acquire knowledge of new tools and equipment operation.
- Develop problem-solving strategies to understand and address complex problem statements.
- Improve their comprehension skills by interpreting both oral and written communications and presenting their findings and insights.
- Practice research ethics and other professional skills related to research work.
- Collaborate with Scientists/Faculty and peers to enrich their research experience.

4. Internship Framework

Placement and Internship Cell and Research and Development (R&D) Cell of the College shall establish a systematic framework for organizing and facilitating internships for its students. The internship cell shall be led by the Nodal officer, who will coordinate with the mentors at the department level to ensure smooth functioning of internships across all disciplines. The appointments and roles of the nodal officer, internship supervisor and mentor are defined in Section 6.0.

The College, through the Nodal Officer and mentors will work to identify internship centers and align them with the College's academic programs. This will enable collaborations with local businesses, research organizations, and other institutions. Memorandums of Understanding (MOUs) will be used whenever feasible to formalize such collaborations.

- The College will assess the local market demands and student expectations to ensure that internships are beneficial and relevant. Based on these findings, the College will establish internship verticals in Government and Non-Government sectors, such as Research Institutes, Tourism, Agriculture, Forestry, Healthcare, financial institutions, educational, administrative, social work , pharmaceuticals , event management , and other domain specific centers identified by the DFC.
- During their internships, students will be paired with an Internship Supervisor (IS) and a mentor to guide them through their internships. Both the parent College and the Internship Providing Organization (IPO) will play key roles in ensuring the successful completion of the internship, with clearly defined outcomes and timelines.
- Experienced professionals, such as retired research scientist, academicians, industry experts, agriculturists, entrepreneurs, local artisans, or other specialists, can serve as internship supervisors for students who would like to work with an individual rather than an organization.
- The College may consider the provision of group internships to manage a larger number of students in specific domains. These groups will focus on a particular theme linked to an industry or an institution, under the guidance of a supervisor and mentor. Students can also collaborate to submit proposals to the Research and Development Cell, which will review and either approve or reject them. If approved, supervisors and mentors will be assigned accordingly with a focus on student needs. The Institution can also explore joint project opportunities for students based on mutual agreement.
- The College will evaluate local industry requirements and its own program offerings to identify suitable projects and build a project pool. This information will be made available to the students on the college portal.
- Internships can be identified in areas that contribute to achieving the outcomes of value-added, skill development, and ability enhancement courses.
- A digital portal will be created where experts, agencies, industries, organizations, mentors, and faculty members can be registered. The portal will be made accessible to students for information on various internship opportunities.
- The College may collaborate with local administrations to identify areas where students can engage in assignments or projects, providing them with exposure to social issues.
- The College may collaborate with 2-3 institutions to form clusters and preferably establish a memorandum of understanding (MoU) for internships. This information will be provided to students allowing them to select internship supervisors either through physical or digital means, from both national and international sources.
- Students enrolled in internships may continue their involvement as long as their academic credits, including attendance and other assignments, are not affected. If necessary, students may also use summer and winter breaks to extend their internship experiences.

5. Academic Credentials and Monitoring of Internship

A. Internship

A minimum of 4 credits, out of the required minimum 120 credits, of a 3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research) can be assigned for Internship.

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There are three different ways to complete mandatory internships:

- A 120-hour skill-based employability internship of 4 credits after the 3rd semester.
- A 120-hour research-based internship of 4 credits after the 4th semester.
- A combined research and employability internship, where students can complete a 60-hour skill-based employability internship of2 credits after 3rd semester and a 60-hour of research internship of 2 credits after 4th semester.

For an internship, one credit means two-hour engagement per week. Accordingly, in a semester of 15 weeks duration, one credit in this course is equivalent to 30 hours of engagement in a semester.

Table 1: Activities, Suggested Duration along with a corresponding number of credits of Internship Programme

Sr. No.	Courses	Schedule	Duration	Activities	Credits
1	3-year UG degree 4 -year U G degree (Honours) 4-year UG degree(Honours with Research)	After 3rd Semester – Skill based internships After 4th Semester – Research based internships	120 hours	• Hands-on Training/Short Research Projects, • Seminar attendance • Read assigned journals to prepare for seminars • Study certain entrepreneurs • Social projects • Study of the enterprises/ farmers	04

Note: In 4-year UG degree (Honours) students not undertaking research may do 3 courses for 12 credits in lieu of a research project/dissertation as specified in Curriculum and Credit Framework Undergraduate Programme Document.

6. Responsibilities of Internship Providing Organisation, Nodal Officer, Internship Supervisor and Mentor:

6.1 Role of Internship Providing Organization (IPO)

Internship Providing Organisation (IPO) can be any organization or an individual offering internship opportunities, including higher educational institutes (HEIs), corporates, government organizations, R&D institutions, research labs, enterprises. The IPO will be responsible for:

- Coordinating with the Nodal Officer for intern facilitation, including registration, identity cards, accommodations, and other necessary requirements.

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- Providing a supervisor to guide the intern throughout the internship, offering exposure to the research environment and employability market.

6.2 Role of Nodal Officer

Nodal officer may be a convener/member of Placement and Internship Cell who also should be a member of Research and Development Cell. The key responsibilities include:

- Reaching out to various organizations and local administrative offices to secure internship opportunities.
- Identifying suitable internship opportunities for students that aligns with their academic and career goals
- Ensuring the registration and organization of students, mentors, and internship supervisors on the HEI portal.
- Facilitating MOUs between the HEI and internship providers.

6.3 Role of Internship Supervisor

The Internship Supervisor shall be nominated by the IPO or the students can choose an internship supervisor on their own, duly approved by Placement and Internship Cell. Internship supervisor shall monitor and supervise students during the internship period of student. The responsibilities include:

- Monitoring the intern's regularity and ensuring compliance with internship guidelines.
- Students should preferably inform the Internship Supervisor at least one day prior to availing leave during the internship, except during an emergency.
- Issuing completion certificates at the end of the internship.
- The workload remission will be in accordance with the rules and regulations as approved by Goa University/Directorate of Higher Education, Goa from time to time.

6.4 Role of Mentor

The Departmental Faculty Council (DFC) will appoint faculty members as mentors for students undertaking internships, with the responsibility of supervising the students distributed among all full-time regular and contractual faculty members. The mentor's responsibilities include:

- To associate with the Nodal Officer for assisting the student in finding and securing an appropriate internship that aligns with their academic and career goals.
- Monitoring regular progress conducting fortnightly reviews, to ensure that the internship is productive and that the student is meeting their learning objectives.
- To serve as a safety network for the student by offering guidance and support to navigate any challenges that may arise during the internship, thereby ensuring a secure and enriching experience.
- The college may consider duties allocated to faculty members in their workload assessment.

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7. Internship Process

The smooth functioning of internship program is ensured by the following measures:

i. Placement and Internship Cell of the College will oversee the internship program.
ii. An internship portal, with the roles and duties of the mentors and interns defined clearly.
iii. A list of supervisors and projects will be available on the College portal.
iv. Internship decisions should be made by the IPO and prospective intern under mutually acceptable terms and conditions.

The guidelines for the procedure are detailed below:

- Students will apply for internships after due approval from the Departmental Faculty Council and the Placement and Internship Cell of the College.
- IPOs will choose interns according to fixed selection standards where the interns may apply through an online portal. The IPO will make use of a portal or mail to notify the prospective intern, which will require approval or confirmation.
- Students may undertake digital or group internships if physical internships are not feasible.
- Upon receiving an internship offer, the student must schedule a consultation with the internship supervisor, get the necessary approval from the office of the Placement and Internship cell, and join the IPO in question for an internship in accordance with the recommended timetable.
- Throughout the internship, the mentor and internship supervisor will monitor the interns' activities and performance in the host organizations, as determined by regular reports turned in by the students.
- The intern prepares an internship report and gets it endorsed by the mentor upon completion of the internship. The mentor will forward the internship report to the Placement and Internship Cell through the Departmental Faculty Council. Subsequently, the Placement and Internship Cell will submit the grades to the examination cell.
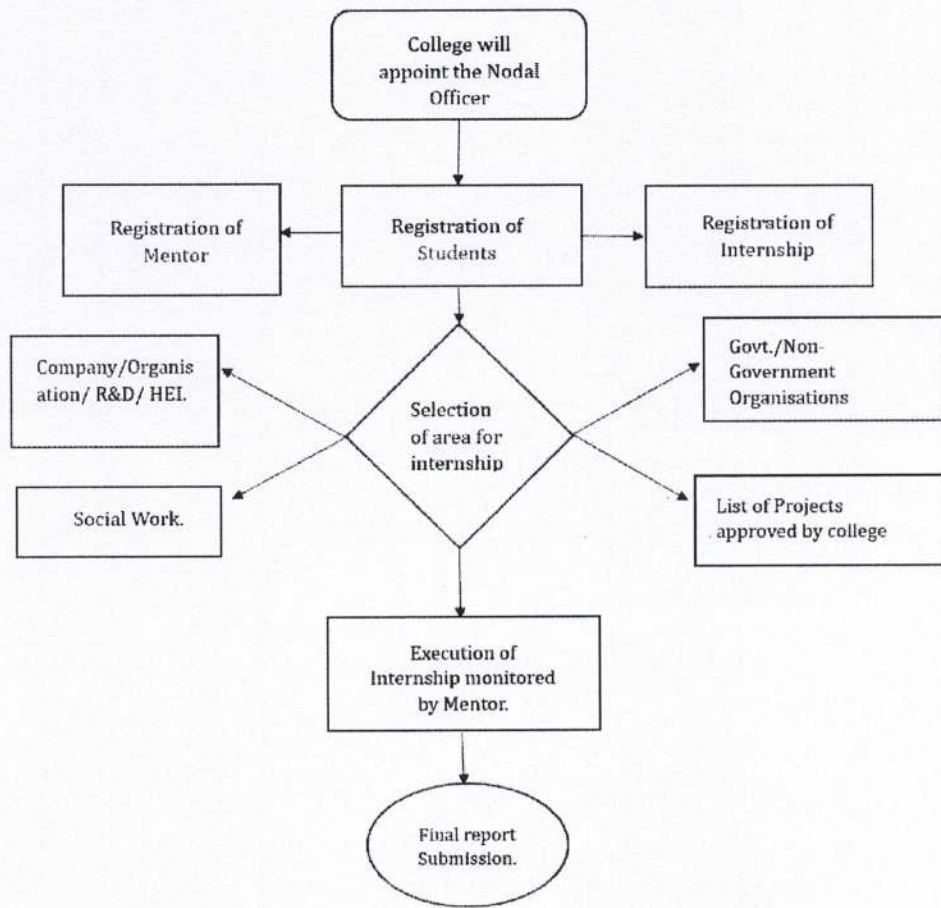
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Figure 1. Operational Structure of Internship.

8. Evaluation

8.1. Internship

Once interns complete their internships, they are required to prepare a detailed report that emphasizes their learning experiences and key takeaways from the internship period. The report shall be signed by an Internship Supervisor and Mentor.

Interns are required to deliver a seminar presentation or viva-voce by a duly constituted expert committee consisting of one internal and one external member. The internship will be assessed based on their performances documented in the student log, attendance record, and supervisor evaluation form.

The assessment of internship will be based on the following criteria:

Sr. No.	Criteria	Marks (100)
1	Evaluation report of Internship Supervisor (including aspects of industrial etiquettesand corporateprofessionalism)	30
2	Presentation and the quality of the intern's report	20
3	Acquisition of skill sets by the intern	30
4	Viva-Voce	20

Seminar presentations will enable interns to share knowledge and experiences, while also helping them develop communication skills and build confidence. The credits will be allocated on the basis of overall grade received by interns during the assessment.

8.2. Research Internship

Internships offered by the organization should be followed by one consolidated project report. The assessment on evaluation can be judged based on the following criteria:

Sr. No.	Criteria	Marks (100)
1	Scientific methods and procedures of Research	25
2	Analysis and Interpretation of result	25
3	Presentation	20
4	Viva-Voce	20
5	Report structure and quality	10

The research project report must include an undertaking from the intern and a certificate from the research supervisor, mentor, or advisor confirming the originality of the work. It should state that the project is free from plagiarism and has not been submitted for the award of any other degree or diploma at the same institution or any other institution.The viva-voce examination shall include both internal and external examiner. The examination structure as mentioned above in the document shall be followed for the conduction of the examination.

To pass the internship, a student must achieve a minimum grade of 'P'. A student who does not secure a minimum grade 'P may be allowed to deliver a seminar presentation or participate in a viva-voce gain for reevaluation by the expert committee. The grades from this reevaluation, along with the internship report, must be forwarded to the placement and

internship cell, through the Department Faculty Council, before the start of the retake examinations for the respective semester.

Annexure

Web Links for Government and Online Internship Opportunities:

The list of government internship programs and online internship platforms below was compiled from the Higher and Technical Education Department of Maharashtra's Internships Policy document. It offers a comprehensive guidefor numerous government internships and online platforms, allowing students to obtain important experiences across different sectors.

Government Internship Programs:

- Internship schemes, Government of Goa:
  https://goaonline.gov.in/Appln/Uil/DeptServices?_DocId=WCD&_ServiceId=WCD09
- National Qualification Register: https://nqr.gov.in/
- AICTE Internship: https://internship.aicte-india.org/
- NITI Ayog Internship: https://www.niti.gov.in/internship
- TULP Internship Program:
  https://smartcities.gov.in/The_Urban_Learning_Internship_Program
- Digital India Internship:
  https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%202023%20%281%29.pdf
- Directorate General of Foreign Trade Internship program:
  https://www.dgft.gov.in/CP/?opt=intership-scheme
- National Commission for Scheduled Tribes Internship:
  https://ncst.nic.in/sites/default/files/2021/Internship/3677
- Corporate Affairs Ministry Internship program:
  https://www.mca.gov.in/bin/dms/getdocument?mds=aC%252B%252F82boz%252FD%252FdHcFkAAJ0A%253D%253D&type=open
- Finance Ministry Internship program: https://dpe.gov.in/schemes/scheme-internship
- Women and Child Development Ministry Internship program:
  https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf
- Ministry of Culture Internship programs:
  https://nationalmuseumindia.gov.in/en/national-museum-internship-programme

Online Platforms for Internships:
- Internshala: https://internshala.com/
- LetsIntern: https://letsintern.in/

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- Twenty19: http://twenty19.com.testednet.com/
- HelloIntern: https://hellointern.co/
- Freshersworld: https://www.freshersworld.com/
- Youth4work: https://www.youth4work.com/
- Freshersnow: https://www.freshersnow.com/internships-in-delhi/
- Zuno by Foundit: https://www.foundit.in/zuno/
- LinkedIn: https://www.linkedin.com/jobs/internshipjobs/?currentJobId=3647611763&originalSubdomain=in
- Well Found (earlier, AngelList Talent): https://wellfound.com/location/india
- Indeed: https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a2564717
- Naukri.com: https://www.naukri.com/internship-jobs
- TimesJobs: https://www.timesjobs.com/jobs-by-roles/intern-jobs
- NGO Box: https://ngobox.org/job_listing.php
- CSR Box: https://csrbox.org/

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