



# St. Xavier's College Jaipur

Affiliated to University of Rajasthan, Jaipur  
Accredited with A Grade by NAAC (First Cycle, 2025)  
An ISO 14001:2015 Certified Institution



## RESEARCH AND DEVELOPMENT CELL (RDC)

Ref No: SXCJ/ACAD/RDC/INTERNSHIP/2025-26/0952

06.10.2025

### Submission of Internship Details, Certificate and Report

All students of the **second and third years** are hereby informed to fill in the Google Form provided to submit details of their internship (completed or ongoing). As per the **National Education Policy (NEP) 2020**, completion of an **internship is mandatory** for all students at any level of exit from the program. It carries **four credits**, which are mandatory to become eligible for the undergraduate degree. It is an integral component of the curriculum designed to enhance experiential learning, employability skills, and industry exposure. Therefore, every student must ensure the timely submission of their internship details and report.

The following instructions must be strictly followed:

#### 1. Google Form Submission

- Students must fill in the Google Form with accurate information regarding their internship by **17 October 2025**.
- Upload a scanned copy of the **Internship Certificate** in the form.
- [Google Form](#)

#### 2. Internship Report Submission

- Students are required to prepare their **Internship Report strictly as per the template attached** to this notice.
- The **hard copy of the report** must be submitted between **27 October to 8 November** in the college office. The procedure of submission will be conveyed to the students after the submission of google form.

Principal  
St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

Ref No: SXCJ/ACAD/RDC/INTERNSHIP/2025-26/0953-0958

### Copy forwarded to the following for information and necessary action

1. Vice-principal, St. Xavier's College Jaipur
2. Dean, Research and Development, St. Xavier's College Jaipur
3. Coordinator, Research and Project Committee, St. Xavier's College Jaipur
4. Heads of all the Departments, St. Xavier's College Jaipur
5. Website Coordinator, St. Xavier's College Jaipur
6. Principal Office, St. Xavier's College Jaipur

*"To create men and women for others"*

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