

**O.199G20: Guidelines for Internship/Research Internship for Undergraduate Students**

**a. Internship Categories**

**(i) Category I: Enhancing employability**

To minimize the gap between the knowledge from traditional learning and practical skills, so that the graduates attain the required attributes to join the workforce

**C. Category II: Developing research aptitude**

To provide exposure to an actual research environment and develop skills in research tools and techniques, methodologies, including policy framework, IPR, legal and ethical issues.

**b. Academic Credentials & Monitoring of Internship**

**(i) Internship**

A 4 credits, out of the required minimum 150/200 credits, of a 3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research) shall be assigned for Internship. An internship of 120 hours / 3 weeks duration after the 4<sup>th</sup> semester will be mandatory for the students enrolled in UG degree programmes.

For an internship, one credit of Internship means a 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.

**(ii) Research Project/Dissertations/Thesis/Project work**

For the 4-year UG degree programme (Honours with Research), engagement of students in the dissertations/research project during the entire 8<sup>th</sup> semester of 12 credits shall be considered as a mandatory component for the award of the degree. The students need to submit the research project/dissertations/thesis/project work to the allotted mentor. The submission of the report with the conduct of viva will also be a component for the successful evaluation of the dissertation/research project/thesis/Project work.

The dissertation/research project/thesis work should involve 360 hours' duration during the 7<sup>th</sup> and 8<sup>th</sup> semesters, and it will be mandatory for the students enrolled in UG degree programmes (Honours with Research).

**c. Duration and Slots for Internship in Curriculum**

Each undergraduate student may complete an internship of 4 credits after the 4<sup>th</sup> semester of the UG degree programme, focusing on Hands-on Training/Short Research Project. However, the student who has to go for a 4-year UG degree (Honours with Research) programme will be required to choose courses as given Table 1 during the 7<sup>th</sup> & 8<sup>th</sup> semester.

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

S. No.	Courses	Suggested Schedule	Duration	Suggested Activities	Credits
1	<ul style="list-style-type: none"> <li>• 3-year UG degree</li> <li>• 4-year UG degree (Honours)</li> <li>• 4-year UG degree (Honours with Research)</li> </ul>	After (4th) Semester	120 hours / 3 weeks	<ul style="list-style-type: none"> <li>• Hands-on Training / Short Research Project</li> <li>• Seminar attendance, Read assigned journals to prepare for seminars</li> <li>• Study certain entrepreneurs' Social projects</li> <li>• Study of the enterprises/ farmers</li> </ul>	04
2	4-year UG Degree (Honours with Research)	7 <sup>th</sup> and 8 <sup>th</sup> Semester	One Semester	(i) Research Methodology, Research Tools and Techniques, Research Ability Enhancement and Policy Framework Courses (ii) Dissertation/Thesis/Project Work/Research project	08  12

**Note:** In a 4-year UG degree (Honours) students not undertaking research shall do 3 courses for 12 credits in lieu of a research project.

#### **d. Internship Structure**

Internships offer students hands-on learning experiences aligned with their academic and professional interests. The college shall establish a robust framework for internships, coordinated through its Research & Development (R&D) Cell.

##### **1. Nodal Officer & MoUs:**

The college shall appoint a Nodal Officer to develop sector-specific internship verticals based on local and national needs. Establish MoUs with industries, higher education institutions, NGOs, and research institutions to facilitate training and placements.

##### **2. Identifying Internship Verticals:**

Conduct local surveys to identify industry clusters and workforce demands. Suggested areas include:

- Agriculture & Trade
- BFSI (Banking, Financial Services, Insurance)
- IT & Electronics
- Healthcare & Life Sciences
- FMCG & Retail
- Arts, Design, and Music
- Sports & Wellness
- Tourism & Hospitality

- Digitization & Emerging Tech (AI/ML, IoT, AR/VR, etc.)
  - Environment, Sustainability, Legal Services, Education, etc. college may refer to the [National Qualification Register](#) for job roles and explore beyond it.
3. **Supervision & Mentorship:**  
Each intern shall be assigned a supervisor (within college) and a mentor (industry/expert) for guidance during the internship.
  4. **Group Internships:**  
College shall allow group-based projects on common themes. Proposals can be submitted to the R&D Cell for approval, followed by supervisor and mentor allocation.
  5. **Project Pool & Local Industry Linkage:**  
The college shall develop a project repository based on local industry needs and make it accessible to students via a digital portal.
  6. **Course Integration:**  
Internships shall be linked with value-added, skill-enhancement, and ability-enhancement courses. These courses may act as prerequisites (backwards integration), and internships can lead to capstone projects (forward integration).
  7. **Digital Portal & API Integration:**  
A College shall build digital platforms for internship management, listing mentors, organisations, and opportunities with API readiness for central portal integration.
  8. **Mentor Selection:**  
Students shall choose mentors from higher education institutions/colleges, research labs, industry, NGOs, government, or even global professionals via networks like LinkedIn.
  9. **Expert Pool Registration:**  
Retired scientists, professionals, artisans, farmers, and entrepreneurs shall be registered as mentors. The college should work with local bodies to identify community-based projects.
  10. **Live Projects & Social Impact:**  
Internships shall involve live case studies, evaluation of government schemes, or social research projects relevant to students' disciplines.
  11. **Academic Continuity:**  
Internships shall not disrupt academic credits. Summer and winter breaks can be used to extend internships if needed.
  12. **Collaborative Models:**  
The College can form clusters (2-3 institutions) under MoUs to offer shared internship opportunities. Students can choose mentors from participating or external institutions.
  13. **Faculty Development:**  
Orientation and training programs for faculty/internship coordinators are essential.

**e. Role of Internship: Providing Organisation, Nodal Officer, Internship Supervisor and Mentor**

**(i) Role of the Internship Providing Organisation**

Internship Providing Organisation (IPO) is any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates, providing an opportunity to the student for an internship during the programme

- The internship providing organisation shall connect with a nodal officer to look into the matter of facilitating the interns on arrival with registration, identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc.
- The mentor from the internship providing organisation needs to guide the candidate to have exposure to the research environment and the employability market.

**(ii) Role of Nodal Officer**

Nodal Officer is an individual who shall be nominated as a member for the organization and execution of internship opportunities in the institution. The person shall be from the Research & Development (R&D) cell of the HEI. He/she shall ensure the organization and registration of students, mentors, organisations, and internship supervisors on the HEI portal developed for internship.

- Internship Programme shall be fully organised, executed and monitored by the R&D cell of HEI through a Nodal Officer to be appointed by the Vice Chancellor/Director/Principal/Head of the Department of HEI.
- The nodal officer shall reach out to HEIs, research organisations, research labs, corporates, industry, etc. and moreover to local administrative offices like Deputy Commissioners and heads of certain government offices like labour, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, etc. to seek the opportunity of an internship for the institution. For instance, the students can participate with local government in processes of census, surveys and elections and other schemes with proper mentoring mechanisms.
- The nodal officer shall take care of the interns during their stay and address their problems, if any.
- The nodal officer shall connect with the organisation and make MOUs so as to facilitate the students for an internship during the course.
- The nodal officer shall ensure the registration of students, internship supervisors, mentors and internship providing organisations in the portal

**(iii) Role of Internship Supervisor**

An internship supervisor is any individual who will be nominated by the institution to monitor, supervise, and evaluate the student during the internship duration.

- An Internship Supervisor shall be nominated at the start of the academic year for each batch.
- The Internship Supervisor from the host institute shall monitor the regularity of the intern at his/her workplace. Students should preferably inform the Internship Supervisor at least one day prior to availing leave during the internship, except for emergencies.
- At the end of the internship, the Internship Supervisor shall ensure the issuance of completion certificates to the intern.
- Internship offered by the organisation shall be followed by one project report, and the assessment on the evaluation can be judged based on the innovativeness of that particular project, presentation and attendance by HEI's.

**(iv) Role of Mentor**

A mentor is an empanelled individual professional who is identified by the HEI or by students himself/herself through their network. The mentor should be identified and his/her concurrence should be conveyed to the internship supervisor.

He/she will be providing professional/research guidance to the student during the internship. The mentors will also facilitate networking with other subject matter experts/professionals, which will enhance the internship experience and learning of the intern.

They shall be making the timely evaluation of a student and provide him completion certification/report for submission in HEI.

- The mentor needs to provide guidance to the students digitally or physically throughout the internship duration.
- The mentor needs to check and validate the performance of students fortnightly and after the completion of the internship, issue the certificate/report.
- The mentor must ensure the learning of competencies with research orientation among the students during the internship duration.
- HEIs may integrate the job assigned to faculty with workload assessment.

**f. Internship Mechanism**

HEIs should develop a roadmap for the smooth functioning of (i) the internship programme under the Research and Development Cell at the HEIs, (ii) the office of the nodal officer, (iii) internship portals and about roles and responsibilities of interns, supervisors and mentors, (iv) a list of projects and v) HEI and internship providing organisation may decide about Internship on mutually agreed terms and conditions. Internship outcomes should have been incorporated in developing a perspective among the candidates or students towards a profession and their ability to deconstruct a job role and to become job-ready as soon as they enter into a job or a profession.

- a) Students shall apply for research internships on their own or through the mentor of their parent HEI by registering at the internship portal. The HEI should ensure that such a student has an appropriate orientation for research through research ability enhancement courses as a part of the curriculum.

- b) Interns will be selected by host organizations based on their selection criteria. The host organization will arrange to inform the potential intern through the portal itself or through the mail and will ask for confirmation or for acceptance.
- c) If a student fails to get an internship in physical mode, then the host institute should have a provision for a digital or group internship.
- d) On receipt of an offer of internship, the student will arrange to consult the internship supervisor, obtain due permission from the parent institution and join the concerned host organization for an internship as per the suggested schedule.
- e) The student may undergo an internship in the supervisor's lab/ working space at the host organization. During the period of internship, the parent HEI through the internship supervisor and mentor, will arrange to keep track of the activities and performance of students as interns at the host organization, based on periodic reports submitted by students.
- f) On completion of the Internship, the intern will prepare an internship report and get it endorsed by the mentor.

#### **g. Evaluation**

##### **(i) Internship**

1. The parent HEI shall examine/evaluate the student's performance following its evaluation method.
2. The evaluation of the internship shall be carried out at the following stages:
  - a) The interns shall be evaluated by the research internship supervisor based on their efforts and research output.
  - b) The interns shall be evaluated through a seminar presentation or viva-voce at the HEI, (marks will be given by a group of experts from HEI including the supervisor).
3. At HEI, the intern shall be evaluated through a seminar/viva voce on his work, by a duly constituted expert committee (One Internal and One external), on the following suggestive aspects.
  - i. Activity logbook and evaluation report of Internship Supervisor
  - ii. Format of presentation and the quality of the intern's report
  - iii. Acquisition of skill sets by the intern
  - iv. Originality and any innovative contribution
  - v. Significance of research outcomes
  - vi. Attendance

##### **(ii) Research Internship**

1. Internship offered by the organisation shall be followed by one project report, and the assessment on evaluation can be judged based on
  - a. Innovativeness of Research
  - b. Presentation and,
  - c. Viva-Voce
2. The research project report shall have an undertaking from the student and a certificate from the research supervisor/mentor/advisor for originality of the work, stating that there is no plagiarism and that the work

has not been submitted for the award of any other degree/diploma in the same Institution or any other Institution.

3. The viva-voce examination shall include both internal and external examiner. The HEIs need to follow their examination structure for the conduction of the examination.

**h. Suggestive sectors for internship/research internship**

- (i) **Category I:** The HEIs shall identify sectors as given below in which students can carry out internships (vide UGC guidelines, Feb. 2024). However, this is only a suggestive list, and the HEIs shall identify any other sector if required, subject to approval of the competent authority at the University of Rajasthan.

- A. Trade and Agriculture
- B. Economy and Banking/Financial Services and Insurance
- C. Logistics, Automotive & Capital Goods
- D. Fast Moving Consumer Goods & Retail
- E. Information Technology/InformationTechnology-enabled Services & Electronics
- F. Handcraft, Art, Design & Music
- G. Healthcare & Life Science
- H. Sports, Wellness and Physical Education
- I. Tourism & Hospitality
- J. Digitisation & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.)
- K. Humanitarian, Public Policy and Legal Service
- L. Communication
- M. Education
- N. Sustainable development
- O. Agriculture sector-for internship in rural areas
- P. Any other rural and community-oriented sectors, including NGOs, SHGs, etc.

**(ii) Category II**

- A. The RDC shall liaise and identify potential mentors from different knowledge institutions across the country and abroad are willing to take interns of the respective HEIs
- B. A pool of willing faculty members shall be identified to take interns in this category at the University of Rajasthan. This dynamic list will be made available and updated at the beginning of each semester through the University of Rajasthan portal. The entire application process, acceptance by a supervisor and completion of the internships will be done through an internship module.
- C. For this purpose a limited number of internships shall be funded by the University (a nominal fellowship amount) with the condition that such internships must be carried out under identified supervisors who specialise in subjects which can potentially be aligned with SDGs and national goals, i.e., a certain number of internships under identified guides shall be sponsored by University in predefined themes that are aligned with SDGs and national goals.

D. As part of forward integration, any affiliated college may also develop an inventory of predefined themes/projects, pairing them with potential mentors from Labs/R&D institutions and/or universities. Such measures have to be well publicised through notice boards and institution websites

**O.199G21:**

- (a) To be eligible to appear in the End of Semester Examination (EoSE), a candidate must secure a minimum of 40% marks (equivalent to Grade "C") in Continuous Assessment (CA).
- (i) If, due to any technical reason, a candidate appears in the EoSE without fulfilling this requirement, a "★" (Star) shall be marked alongside the CA marks in the examination result/marksheet, the EoSE marks for that semester shall not be displayed, and "DT" (Detained) shall be recorded in the relevant column of the result/marksheet.
- (ii) If a candidate is absent in CA and, due to technical reasons, appears in the EoSE, "AA" shall be marked alongside the CA marks in the examination result/marksheet, the EoSE marks for that semester shall not be displayed, and "DT" (Detained) shall be recorded in the relevant column of the result/marksheet.
- (b) The ABC ID/APAR ID of every candidate shall be mandatory, and the examination result shall be uploaded to the National Academic Repository (NAD).
- (c) There shall be no supplementary/due paper/special examination. Students who fail to secure a Grade "C" in a course shall be required to re-register for the course, either as a Self-Study Course or as a Regular Course, if they so desire.
- (d) The provisions regarding revaluation and improvement applicable to the annual examination scheme shall also apply to the Semester Examination Scheme (EoSE) for undergraduate Courses.
- (e) All affiliated and constituent colleges shall mandatorily maintain records relating to CA and the academic performance of candidates for a minimum period of seven (7) years, and such records shall be provided to the University as and when required.
- (f) Every affiliated/constituent college shall appoint two (2) Counsellors from among the teaching staff, provide them with suitable office space and necessary facilities within the college campus, and display prominently the place and timings of their availability. The role of the Counsellor shall be to assist students in matters related to their academic programme, provisions of NEP 2020, and other related technical matters.