Panjab University Chandigarh
Guidelines for Internship/Research Internship for Undergraduate Programs
(2025-2026 onwards)

1. Internships form an essential component of undergraduate education, bridging academic learning with practical work experience. In accordance with the *University Grants Commission Guidelines for Internship/Research Internship for Undergraduate Students (2023),* Panjab University has integrated internships into the 3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research).
   These guidelines shall apply to all Panjab University Departments, Regional Centres and affiliated colleges offering3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research) under NEP 2020.
   The internships aim to provide students with structured opportunities for experiential learning, skill enhancement, research aptitude development, and exposure to real-world work environments. The framework aligns with the objectives outlined in the National Education Policy (NEP) 2020, emphasizing the role of internships in building employability skills and fostering research capabilities among students.

2. **Internship Categories:** There are two types of internship categories available for undergraduate students.
   a. **Internship for Enhancing Employability (IEE)**: This category focuses on improving students' practical skills, professional behavior, and readiness for the job market. These internships aim to bridge the gap between academic knowledge and industry requirements, preparing students to successfully transition into professional roles. This internship will enable the students to acquire necessary skills for :
      i. Development of project and its execution
      ii. Decision-making
      iii. Confidence development
      iv. Working/coordinating in a team
      v. Creative and critical thinking and problem-solving
      vi. Ethical values
      vii. Professional development
      viii. Understand government/local bodies world of work
      ix. Reference of resource persons in the field
      x. Development of online/ simulation-based module for a virtual research internship
      xi. Understanding the nuances of building a deep-technology start-up
      xii. Study certain entrepreneurs,
      xiii. Study of the enterprises, farmers, artisans, etc.
   b. **Internship for Developing Research Aptitude (IDRA):** Internship of this category aims to cultivate research capabilities among students by involving them in research-related activities. Students will gain experience in:
      i. Identifying and conceptualizing research problems
      ii. Working with research methodologies, tools, and data analysis techniques

iii. Developing scientific writing skills, preparing reports, and presenting findings
iv. Understanding research ethics, intellectual property rights, and innovation practices

3. **Internship Offering**
The concerned Department/College/Institutions may decide to offer

a) **Internship for Enhancing Employability (IEE),**
or
b) **Internship for Developing Research Aptitude (IDRA)** to the student, in the 5th Semester based on the specific needs, career goals, and academic profile of the student.

4. **Academic Credentials and Duration**
The internship shall carry 2/4 academic credits, with a total duration of 60/120 hours. The engagement shall be spread over the semester. Students are expected to meet the prescribed hour requirements through consistent participation and completion of assigned tasks, under the supervision of the designated Internship Supervisor/Mentor. Successful completion of the internship and fulfillment of all academic and documentation requirements will be mandatory for the award of credits.
All those students who wish to exit after I^st^ year or IInd year must complete 4 credits and 120 hours of internship in addition to internship prescribed in their course curriculum.

5. **Nodal Officer**
The Vice- Chancellor shall appoint the nodal officer at the University Level. Principals/Directors/Coordinator/their nominee shall act as the nodal officers of the colleges/regional centers/constituent colleges.

6. **Appointment of Internship Coordinator at the department level**
Each Department/Regional Centre/affiliated college shall appoint an **Internship Coordinator for** internships
   a. The Internship Coordinator will be responsible for coordinating all activities related to internships, including registration of students, identification of internship opportunities, signing of Memorandum of Understanding (MoUs) with organizations, and monitoring student progress.
   b. The Internship Coordinator will work under the framework outlined by the University and maintain a record of internships at the institutional (Department/Regional Centre/affiliated college) level.
   c. The Internship Coordinator shall also liaise with Nodal Officer, industries, research organizations, government bodies, and other entities to create internship opportunities.
   d. Maintain the records of internship as per Appendix-VI

7. **Appointment of Internship Supervisor:** Each student or group of students undertaking an internship shall be assigned an Internship Supervisor from their institution/ Department/College
   a. The Internship Supervisor shall be responsible for monitoring the student's regularity, engagement, and progress during the internship.

b. The Supervisor shall ensure timely evaluation based on project reports, presentations, attendance, and overall performance.
c. The Supervisor shall guide students during the internship period and ensure that the learning outcomes align with the intended objectives of the internship program.

8. **Appointment of Mentor**: Each student shall also be assigned Mentor by the department/college or students may themselves arrange for a Mentor
   a. The mentor may be a professional from the internship organization or a research expert, either nominated by the HEI or identified by the student with institutional approval.
   b. The mentor will provide professional training/work experience or research guidance to the student throughout the internship.
   c. Mentors may also facilitate the student's exposure to broader professional or research networks.
   d. The mentor will monitor the student's technical and professional development periodically and endorse the internship report upon completion.

9. The appointment of the Internship Supervisor/Mentor shall be finalized within 30 days from the commencement of the semester. A list of students with their internship place and mentor must be prepared, and a proper record shall be maintained.

10. **Identification of Internship Opportunities:**
    a. The Nodal Officer/Internship coordinator, in coordination with the Internship Supervisor, shall identify suitable organizations, industries, research institutions, NGOs, and other relevant entities for internships.
    b. Students may also explore online internship portals from recognised platforms to find suitable opportunities, which provide access to a wide range of internships across sectors and industries.
    c. Students may also propose internships identified independently (On their own), subject to approval by Nodal officer.

11. Registration and Approval
   a. The details of the selected internship, including the organization, Mentor, and duration, must be approved by the Nodal Officer in consultation with Internship coordinator and Internship Supervisor before commencement.

12. Internship Execution
   a. Students shall engage with the Internship Providing Organization (IPO) under the guidance of the assigned Mentor.
   b. Students must maintain regularity, discipline, and active participation throughout the internship period.
   c. Students are required to maintain a daily/weekly activity logbook during the internship. (Appendix-I)

13. Monitoring and Reporting:
   a. The Internship Supervisor will periodically monitor the student's progress through reports, feedback from the Mentor, and communication with the student.
   b. The Mentor will provide final feedback on the student's performance. (Appendix II or III)

c. Completion and Evaluation: Upon completion of the internship, students must submit:
    i. Internship Completion Certificate(Appendix-IV OR V)
    ii. A detailed Internship Report endorsed by the Mentor
    iii. The Activity Logbook duly signed (Appendix-I)
    iv. Any additional assignments, presentations, or evidence of work as required

14. Evaluation

The evaluation of the internship shall be based on a combination of continuous assessment and final performance review.

For an Internship for Enhancing Employability

The evaluation process will include

I. **Internship Report and Viva Voce (80% Weightage)**: Students must submit a detailed report documenting their activities, learning outcomes, challenges faced, and skills developed during the internship. Students are required to appear for a viva-voce before a 2-members internal evaluation committee (including a supervisor) to discuss their internship experience and learning outcomes.

II. **Supervisor's Evaluation (20% Weightage)**: Feedback from the Internship Supervisor/Mentor at the host organization or within the department, assessing the student's engagement, skill development, professionalism, and attendance based on Activity Log Book.

For Internship for Developing Research Aptitude (IDRA)

The evaluation process will include

I. **Internship Report and Viva Voce (80% Weightage)**: Students must submit a detailed research report as per the format decided by the department. Students are required to appear for a viva-voce before an2-members internal evaluation committee (including a supervisor) todiscuss their internship experience and learning outcomes.

II. **Supervisor's Evaluation (20% Weightage)**: Feedback from the Internship Supervisor/Mentor at the host organisation or within the department, assessing the student's engagement, skill development, professionalism in research.

Appendix-I

Internship Activity Logbook
(to be filled by the student)

Student Name	
Name of the Department/ College	
Internship Organisation:	
Mentor Name and Designation:	
Internship Supervisor Name	
Internship Duration	From _____ to _____

Week	**Date**	**Activities Performed**	**Skill Learned**	**Remarks from Mentor**
1				
2				
3				
4				
5				
6				
7				
..				
....				
Add More				

Signatures

Student Mentor ResearchSupervisor

Appendix-II

Feedback/Evaluation Criteria : Internship for Enhancing Employability
(To be filled by the mentor)

Student Name	
Name of the Department/ College	
Internship Organisation:	
Mentor Name and Designation:	
Internship Supervisor Name	
Internship Duration	From _____ to _____

Please rate the intern on the following parameters:

Criteria	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
Punctuality and Attendance	☐	☐	☐	☐	☐
Professionalism and Work Ethics	☐	☐	☐	☐	☐
Communication Skills (Oral and Written)	☐	☐	☐	☐	☐
Initiative and Enthusiasm	☐	☐	☐	☐	☐
Ability to Work Independently	☐	☐	☐	☐	☐
Technical/Subject Knowledge	☐	☐	☐	☐	☐
Problem-Solving and Analytical Ability	☐	☐	☐	☐	☐
Teamwork and Collaboration	☐	☐	☐	☐	☐
Quality and Timeliness of Work	☐	☐	☐	☐	☐
Adaptability and Learning Ability	☐	☐	☐	☐	☐

Comments by Mentor

1. Key Strengths of the Student Intern:

2. Areas Where Improvement is Needed:

3. Any Special Contributions or Achievements:

Signature
Mentor

Appendix-III

Feedback/Evaluation Criteria: Internship for Research Aptitude
(To be filled by the mentor)

Student Name	
Name of the Department/ College	
Internship Organisation:	
Mentor Name and Designation:	
Internship Supervisor Name	
Internship Duration	From _____ to _____

Please rate the intern on the following parameters:

Criteria	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
Understanding of Research Problem	□	□	□	□	□
Literature Review and Secondary Research Skills	□	□	□	□	□
Research Design and Methodology Understanding	□	□	□	□	□
Data Collection Skills (Primary/Secondary)	□	□	□	□	□
Data Analysis Skills (Quantitative/Qualitative)	□	□	□	□	□
Interpretation and Critical Thinking	□	□	□	□	□
Report Writing and Documentation	□	□	□	□	□
Use of Research Tools (e.g., SPSS, Excel, NVivo, R and others)	□	□	□	□	□
Innovation and Originality in Approach	□	□	□	□	□
Professional Behavior, Punctuality, and Discipline	□	□	□	□	□

1. Strengths observed in the student:
2. Areas for improvement:
3. Specific Contributions Made During Internship:
4. Additional Comments (if any):

Signature
Mentor

Appendix-IV

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Mr./Ms. [Student Name]**, bearing Roll Number **[Roll No.]**, a student of **[Program Name]**, Department of **[Department Name]**, has successfully completed the **Internship for Enhancing Employability (IEE)** as part of the academic requirements.

The internship was undertaken at **[Name of Organization]** from **[Start Date]** to **[End Date]**, with a total engagement of **60 hours**.

During this period, the student was engaged in professional activities that contributed to enhancing workplace readiness, communication skills, problem-solving, and industry exposure.

We appreciate the student's sincere efforts and contributions.

Date: _____
Place: _____

Signature & Seal

Name of issuing Person

Appendix-V

RESEARCH INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Mr./Ms. [Student Name]**, Roll Number **[Roll No.]**, enrolled in the **[Program Name]**, Department of **[Department Name]**, has successfully completed the **Internship for Developing Research Aptitude (IDRA)** during the ---------- Semester of the Academic Year ---------

The internship was conducted under the supervision of **[Name of Faculty Mentor/Supervisor]**, from **[Start Date]** to **[End Date]**, with a total engagement of **60 hours**, as per the academic requirements.

The student worked on a research project titled:

"[Title of the Research Project]"

The student's work demonstrated commitment to academic inquiry and contributed to the development of research aptitude.

Date: _____
Place: _____

Signature & Seal

Mentor / Supervisor

Appendix-VI

RECORD OF INTERNSHIP

Class: _____, Session:_____

Sr No.	Name of Student	Roll No.	Name of Internship Supervisor	Internship place/ organization	Name of Mentor	Starting date	Completion date	Leave, if any	Any comment