

**INTERNSHIP GUIDELINES FOR STUDENTS OF
UNDERGRADUATE PROGRAMMES**

**FACULTY OF ARTS
BANARAS HINDU UNIVERSITY
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1. Preamble

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. The NEP-2020 envisions promoting quality research in higher education and to ensure quality education by higher education institutions (HEIs), research and innovation are two inherently important aspects. The societal needs of our country can only be addressed by having a strong knowledge, skills, value and research- oriented vibrant higher education ecosystem for sustainable development.

In accordance with the NEP-2020 and UGC Guidelines, Faculty of Arts, Banaras Hindu University framed a new student-centric “Curriculum and Credit Framework for Undergraduate Programmes” (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach with internship as integral and essential component. A prime aspect of the internship is induction into actual work situations.

2. Objectives

An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organization, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the intern as well as the internship providing organization. Following are the intended objectives of engaging undergraduate students in internship for employability and research internship programmes:

- 1. Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop / classroom / lab/research lab learnings with the workplace (organization/enterprise/start-ups/corporate/farmlands/artisans/gig workers/non-government organizations (NGOs)/research & development organizations, higher education institutions (HEIs), local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities), media organizations, social organizations, artists, craft persons, or a professional (individual/organization) etc.).
- 2. Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
- 3. Hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organizations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.

4. **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarizing with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real- life problems.
5. **Exposure in emerging technologies:** To provide exposure to emerging technologies/automation and how it can support, facilitate, improve and reinforce work processes/culture/job roles/art and craft, including the traditional areas of art-craft/heritage skills, agriculture, etc.
6. **Enhance entrepreneurial capabilities:** Understand how organizations/ enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.
7. **Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.
8. **Cultivate a sense of social imagery and citizenship responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
9. **Stimulate collaborative influence:** To promote HEIs collaboration, industry-academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organizations, academicians, and students to collaborate on how to learn with one another.
10. **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, integrity and dignity of labour which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

3. Internship Categories

The employability of graduates can be improved by developing practical experience and exposure with the required right kind of attitude for the workplace. The internship is one of the important apparatuses that help in improving these employability skills and can help in generating competency, capability, professional working skills, expertise, and confidence among the students for employability and developing interest/passion for research. The interns can understand the application of theory in the workplace.

The undergraduate internships can be classified into two types:

- i. **Internship for enhancing the employability**
- ii. **Internship for developing the research aptitude**

3.1. Enhancing Employability

Employability refers to the certain attributes of an individual that enable him/her to perform any job opportunity in line with the set standards of performance to meet expectations for the expected job. Employability is a set of skills and attributes developed through a range of experiences at workshops and workplaces. It states that when a student can demonstrate skills on the job. Individuals need to develop such competencies which reduce the obstacles as job seekers and also increase their potential as job providers.

The internship programs build capabilities/aptitude/skills of our undergraduates/researchers/faculties for development of project and its execution, decision-making, confidence development, working/coordinating in a team, creative and critical thinking and problem-solving, ethical values, professional development, understanding of government/local bodies work, reference of resource persons in the field, development of online/simulation-based module for a virtual research internship, understanding the nuances of building a deep-technology start-up, study certain entrepreneurs, study of the enterprises, farmers, artisans, etc.

3.2. Developing Research Aptitude

Research aptitude refers to the attribute of inquiry/investigation, analysis and interpretations in a scientific and objective method that facilitates to uncover facts and present an individual viewpoint in an organized manner.

Research internship aims at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research. Research internship will mainly be helpful for the students of Single Major programmes under Scheme C who want to pursue Honours programmes.

Apart from gaining relevant research experience, the interns would learn the following, through research professionals/mentors:

- Ideation and conceptualization of a research question/problem
- Learning about new tools and handling of equipment
- Experimentation and collection of data
- Simulations and development of models
- Preparation and presentation of reports

Research Internship experience can be gained by working with faculty/scientists/mentors in HEIs, research institutions, universities, Industrial research labs, nationally and internationally reputed organizations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individual persons distinguished in specific fields. The integration of research, innovation and technology development is the foundation of Atma-Nirbhar Bharat (Self-reliant India). Institutionalization of internships at undergraduate levels is expected to play a pivotal role in catalyzing the inter- disciplinary/multi-disciplinary/trans-disciplinary and translational research culture embedded in NEP-2020.

4. Ordinance

In line with the spirit of NEP-2020, internship has been integrated as a compulsory component in the Credit and Curriculum Framework for UG Programmes (CCFUGP) implemented by Faculty of Arts, Banaras Hindu University. The internship course is defined and implementation directions have been provided in the ordinance for Under Graduate Programmes which are as follows:

4.1. Internship

(Clause 2.6.5):

A course requiring students to participate in professional employment-related activity or work experience or co-operative education activity with an entity external to the educational institution normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal and organized work situations.

The internship will involve working with local industry (Government or Private Organizations/Institutions), business establishments (micro, small and medium), local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities), media organizations, social organizations, artists, craft persons, or a professional (individual/organization) etc. to provide the opportunities for students to actively engage in an on-site experiential learning.

(Clause 5.15):

Every student for the UG Programme shall be required to undergo 2 credit internships of 30 hours duration before taking an exit or completing the degree programme.

- i. A student for the UG Programme shall be required to undergo internship during summer vacation either after the second semester examination or after the fourth semester examination. If s/he opts to exit with Undergraduate Certificate in the discipline, then it shall be obligatory to complete the internship after second semester examination.

However, for those students who have taken lateral entry into the third semester and have completed internship of 30 hours duration during first year, the internship is not required after the fourth semester examination

- ii. A student will inform and get approval from the department before going for an internship. The internship will involve working with local industry (Government or Private organizations/Institutions), business establishments, artists, craft persons, or a professional (individual/organization). Student will submit a copy of the report (a hard copy and a soft copy in PDF) to the Department/College within 15 days after the completion of internship. A student has to submit a certificate of attendance and work done report from the organization/professional where at the internship was done. The evaluation of the internship shall be done in the range of 0 or 10 by an external examiner or mentor mainly on the basis of the report and certificate.

- iii. The internship will be governed by the prevailing rules of the University from time to time.

5. Management of Internship

An internship provides learning experiences related to a student's interest or discipline of study. It also gives an opportunity to acquiring new skills. The Department/College/Institute (DEPARTMENT) will have an important role in exploring internship providing organizations, making students aware, arranging internships, assessment of internship for their students by following the instructions in this policy document.

5.1. Internship Cell

Every Department will establish an internship cell with the following composition:

- (i) Head of the department
- (ii) Internship Coordinator

5.2. Incharge of Internship Cell

The concerned Chairperson/Principal/Head of the Department of the DEPARTMENT will be the overall Incharge of the Internship Cell. The Chairperson/Principal/Head of the Department will appoint a senior faculty member as Internship Coordinator, Teacher-in-charges of different UG Programmes and Internship supervisors. This cell may be constituted separately or may be associated with the existing placement/entrepreneurship/skill development/R&D cell of the DEPARTMENT.

5.3. Internship Coordinator

Each DEPARTMENT will have an Internship Coordinator who will be responsible for the overall management of internship course in undergraduate programmes. The Internship Coordinator will coordinate all the activities of Internship cell. The Internship Coordinator will be responsible for identification of organizations where the students can go for internships and to pave the way for going into MOUs with such organizations. S/he will ensure the timely notification of internship opportunities available with the internship cell through display of notifications on notice board/website of DEPARTMENT. The Internship Coordinator will allocate the student(s) interested in internship to the respective Teacher Incharges of different UG programmes in Department/College/Institute. The Internship Coordinator will also convene the meeting of the internship cell for the smooth conducting of the internship activities and will ensure the timely evaluation of internship reports and submission of awards in the internship cell. The Internship Coordinator will ensure the proper maintenance of records in the cell pertaining to internship.

5.4. Teacher Incharges of Different UG Programmes

One teacher incharge from each UG programme of the DEPARTMENT, e.g., B.A. will be a member of the cell. The Teacher In charges of different UG programmes in Department/College/Institute will coordinate with the Internship Supervisor.

The role of internship cell shall be to facilitate and to guide students for internship. The internship should be well-defined and with clear outcomes. It is important to explore, reach out to, and sign a Memorandum of Understanding (MOU) with local businesses, Govt./Semi-Govt./PSUs, research organizations, NGOs, HEIs, etc. as this will aid in training, research, employment, and start-ups. The cell shall also keep a record of students' internship enrollment, place of internship, evaluation of internship and will submit the final awards of internship course on the university portal.

Internship cell can enter MOUs with different organizations for providing internships on behalf of DEPARTMENT.

Internship cell will also allocate internship supervisors depending upon the number of students and regular faculty members available in the DEPARTMENT

6. Internship Providing Organization

The internship can be done by a student to get the opportunities for active engagement in on-site experiential learning preferably in their respective discipline at an Internship Providing Organization (IPO) with the permission of the DEPARTMENT. Internship Providing Organization is an organization, HEI, philanthropy, farmer, government organization, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme below:

Different categories and types of the internship providing organizations are mentioned:

- Local industry
- Government or Private Organizations/Institutions;
- Business establishments (micro, small and medium);
- Local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities);
- Media organizations;
- Social organizations;
- Artists, craft persons, or a professional (individual/organization);
- Research laboratories;
- HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects;
- Placement cell;
- Alumni;
- Libraries;
- Organizations working for adult education;
- Community service;
- Organization/enterprise/start-ups/corporate;
- Farmlands;
- Gig workers;
- Non-government organizations (NGOs);
- Research & development organizations, and
- Educational institutions

Training/Skill Development Certificate courses/programmes from Govt./Govt. approved agencies/bodies, of equal duration i.e., minimum 30 hours will also be considered as

internship courses.

Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.

The internship cell will explore the possible internship positions in different areas in different organizations and make the students aware about the same through regular notifications, mentor-mentee meetings, counselling sessions and other such programmes organized at their DEPARTMENT. Local organizations should be given preference for doing the internship. Students should be encouraged to choose the organization for doing internship and to seek the consent from that organization.

A suggestive list of possible areas of internship and the organizations, in context of Faculty of Arts programmes, is given in the **Appendix-I**. This list is not exhaustive but indicative. The different areas and internship providing organizations can be included at the level of DEPARTMENT according to requirements and opportunities at the local level.

A DEPARTMENT can also explore at their level the National Qualification Register and check the possible job roles across sectors for exploring the internship areas (<https://nqr.gov.in/>).

The DEPARTMENTs can also search the internship platforms such as Internshala, Lets Intern, Killer Launch, Hello Intern etc. where internships are offered by many reputed organizations.

The students can also generate internship projects based on their own contacts. Students can choose industry mentor from HEIs/ research organizations/industrial R&D labs/Universities/other national reputed institutions/organizations/industries/ emergency professional/NGOs/local government officials/outside India experts working at the international level/social networking sites (e.g., LinkedIn).

Chairperson/Principal/Head of the Department of a DEPARTMENT shall be competent for allocation of internship to its students.

As a next step, the internship cell will invite applications for internships from the students in the prescribed format (**Appendix-II**) during the second and fourth semester.

7. Internship Mentor

The Internship Mentor is an individual professional or owner or an employee working
If s/he opts to exit with Undergraduate Certificate/Diploma in the discipline, then it shall be obligatory to complete the internship before exit.

9. Internship Procedure

1. The internship cell of the DEPARTMENT will notify a list of different internship areas, internship providing organizations, internship positions, internship projects arranged by the DEPARTMENT or where a student can apply for on its notice boards at the onset

of even semester. That list can be either in the form of **Appendix-I** or as drawn by the DEPARTMENT.

2. The student shall apply for internship in response to the notice of the internship cell in the prescribed format (**Appendix-II**). It is the responsibility of the student to apply for the internship well in time.
3. The Internship Coordinator will allocate the received applications of internships to the Teacher Incharges of different UG programmes in the DEPARTMENT.
4. The concerned Teacher Incharge of the UG programme in the DEPARTMENT will allocate the student(s) to the Internship Supervisors from the list notified by Chairman/Principal/Head of the Department.
5. The Internship Supervisor will provide the recommendation letter (**Appendix-V**) in the name of internship providing organization to the student.
6. The student will contact internship providing organization/Internship Mentor to get the consent for guiding internship (**Appendix-III**) and shall submit the same to internship supervisor along with the tentative schedule of the internship.
7. The student will move for internship with the intimation to the Internship Supervisor.
8. After completion of the internship, the student(s) will submit the internship report (including- introduction about the organization, objectives of the internship, details of the work done, observations and learning outcomes/experiences, other forms of presentation, if any) within 15 days of the completion of internship to the Internship Supervisor at the DEPARTMENT. An indicative format of the internship report is given in the **Appendix -VI**.
9. The student will collect the completion certificate duly signed by the Internship Mentor (**Appendix-IV**) and shall submit the same along with internship report to the Internship Supervisor. Internship report without completion certificate shall not be entertained.
10. If a student fails to get an internship in physical mode, then the host institute should have a provision for digital or group internship.

10. Internship Evaluation

The evaluation of the internship shall be done by the Internship Mentor of IPO and Internship Supervisor of the DEPARTMENT.

- (i) Internship Mentor will evaluate the student on the basis of regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives. The internship mentor will give the awards at the completion of internship in the given format of **Appendix-IV**.

- (ii) The internship supervisor will evaluate the intern for 0 (Zero) and 10 (Ten) marks based on internship certificate. **Appendix-VI.**
- (iii) Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

A student has to obtain minimum 0 and maximum 10 marks (Grade 'P') each in the evaluation by Internship Mentor and Internship Supervisor.

The Internship Supervisor will submit the cumulative awards and records (**Annexure-VII**) to the Teacher Incharge of respective UG programmes in DEPARTMENT for onward submission on the university portal.

A candidate who could not complete or has failed in internship evaluation by the Internship Mentor, then s/he will get one more chance to repeat that part of internship during vacations/holidays. If a candidate gets failed in the evaluation of the Internship report, then she/he will submit the Internship report again and that revised report will be assessed again but the candidate need not to repeat the internship in that case.

Training/skill/certificate courses from Govt./Govt. approved agencies, of equal duration i.e., 30 hours or more will also be considered as internship courses. Some of the agencies offering such courses are listed as under:

- Pradhan Mantri Kaushal Vikas Yojna (PMKVY)
- National Skill Development Corporation (NSDC)
- National Skill Development Agency (NSDA)
- National Council for Vocational Education and Training (NCVET)
- Airport Authority of India (AAI)
- Bureau of Indian Standards

Internships offered through central/state govt. portals for apprenticeship/skill development training/internship shall also be considered equivalent to internship courses.

Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.