



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++ GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

NOTIFICATION (26/AUG/GEN/24)

Ref.: 123rd University Syndicate Resolution No.123.58 dated 08.07.2026

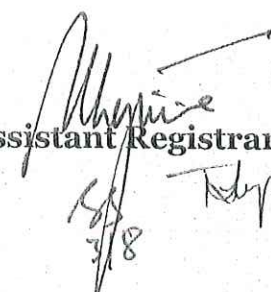
In pursuance of the above University Syndicate Resolution, sanction is hereby accorded for the adoption of Guidelines for Internship in respect of Undergraduate Students in the University of Jammu as per the UGC Guidelines, 2023 (**Annexure**).

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/I/26/5009-5109
Dated: 02/08/2026

Copy for information to:-

1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Hon'ble Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Registrar/Controller of Examinations/Director, CD&OE/DIQA/CDC.
3. All Heads of the Teaching Departments
4. All Rectors/Directors of the Offsite Campuses of the University
5. Director, Centre for ITES&ET for information and with the request to get the notification uploaded on the Website of University.
6. All Principals of all the affiliated/constituent Colleges
7. I/c Coordination
8. Asstt. Registrar (Academic Affairs/Admission)
9. Guard File


Assistant Registrar (Academics)

1.0 INTRODUCTION

The National Education Policy 2020 (NEP-2020) views the purpose of the education system as developing individuals capable of rational thought and action, possessing compassion and empathy, courage and resilience, a scientific temper, and creative imagination, with sound ethical moorings and values. It aims to produce engaged, productive, and focused citizens for building an equitable, inclusive, and plural society, as envisioned by our Constitution. The NEP-2020 envisions promoting quality research in higher education and ensuring quality education by Higher Education Institutions (HEIs), wherein research and innovation are two inherently essential aspects. The societal needs of our country can only be addressed by having a strong, knowledge-based, skills-oriented, research-driven, and vibrant higher education ecosystem for sustainable development.

In accordance with the NEP-2020, the UGC 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. In an internship course, students are required to participate in a work experience, professional activity, or cooperative education activity with an external entity, under the supervision of an expert from that entity. A prime aspect of the internship/research internship is induction into actual work situations. Internships include working with government or private organisations, higher education institutions, universities, research and development labs/research organisations/non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organisations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

2.0 OBJECTIVES

An internship provides an individual with first-hand experience, while also understanding the way an organisation operates, leading to improvement in skill aptitude for a specific job



or role and building research capabilities through learning opportunities. Internships should be organised in such a manner that benefits the research intern as well as the internship-providing organisation. The following are the intended objectives of engaging undergraduate students in internship for employability and research internship programmes:

1. **Integration of workshop with workplace:** To perceive the internship as a broader, integrated, and holistic experience 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(organisation/enterprise/start-ups/corporate/farmlands/artisans/gig-workers/non-government organisations/research & development organisations, higher education institutions, 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. **Phygital and hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organisations, 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; to 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 preparation, 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:** To understand how organisations/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 the development of an attitude towards citizenship responsibility.
9. **Stimulate collaborative influence:** To promote HEIs' collaboration, an 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, organisations, 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, and integrity, which will enable them to gain perspective, practice, develop as a competency and perform skilled tasks in the way that the employment market demands.

3.0 INTERNSHIP CATEGORIES

The employability of graduates can be improved by developing practical experience and exposure with the right kind of attitude for the workplace. The internship is one of the important apparatuses that help in enhancing 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 would be classified into two types:

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

3.1 Enhancing Employability

Graduates face many difficulties after graduation to enrol in the workforce. Recent graduates are lacking knowledge, practical skills, and experience, which are mandatory requirements demanded by employers for recruitment.

Employability refers to specific 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. Individuals need to build such competencies, which reduce the obstacles as job seekers and also increase their potential as job providers. The internship programmes should be well conceptualised and interactive for building research capabilities/aptitude/skills of undergraduates/researchers, faculty for :

- a) Development of the project and its execution
- b) Decision-making
- c) Confidence development
- d) Working/coordinating in a team
- e) Creative and critical thinking and problem-solving
- f) Ethical values
- g) Professional development
- h) Understanding the government/local bodies' world of work
- i) Reference of resource persons in the field
- j) Development of an online/simulation-based module for a virtual research internship
- k) Understanding the nuances of building a deep-technology start-up

- l) Study certain entrepreneurs
- m) 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 uncovering facts and presenting an individual viewpoint in an organised 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. Apart from gaining relevant research experience, the interns would learn the following, through research professionals/mentors:

- Ideation and conceptualisation 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 organisations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individuals distinguished in specific fields. The integration of research, innovation and technology development is the foundation of Atma-Nirbhar Bharat (Self-reliant India). Institutionalisation of internships at undergraduate levels is expected to play a pivotal role in catalysing the interdisciplinary/multi-disciplinary/trans-disciplinary and translational research culture embedded in NEP-2020.



4.0 INTERNSHIP STRUCTURE

An internship provides learning experiences related to a student's interest or area of study. It also gives an opportunity to acquire new skills. University of Jammu (UoJ) seeks to play an important role in arranging internships for its students by creating a structured, robust mechanism for internship programmes under the Dean Academic Affairs (DAA) Office. The DAA Office shall create a well-defined mechanism or structure at the university level for the smooth coordination and functioning of internships across diverse disciplines.

1. University of Jammu shall have a Nodal Officer who will be responsible for developing need and demand-led verticals, as well as expectations from each vertical in undergraduate programmes. The internship must be well-defined, with clear outcomes. It is critical to explore, reach out to, and sign a Memorandum of Understanding (MOU) with local businesses, research organisations, HEIs, etc., as this will aid in training, research, employment, and start-ups.
2. To define verticals, UoJ shall undertake a survey in the local market to understand the needs of companies and the expectations of students. These verticals can be on the basis of industry clusters operational in the country, from emerging technologies and from the international world of work also.
3. Industrial regions/clusters may include those places where industries have concentrated as a result of favourable geo-economic circumstances. These are places where a sizable portion of the populace works in the manufacturing sector, which operates on a sizable scale. There are indicative clusters identified at central, state, micro and local government/administration levels, and UoJ at its own level can identify and also go beyond these clusters for internships.
4. Furthermore, there are specific verticals that UoJ may offer as options when a student chooses a sector during registration and undertakes an internship/research internship in the following areas. The list is indicative only:

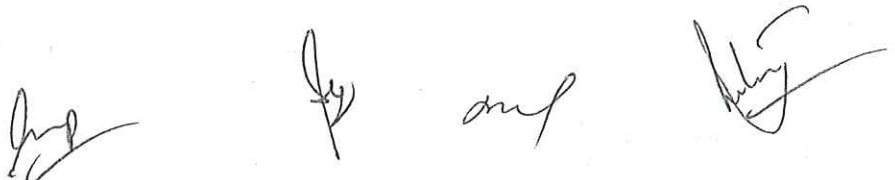
- a) Trade and Agriculture
- b) Economy & Banking, Financial Services, and Insurance

- c) Logistics, Automotive and Capital Goods
- d) Fast Moving Consumer Goods and Retail
- e) IT/ IT-enabled Services and Electronics
- f) Handcraft, Art, Design and Music
- g) Healthcare and Life Science
- h) Sports, Wellness and Physical Education
- i) Tourism and Hospitality
- j) Digitisation and Emerging Technologies
- k) Humanitarian, Public Policy and Legal Service
- l) Communication
- m) Education
- n) Sustainable Development
- o) Environment
- p) Commerce, Medium and Small-Scale Industries
- q) Any other area relevant to the organization offering internship.

For Instance, Internships in agriculture and related domains like farm internships, agriculture research internships, and agri-business internships can be considered as an opportunity by undergraduate students enrolled in colleges affiliated to UoJ. The agricultural sector needs to be considered by UoJ for internships in rural regions. The University of Jammu, at its own level, can explore the National Qualification Register and check the possible job roles across sectors for exploring the internship areas (<https://nqr.gov.in/>). However, UoJ is open to exploring areas beyond that, and it can be used as an indication only.

5. An internship would involve a student admitted to a college affiliated with UoJ, and he/she would be attached to an internship supervisor (IS) and a mentor from UoJ for a specified duration and conduct a time-bound internship project. The UoJ would play an important role in facilitating the smooth conduct of the internship.

6. A provision of group internship may also be considered for handling a chunk of students in a particular domain by the UoJ. The group can be identified for a particular theme assigned



in a specific industry, supervised by an internship supervisor and mentor.

7. The institution, based on local assessment, programmes offered by the institute/university can identify projects linked to the local industry needs and create a pool available on the portal. The student chooses a project and must obtain a supervisor and mentor for it. The mechanism of local industry collaboration should be one of the focal points of UoJ for providing internship opportunities to students.
8. The internship can be linked to the outcomes of value-added/skill-development/ability enhancement courses. UoJ may have both backward and forward integrations for internships. For backward integration, UoJ can utilise ability-enhancement courses, value-added courses, and skill-enhancement courses. These courses should serve as prerequisites for internships and should be treated accordingly. For forward integration, UoJ needs to develop a list of projects along with a list of mentors; the same can be uploaded on the portal created by UoJ. The students can select projects and be paired with their chosen mentors, along with the option of a co-mentor from the same institution or any other reputable organisation.
9. UoJ shall develop a digital portal where it can register experts, agencies, industries, organisations, mentors, and faculty members, which are open and visible to students. It must be ensured that the portal has the scope of application programming interface (API) integration, so that when a central portal is available, integration can be made.
10. Students can choose an industry mentor from research organisations/industrial R&D labs/universities / other national reputed institutions/organisations /industries/emergency professionals / NGOs / local government officials/ outside India experts working at the international level,/social networking sites (e.g., **LinkedIn** etc.). The same portal can be developed at the UoJ level. A centrally managed Internship Portal would help in arranging internships by the UoJ for the undergraduate students. The portal will provide information about various internship opportunities, such as Internshala.
11. Certain experienced people superannuated as research scientists, academics, industry professionals, farmers, entrepreneurs, local artisans and other experts, etc. can register on a portal as mentors from various disciplines. UoJ may network with local administration and identify areas where students can work on assignments or projects that will give them

exposure to social issues.

12. Projects can also be scoped and aligned to the study of the effectiveness of various government and non-government schemes as well. The live case study assignment can also be presented as a project to individuals, which enables learners to apply their learning in real-life situations, depending on the course (e.g., law, management, social work).

13. UoJ can also look upon cluster models where institutions (2-3) can club or make a memorandum of understanding (MoU) for internships, the information of the same need to be mentioned on the portal of UoJ and students may be willing to opt any and choose the mentor physically or digitally or any mentor outside also at national or international level.

14. There must be a mechanism for the orientation of teachers/training of trainers/faculty development programmes, and it should serve as a prerequisite for offering internships in the programme. In the case of the 4-year programme, the policy needs to be framed for students who have an interest in research right from the beginning at the undergraduate level.

5.0 ACADEMIC CREDENTIALS AND MONITORING OF INTERNSHIP

5.1 Internship

A minimum of 2-4 credits, out of the required minimum 120/160 credits, of a 3-year UG degree/4-year UG degree (Honours)/4-year UG degree (Honours with Research) can be assigned for Internship as per the National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Programme (CCFUP). An internship of 60 to 120 hours' duration, to be completed after the 4th semester, will be mandatory for students enrolled in undergraduate 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.



5.1.1 Research Project / Dissertations / Thesis / Project Work

For the 4-year undergraduate degree programme (Honours with Research), engagement of students in the dissertation/research project during the entire 8th semester, worth 12 credits, will be considered a mandatory component for the award of the degree. The students must submit the research project/dissertations/thesis/project work to the allotted mentor. The submission of the report along with the conduction 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 have a duration of 360 hours during the 8th semester, and it will be mandatory for students enrolled in UG degree programmes (Honours with Research).

5.1.2 Competencies to be developed during Research Internships

The 3-year undergraduate degree, 4-year undergraduate degree (Honours), and 4-year degree (Honours with Research) programmes will operate strictly in accordance with the provisions of NEP-2020, NHEQF, and CCFUP. Based on the higher education qualification level descriptors for Level 5.5 and Level 6, some competencies with a research orientation should be attained by students who study courses under the Research Ability Enhancement Courses (RAEC) and undertake a research internship project.

- The students should be well-versed in the techniques and methods of research that would support knowledge creation.
- The students should have an understanding of complex problem statements and the ability to develop solutions for real-life problems.
- The students will possess a good comprehension ability to interpret the oral and written communications in research papers and present their own interpretations.
- The students will be able to communicate technical information and research findings to their peers.
- The students will be made aware of the research ethics, professional accountability,

and conduct and will be able to practice the research ethics and appropriate skills in his/her own research work.

- The student will be able to enhance academic productivity by developing writing and reading skills, and can make contributions towards social and economic issues from their research in future.
- The research intern can possess an attitude and skill of adaptability and flexibility for new challenges at organisational and individual levels, with a mindset of teamwork and collaboration.

5.2 Duration and Slots for Internship in Curriculum

Each undergraduate student may complete an internship of 2-4 credits during or after the 4th semester of the undergraduate degree program, focusing on hands-on training or a short research project. However, the student pursuing a 4-year undergraduate degree (Honours with Research) programme will be required to choose courses as listed in Table 1 during the 8th 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	3-year UG degree 4-year UG degree (Honours) 4-year UG degree (Honours with Research)	After Fourth Semester	60-120 hours	Hands-on Training; Short Research Project; Seminar attendance; Read assigned journals to prepare for seminars. Study certain entrepreneurs; Social projects; Study of the enterprises/farmers	02-04

2	4-year UG Degree (Honours with Research)	Eighth Semester	One Semester	HEIs may adopt Research Methodology, Research Tools and Techniques, Research Ability Enhancement and Policy Framework Courses Dissertation/Thesis/Project Work/Research project	08 12
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Note: In a 4-year UG degree (Honours), students not undertaking research may do three courses for 12 credits in lieu of a research project/dissertation as specified in the CCFUP Document.

6.0 ROLE OF INTERNSHIP PROVIDING ORGANISATION, NODAL OFFICER, INTERNSHIP SUPERVISOR AND MENTOR

6.1 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.

- (i) The internship-providing organisation will 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.
- (ii) The mentor from the internship providing organisation needs to provide time-to-time guidance to the candidate to have exposure to the research environment and the employability market.

6.2 Role of Nodal Officer

Nodal Officer is an individual who will be nominated as a member for the organisation and execution of internship opportunities in the institution. The person may be from the Dean's Academic Affairs Office of the UoJ. He/she shall ensure the organisation and registration of students, mentors, organisations, and internship supervisors on the UoJ portal developed for internships.

- (i) The internship programme shall be fully organised, executed and monitored by the DAA Office of UoJ through a Nodal Officer to be appointed by the competent authority of UoJ.
- (ii) The Nodal Officer may reach out to HEIs, research organisations, research labs, corporates, industry, etc. and to local administrative offices, 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, students can participate in local government processes, such as censuses, surveys, elections, and other initiatives, with proper mentoring mechanisms in place.
- (iii) The Nodal Officer may address the problems of the interns at UoJ, if any.
- (iv) The Nodal Officer must connect with the organisation and make MOUs so as to facilitate the students for an internship during the course.
- (v) The Nodal Officer must ensure the registration of students, internship supervisors, mentors and internship providing organisations in the portal.

6.3 Role of Internship Supervisor

An Internship Supervisor is any individual nominated by the parent department/college/institution to monitor, supervise, and evaluate students during the internship period.



(i) The Internship Supervisor will be nominated at the start of the academic year for each batch.

(ii) The Internship Supervisor should monitor the regularity of the intern at his/her workplace in consultation with the mentor. Students are expected to inform the Internship Supervisor at least one day in advance of taking leave during the internship, except in an emergency.

(iii) At the end of the internship, the Internship Supervisor will ensure the issuance of a completion certificate to the intern.

6.4 Role of Mentor

A Mentor is an empanelled individual professional who is identified by the UoJ or by students 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. Mentor shall make a timely evaluation of a student and provide him with a completion certification/report for submission to the UoJ. Specifically,

(i) The Mentor needs to provide guidance to the students digitally or physically throughout the internship duration.

(ii) The Mentor needs to check and validate the performance of students fortnightly and after the completion of the internship, issue the certificate/report.

(iii) The Mentor must ensure the learning of competencies with a research orientation among the students during the internship duration.

(iv) Students should inform the mentor, along with the Internship Supervisor, at least one day in advance of taking leave during the internship, except in an emergency.



7.0 INTERNSHIP MECHANISM

The University of Jammu seeks to ensure internship opportunities for undergraduate students enrolled in its affiliated colleges. Given the remote location of many affiliated colleges, the internship requirements of undergraduate students may not be fully addressed at the respective college levels. Accordingly, the University shall adopt the following roadmap for the smooth functioning of the internship programme under the Office of the Dean, Academic Affairs, with clearly defined roles for the Nodal Officer, interns, supervisors, mentors, and the internship portal.

- i) To facilitate undergraduate students in the affiliated colleges, the University of Jammu shall gather the requisite information from internship providing organisations, including University of Jammu departments (Appendix I), regarding the conduct of a 2-credit Internship, equivalent to 60 hours.
- ii) The Nodal Office shall notify a list of internship areas, internship-providing organisations, internship positions, and projects, and shall share the same with affiliated colleges and display it on the internship portal.
- iii) Students shall apply for research internships, in response to the notice of the DAA in the prescribed format (Appendix II) on their own, attaching a letter of recommendation through the supervisor of their department/ college/institution (Appendix III) and submit the application form to the Nodal Officer at the onset of the fifth/ sixth semester. The students may also register for the same at the internship portal. It is the responsibility of the student to apply for the internship well in time. An affiliated college should ensure that such a student has an appropriate orientation for research through research ability enhancement courses as a part of the curriculum.
- iv) Nodal Officer will allocate the received applications for internships to the HOD/ Director, who will allocate/select the student(s) and inform and seek the consent from Internship



Supervisors/Mentors (Appendix IV) from the list notified by the DAA office, to the respective department/ college/ institution. The Internship Providing Organisation will arrange to inform the potential intern through the portal itself or via email or official letter (Appendix V), and will request confirmation or acceptance from the student or the concerned department/college/ institution. On receipt of an offer of internship, the student shall consult the internship supervisor/mentor, obtain due permission from the parent department/college/ institution and join the concerned Internship Providing Organisation for an internship as per the suggested schedule. The selected interns shall submit the joining letter duly forwarded by the Principal/ HOD of the concerned institution as per Appendix VI.

v) If a student is unable to secure an internship in physical mode, the Internship Providing Organisation shall offer alternatives such as digital or group internships. The departments of the University shall retain the discretion to select students for the Internship course.

vi) The student may undergo an internship in the supervisor's lab/ working space at the Internship Providing Organisation. During the internship period, the parent college, through its internship supervisor, shall arrange to monitor the activities and performance of students as interns at the Internship Providing Organisation, based on periodic reports submitted by the students.

vii) On completion of the Internship, the intern shall submit a completion certificate, duly signed by the Internship Mentor and shall submit the same (See Appendix VII) along with the internship report within 15 days of the completion of the internship to the Internship Supervisor of the department/college/ institution. The format of the research project report is given in Appendix VIII. An internship report without a completion certificate shall not be entertained. In addition, the intern shall submit a certificate of originality confirming that the work is free from plagiarism, along with the report.

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viii) All the selected interns shall deposit the requisite internship fee in the respective internship-providing organisations.

ix) The University will not offer any boarding and lodging for the undergraduate students interested in doing an internship from its various departments.

8.0 EVALUATION

8.1 Internship

1. The affiliated college will examine/evaluate the student's performance following its evaluation method.
2. The evaluation of the internship will be carried out at the following stages:
 - a) The interns will be evaluated by the research internship mentor/supervisor based on their efforts and research output.
 - b) The interns will be evaluated through a seminar presentation or viva-voce at the UoJ (evaluation will be done by a panel of experts comprising an external expert, mentor and supervisor).

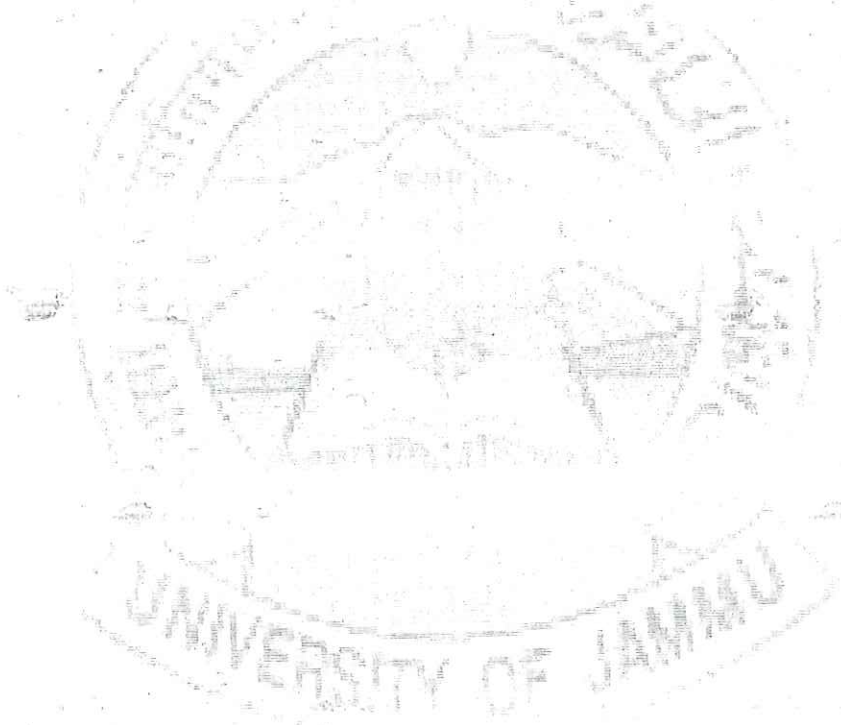
8.2 Research Internship

1. Internship offered by the organisation should be evaluated based on the following:
 - (i) Research Report,
 - (ii) Presentation and
 - (iii) Viva-Voce
2. The viva-voce examination shall include both internal (mentor and supervisor) and external examiner(s). A sample evaluation proforma is provided in Appendix IX.



9.0 Appendices

The appendices section provides supporting material referenced in the main text. It includes examples of letter formats and report formats to guide professional communication and documentation. These templates ensure consistency, clarity, and adherence to standard practices when drafting formal letters, internship reports, or project summaries. Users can refer to these formats to maintain the required structure and tone in their official submissions.



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Appendix I

Institution / Department-wise details for Internship

1. Name of the Institution/department: - _____
2. Proposed topic(s) for Internship course: -
 - i) _____
 - ii) _____
 - iii) _____
3. Number of internal faculty available for conducting Internship course: - _____
4. Minimum number of students required for Internship course: - _____
5. Maximum number of students required for Internship course: - _____
6. Specify the student profile: - _____
7. Specify any computing skills required: - _____

8. Expected Internship fees (including evaluation fee) per student: - _____
9. Expected Internship outcomes: -

Head/ Director of the Department



Appendix-II

Application for Internship Programme

1. Name of Student:
2. Father's Name:
3. Class/Semester:
4. Programme of Admission:
5. Session:
6. College Roll No:
7. University Roll No:
8. Student ID:
9. Mobile No:
10. Email ID:
11. Address:
12. Period of Internship (Months and session):
13. Internship Preferences:

Photo

Preference	Core-Area	Department	Organization	Location
(i)				
(ii)				
(iii)				
(iv)				

Signature of the Student

Appendix-III

Recommendation Letter to the Internship Providing Organisation (from the Institution/ College)

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.....
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Subject: Request for 04/06 Weeks' Internship of Undergraduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, the following students have shown their interest in doing their internship at your organisation:

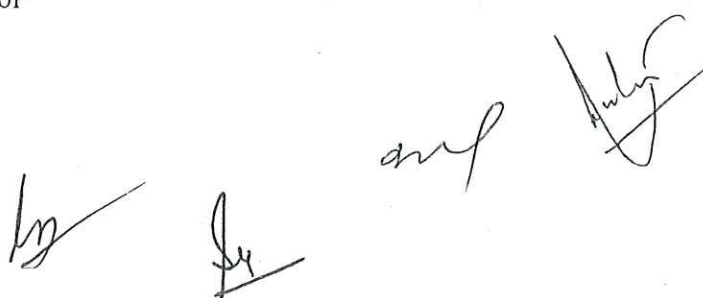
S. No.	Name	Roll No.	Year	Discipline

I request that you allow them for an internship in your organisation. Kindly accord your permission and convey your consent in the format of Appendix III at the earliest. It will be appreciated if one week's time is given for students to join the training after confirmation.

A line of confirmation will be highly appreciated.

Yours sincerely

Internship Coordinator/Supervisor



Appendix-IV

Consent of Internship Mentor

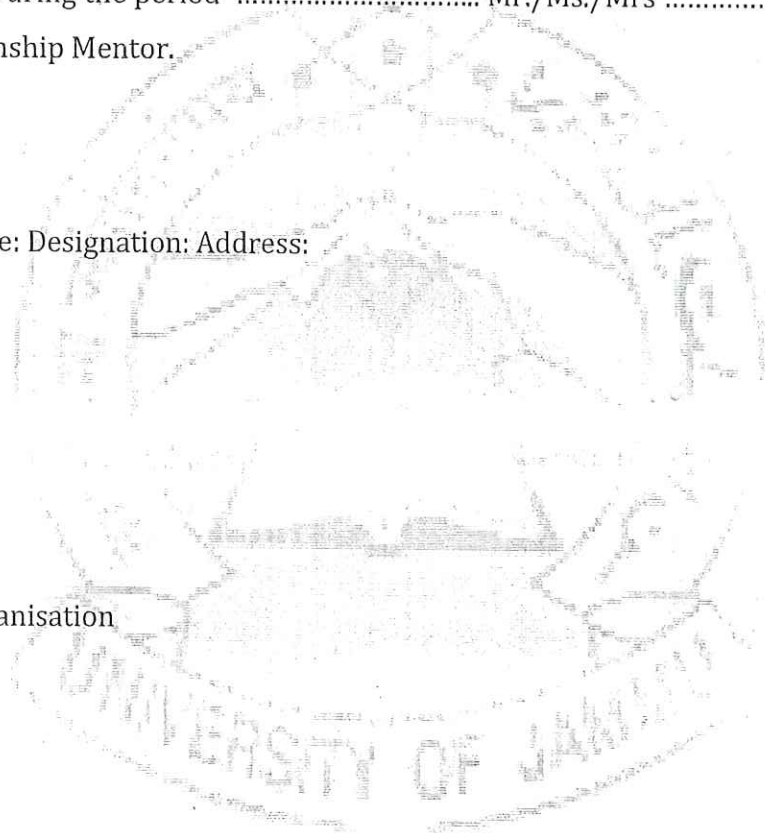
I (Name) having designation in the organization hereby extend my consent to allow the student of Class..... ..Roll No.....of Department /College /Institute/ to do the internship in the area of in this organisation. During the period Mr./Ms./Mrs will act as an Internship Mentor.

Signature Name: Designation: Address:

Email:

Mobile:

Seal of the Organisation



[Handwritten signatures]

Appendix V
Internship Selection Letter

It is to inform that Mr./Ms./Mrs.....
S/D/O..... .Class..... Roll. No..... of
..... Department / College / Institute is selected for his/her
internship from to..... in this organisation in the area of
..... The selected intern is required to complete all the
formalities as per the Internship Guidelines of the University of Jammu.

Date:

Signature of the HOD/ Director

Signature of Mentor

Name of Mentor Designation:

Name of Organisation: Address:

Email:

Mobile:

Seal of the Organisation



Appendix VI
Internship Joining Letter

As per the University letter no dated
Mr./Ms./Mrs..... S/D/O.....
Class.....Roll No..... of
..... (Department / College / Institute) will join
his/her internship from to in the area
of.....

Date:

Signature of the Head of the Institution / Director

Address:

Email:

Mobile:

Seal of the Organisation

Signature of the Intern

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

Appendix VII

Internship Completion Certificate

It is certified that Mr./Ms./Mrs..... S/D/O.....

.Class Roll No.....of..... (Department / College / Institute) carried out his/her internship from to in this organisation in the area of His/Her performance during the internship was (Satisfactory/Good/Very Good/Excellent)

Any Other Remarks, if any Date:

Signature of Mentor

Name of Mentor Designation:

Name of Organisation: Address:

Email:

Mobile:

Seal of the Organisation

[Handwritten signatures and marks]

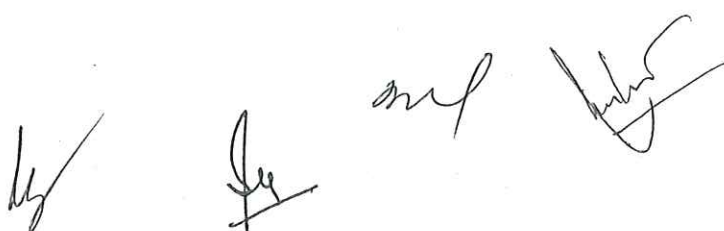
Appendix-VIII
Format of Internship Report

A. Report of Internship for Enhancing the Employability

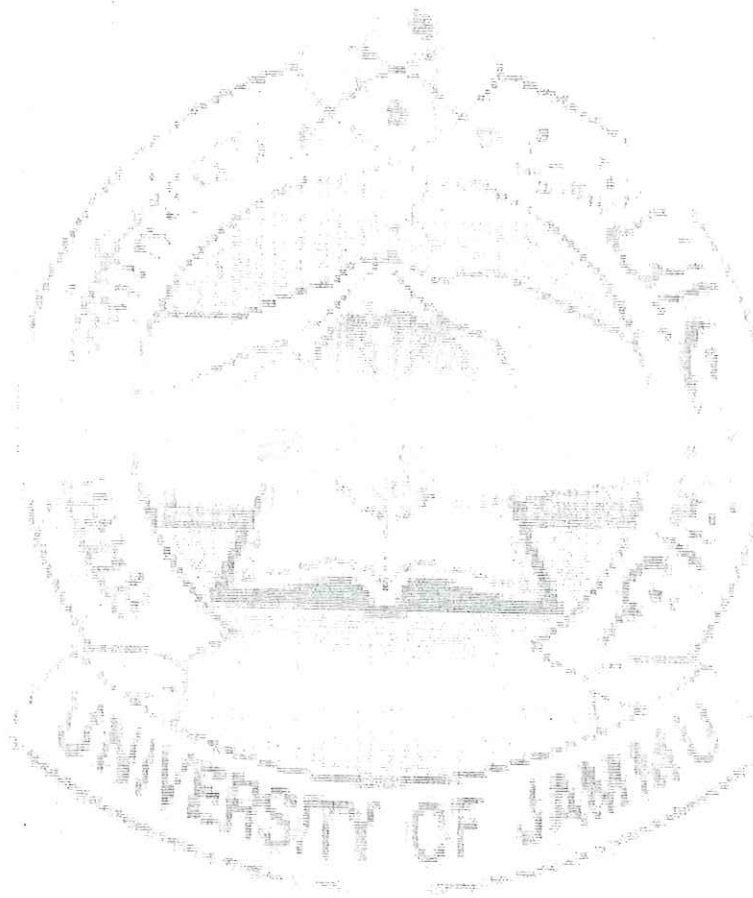
OR

B. Report of Internship for Developing Research Aptitude: Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgements
- iv. Index of Contents
- v. About the Organisation
- vi. Objectives of Internship
- vii. Review of Literature
- viii. Methodology
- ix. Learning/Research Experiences/Results and Discussion
- x. Learning/Research Outcomes
- xi. Conclusion/Summary
- xii. Attachments (if necessary)



Cover Page: This is the first page of the report. It should contain the title of the report, the name of the student, and the name of the internship-providing organisation. A format of this page is produced on the next page and should be adhered to.



[Signature]

[Signature]

[Signature]

[Signature]

INTERNSHIP REPORT

ON

(Title of the Internship Programme Report in CAPITAL LETTERS)

By

Name of the Student Roll No.

Name of Department/College/Institute
(internship Providing Organisation)

Date of submission

ln

Se

oul

Virg

Certificate

Certified that this Internship report is an original report of work done by me under the guidance of the Internship Mentor, Prof. / Dr./ Mr./Mrs./ under the supervision of the Internship Supervisor, Prof./Dr./ Mr./Mrs./ submitted as a part of the Internship Course of the Undergraduate Programme of the University of Jammu, Jammu.

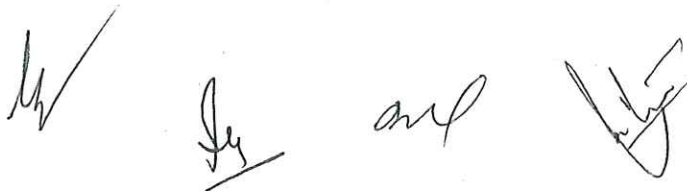
Date
student

Signature of the

Countersigned (Internship Mentor)

Countersigned (Internship Supervisor)

Certificate: This is the undertaking by the student regarding the originality of the report.



Appendix-IX

Internship Evaluation Report

Credits: 4

MM: 100

Session:

Pass Marks: 40

Name of the Intern:

Name of the College :

Name of the Internship Organisation:

Sr. No.	University Roll No.	Marks in Internship on the basis of the Report and Viva-Voce examination awarded by Internal and External Examiners	Total Marks (100 Marks)	
			In Figures	In Words

Signatures:

External
Examiner

Internship
Mentor

Internship
Supervisor

(Name in
Capital)

(Name in
Capital)

(Name in
Capital)

Designation

Designation:

Designation

Address

Address

Address:

