

# **Goswami Ganesh Dutta Sanatan Dharma College, Sector 32, Chandigarh**

## **Internship Guidelines – FAQs**

### **Q1. Is internship compulsory under NEP 2020?**

Yes. Under NEP 2020 and UGC guidelines, internship is included as a compulsory part of the undergraduate curriculum.

### **Q2. What is Summer Internship programme under NEP?**

Summer Internship is a practical training component introduced under NEP 2020 where students work in real-life professional environments during summer vacations to gain hands-on experience.

### **Q3. Which students are covered under these internship guidelines?**

The guidelines, as per UGC, apply to students enrolled in 3-year UG degree course, 4-year UG (Honours) course, and 4-year UG (Honours with Research) course under NEP 2020.

### **Q4. What are the categories of internships offered?**

There are three types of internships being offered:

- Internship for Enhancing Employability (IEE)
- Internship for Developing Research Aptitude (IDRA)
- Internship for Community Engagements

### **Q5. What is the aim of the internship for Enhancing Employability (IEE)?**

IEE focuses on improving practical skills, teamwork, professional behavior, confidence, and industry readiness and prepares students for professional roles.

### **Q6. What is the objective of the internship for Developing Research Aptitude (IDRA)?**

IDRA aims to cultivate research abilities by involving students in research-related activities and methodologies which would be beneficial in future research prospects.

### **Q7. What research skills are developed during community engagement internships?**

Students would get to understand social issues and local needs, and be able to plan and execute social initiatives.

### **Q8. In which semester are internships offered?**

Internships are generally offered in the **5th semester**, depending on departmental requirements and student goals. But as per the latest PU guidelines, students can do internship in **3<sup>rd</sup> semester** also.

**Q9. What is the minimum duration and credits obtained for that duration for the internship?**

The total internship duration is 60 hours and 2 credits for B.A., B.Com. and B.B.A. and 120 hours and 4 credits for B.C.A., B.Sc. and B.Voc.

<b>Class</b>	<b>Duration</b>	<b>Credits</b>
B.A., B.Com and B.B.A.	60 hrs	2
B.C.A., B.Sc. and B.Voc.	120 hrs	4

**Q10. Is internship completion mandatory for students exiting after 1st or 2nd year?**

Yes. All such students who wish to exit after 1<sup>st</sup> year or 2<sup>nd</sup> year must complete **4 credits/120 hours** of internship during the summer break in order to get a UG certificate.

**Q11. What steps should be followed to get an internship?**

Students can pursue their internship through any one of the following modes:

**1. Through the college:**

Students may apply for internship opportunities provided by the college. The steps are as follows:

- i. Visit the college website & click on the internship button.
- ii. Select 'Internship type'.
- iii. Choose the type of internship of interest.
- iv. Confirm your selection via Google Form, the link for which will be shared with you.

**2. On their own (self-arranged internship):**

In case of self arranged internship, the following steps are to be followed:

- i. Students must write an email at [internship@ggdsd.ac.in](mailto:internship@ggdsd.ac.in) giving the job description/offer letter and a brief introduction of the company/organization/NGO which would be approved by the nodal officer (Principal GGDS D).
- ii. In response, the required documents and MoU will be sent.
- iii. Get an MOU signed between the college and the organization (Specimen attached).

- iv. Submit the MOU and then get permission from the nodal officer (Principal GGDS) for your internship.
- v. Inform the internship supervisor (to be allotted by the college) about the details of internship.

**Q12. What is the role of college during the process of obtaining, pursuing and completing the internship?**



**Q13. What documents are required after internship completion?**

Students must submit an internship completion certificate, a detailed internship report, a signed activity logbook, feedback filled by the mentor, and any additional assignments or presentations, if required.

**Q14. How is attendance and daily work recorded during the internship?**

Students are required to maintain a **daily or weekly activity logbook** (Format is available on college website).

**Q15. How is the internship evaluated?**

Evaluation is based on continuous assessment and final performance review.

**Q16. What is the weightage distribution in internship evaluation?**

For all types of internships, Internship Report and Viva Voce carry **80% weightage**, while Supervisor's evaluation carries **20% weightage**.

**Q17. Where will I find information related to internships?**

Students can find information related to internship through:

- ✓ On the college website (<https://ggdsd.ac.in/internship/>).
- ✓ Department Notice Boards.

Students should regularly check college website, official notices and stay connected with their departments for any updates regarding internship opportunities.

**Q18. How can I register for internship?**

A Google form will be shared on the college website.