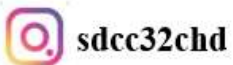




Goswami Ganesh Dutta  
**Sanatan Dharma College**  
SECTOR 32-C, CHANDIGARH



## INTERNSHIP FOR UNDERGRADUATE PROGRAM





# Internship

## Undergraduate Program

A compulsory Semester V launchpad for Skill, Research and Career readiness.



GGDSD College, Chandigarh

Affiliated with Panjab University

Aligning with NEP 2020

Student Mission Briefing

V

Semester

60/120

Minimum hours

2/4

Academic credits

100%

Compulsory as per NEP 2020

[Open mission map](#)



# GOSWAMI GANESH DUTTA SANATAN DHARMA COLLEGE

Sector 32-C, Chandigarh – 160030  
A Legacy of Academic Excellence and  
Holistic Development

# INTERNSHIP PROGRAM

UNDERGRADUATE PROGRAMS (NEP 2020)

*Bridging academic learning  
with real-world experience  
to build skills, enhance  
employability and foster  
research aptitude.*



## OUR OBJECTIVES

- ✓ Bridge the gap between academics and industry
- ✓ Enhance practical skills and professional behavior
- ✓ Develop critical thinking and problem-solving
- ✓ Provide exposure to real work environments
- ✓ Foster research aptitude and innovation



## CONTACT & COORDINATION

For guidance and support,  
contact [internship@ggdsd.ac.in](mailto:internship@ggdsd.ac.in).

## TYPES OF INTERNSHIPS



### 1. INTERNSHIP FOR ENHANCING EMPLOYABILITY (IEE)

Focuses on building practical skills, professional behavior  
and industry readiness.

Students gain experience in:

- Project development and execution
- Decision-making
- Teamwork and coordination
- Creative & critical thinking
- Ethical values
- Professional development
- Understanding government/local bodies world of work
- Reference of resource persons
- Online/simulation-based modules
- Deep-technology start-up insights
- Study of entrepreneurs, enterprises, farmers, artisans, etc.



### 2. INTERNSHIP FOR DEVELOPING RESEARCH APTITUDE (IDRA)

Cultivates research capabilities through  
hands-on research experience.

Students gain experience in:

- Identifying and conceptualizing research problems
- Research methodologies, tools and data analysis
- Scientific writing, reporting and presentation
- Research ethics, IPR and innovation practices



### 3. INTERNSHIP FOR COMMUNITY ENGAGEMENT

Any registered organisations which deals in  
community services, healthcare centres, NGOs, etc.

Students gain experience in:

- Community outreach and participation
- Understanding social issues and local needs
- Planning and executing social initiatives
- Impact assessment and reporting

## WHERE CAN YOU INTERN?



“ Learn. Apply. Grow. Make an Impact.  
YOUR INTERNSHIP, YOUR FUTURE! ”

## DURATION



**60 HOURS**  
(B.A, B.com & BBA)



**120 HOURS**  
(BCA, B.Sc. and B.Voc)



To be completed in 5<sup>th</sup> semester.\*  
Mandatory for degree completion.

\* Students can go for internship in 3<sup>rd</sup> semester also.

## KEY ROLES



### INTERNSHIP COORDINATOR (COLLEGE SIDE)

- Coordinates internship opportunities
- Liaises with industries, organizations & government bodies
- Maintains records and ensures compliance



### INTERNSHIP SUPERVISOR (COLLEGE SIDE)

- Monitors student progress
- Guides and ensures learning outcomes
- Evaluates performance and reports



### MENTOR (INDUSTRY/COMPANY SIDE)

- Provides practical training or research guidance
- Enhances skills and knowledge
- Evaluates performance and endorses report

## INTERNSHIP PROCESS



## EVALUATION CRITERIA

<b>IEE (Employability)</b>	
Internship Report + Viva	80%
Supervisor Evaluation	20%
<b>IDRA (Research)</b>	
Research Report + Viva	80%
Mentor/Supervisor Evaluation	20%
<b>Community Engagement</b>	
Report + Presentation	80%
Supervisor Evaluation	20%

## REQUIRED DOCUMENTS

- Internship Completion Certificate
- Detailed Internship Report
- Activity Logbook
- Mentor Feedback Form



REAL EXPERIENCE.  
REAL LEARNING.  
REAL YOU.



BUILD YOUR SKILLS.  
BROADEN YOUR HORIZONS.



SHAPE YOUR FUTURE WITH  
GGSD COLLEGE INTERNSHIP PROGRAM.

# Click your route

Use Slide Show mode to jump across the internship orientation.



1

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[Why internships?](#)

3

[Compulsory rule](#)

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[Choose your track](#)

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[Student playbook](#)

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[Final checklist](#)

# GGDSD College: Education with Purpose



Academic Excellence meets Practical Exposure.

## “ Education with Purpose”

A legacy of academic excellence and holistic development

### **PU** Affiliated with Panjab University

Diverse UG and PG programs across major streams.

### **A+** NAAC-accredited institution

Strong academic reputation and quality focus.

### **SKILL** Industry-aligned learning

Skill-based curriculum and practical exposure.

### **IC** Placement & internship cell

Dedicated facilitation for internships and careers.

### **GO** Innovation, Entrepreneurship, Research orientation and Alumni strength

# Why internships are now part of learning

A bridge from classroom concepts to real-world performance.



## Classroom learning

Theory, concepts and academic foundation



## Experiential work

Internship tasks, projects and observation



## Skill growth

Technical, communication and problem-solving skills



## Future readiness

Employability, research aptitude and confidence

**Policy focus: experiential learning • skill enhancement • industry exposure • practical training within the curriculum**



# The 'Semester 5<sup>th</sup>' rule is simple

All Semester V students must complete the internship requirement as per University regulations:

**60**

Minimum hours  
(B.Com/BBA/BA)

**120**

Minimum hours  
(BCA/BSC/B.Voc)

**2/4**

academic credits

**YES**

Compulsory (as per  
NEP 2020)

Under  
supervision

## 01 Do the work

- Participate regularly
- Complete assigned tasks
- Follow supervisor guidance

## 02 Keep records

- Maintain activity logbook
- Collect evidence of work
- Get mentor signatures

## 03 Submit proof

- Report
- Certificate
- Logbook

- **Student can go for Internship in 3<sup>rd</sup> semester also.**
- **To be completed in 5<sup>th</sup> Semester**
- **Mandatory for Degree Completion**

# Choose your internship track (As per PU Guidelines)



Two recognised routes. Both satisfy the academic internship framework.

## IEE

### Internship for Enhancing Employability

- Practical and technical skills
- Communication and teamwork
- Decision- making & Problem solving competencies
- Professional ethics & Workplace readiness

[Best when you want industry exposure](#)

## IDRA

### Internship for Developing Research Aptitude

- Identification & Research problem formulation
- Methods and data analysis
- Scientific writing & Presentation skills
- Research ethics and innovation

[Best when you want research exposure](#)

# IEE : Build Professional Readiness

Internship for Enhancing Employability.



1

## Practical + technical skills

Apply subject knowledge in real tasks.

3

## Decision + problem solving

Handle workplace situations with confidence.

2

## Communication + teamwork

Collaborate, report and work with others.

4

## Professional ethics + readiness

Understand conduct, responsibility and expectations.

[Compare with IDRA](#)

# IDRA: Think like a researcher

Internship for Developing Research Aptitude.



## Identify

Find and formulate a research problem



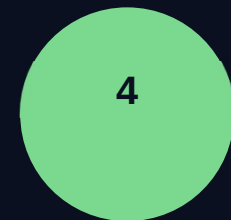
## Investigate

Use methodology and data analysis



## Communicate

Write and present scientifically



## Practice ethics

Respect research ethics and innovation

**IDRA is ideal when your internship involves inquiry, data, documentation, ethics and research-oriented innovation.**



# Department mapping: Industrial & Research Training

Choose the IEE or IDRA route according to departmental strengths and internship outcomes.

**Semester V Internship Framework**

IEE = employability exposure • IDRA = research aptitude

60 / 120 hours

2 / 4 credits

## Industrial Training Oriented Departments

- Chemistry
- Physics
- Biotechnology
- Zoology / Botany
- SD Business Incubator / SDTBI
- Fashion Designing
- Psychology

Lab exposure • industrial processes • QA/QC • field-based practical work

## Research Training Oriented Departments

- Commerce
- Economics
- Biotechnology
- Physics
- Chemistry

Problem formulation • data analysis • scientific writing • research ethics

Bridge departments suitable for both routes:

Chemistry

Physics

Biotechnology

# Internship Tie-Ups: Collaboration Matrix

Industry tie-ups, in-house collaborations, community engagement and research pathways.



Employment oriented - Industry Tie-up	In house with industry collaboration		Community Engagement	Research
IBM- Nasdaq	Bio Sciences	Fashion Designing	SD Adarsh Foundation	Bio-Sciences
SunFocus	Zoology-Botany	Mass Comm	Yuvsatta	Commerce
Grazitti Interactive	Mathematics	Psychology	SarvPrem Foundation	Physics
Dovetail Solutions	Chemistry	SD Business Incubator / SDTBI	Saptsindhu	
Anovus Institute of Clinical Research	Physics			

Collaboration routes support structured slots, mentoring, project briefs, certificates and feedback for evaluation.



# Student playbook: what you must do

Credits are awarded after successful completion and documentation.

### 01 Participate

Regularly attend and complete assigned tasks under supervisor guidance.

### 02 Log

Maintain a daily or weekly activity logbook throughout the internship.

### 03 Submit

Completion certificate, detailed report endorsed by mentor, signed logbook.

### 04 Add evidence

Assignments, presentations, screenshots or other proof if required.

**Exit-note: students exiting after 1st or 2nd year must complete an additional 4 credits / 120 hours of internship apart from regular curriculum.**

# Support Ecosystem: Student + Mentor + Organisation



The internship is structured, supervised and evaluated.

### M Mentor

- Industry professional or research expert
- Research Mentor Approved by institution
- Guides and monitors progress
- Approves report and feedback

**STUDENT**

### IP Industry partner

- Structured opportunities
- Mentors for guidance
- Real-world exposure
- Project-based learning

**Mentor feedback + documented work + submitted evidence = Academic evaluation**



# Self-arranged Internship: MOU + Documentation

Independent opportunity must still follow college coordination and report-format rules.

## Key information



A capable student may arrange a suitable industrial internship opportunity independently.

**But MOU / approval must be completed with the organisation through the Internship Supervisor / Coordinator.**

## Workflow for a student-arranged internship



Documentation must follow the Internship Report Format and Report Section Checklist.

# Report builder: turn your Industrial Internship into an academic story



A clear structure makes evaluation easier.

## 1. Identity

Cover page  
Declaration / certificate  
Acknowledgement  
Executive summary  
Table of contents

## 2. Context

Introduction  
Company profile  
Internship objectives

## 3. Work

Work done / activities  
Tools, projects, data or analysis

## 4. Reflection

Learning outcomes  
Challenges and solutions  
Contribution to organisation

## 5. Proof

Conclusion  
References  
Appendices: certificates + screenshots

[See detailed section checklist](#)

# Report format for Industrial Internship: section-by-section checklist



Use this as your report construction guide.

**1 Cover page**

1 page

**2 Certificate / declaration**

1 page

**3 Acknowledgement**

1 page

**4 Executive summary**

1 page

**5 Table of contents**

1 page

**6 Introduction**

2 pages

**7 Company profile**

3–4 pages

**8 Objectives of internship**

1 page

**9 Work done / activities**

5–6 pages

**10 Learning outcomes**

2–3 pages

**11 Challenges + solutions**

1–2 pages

**12 Contribution to organisation**

1–2 pages

**13 Conclusion**

1 page

**14 Bibliography / references**

1 page

**15 Appendices**

optional

**Tip: keep it professional, original, evidence-based and endorsed by the mentor.**



# How your internship will be evaluated

Credit is awarded through documented work, viva and mentor / supervisor feedback.

**80** **Report + Viva**  
major academic component

+

**20** **Mentor / Supervisor Evaluation**  
progress, conduct, learning outcomes

**Final Score**

**IEE** **Employability Track**  
Internship for Enhancing Employability

Internship Report + Viva  **80%**

Supervisor Evaluation  **20%**

Measures skills, teamwork, workplace readiness and professional conduct.

**IDRA** **Research Track**  
Internship for Developing Research Aptitude

Research Report + Viva  **80%**

Mentor / Supervisor Evaluation  **20%**

Measures methodology, analysis, ethics, scientific writing and presentation.

**Required for Industrial Internship evaluation**

**01** Completion certificate

**02** Detailed report

**03** Activity logbook

**04** Mentor feedback form

**Required for Research Internship evaluation**



Research Report should be duly signed by assigned supervisor/research expert. The assigned supervisor/mentor will provide the information regarding documentation of research internship.

# Program coverage: Commerce, Management, Science and Computing



The internship framework supports diverse undergraduate pathways.

## Commerce & Management (60 hours)

- B.Com (Honours) / B.Com (Honours with Research)
- Specialisations: Accounting & Finance, Financial Markets, Multidisciplinary
- B.Com Tax Planning and Management
- BBA (Honours) / BBA (Honours with Research)

## Sciences & Computing (120 Hours)

- BCA (Honours) / BCA (Honours with Research)
- B.Sc. Bioinformatics; Biotechnology / with Research
- B.Sc. Honours / with Research
- B.Sc. Physics / Chemistry with Research
- B.Sc. Data Analytics

[More programs](#)

# Program coverage: Vocational, Humanities and Skill tracks



Internship exposure connects academic learning with applied outcomes.

## **BVOC Undergraduate vocational (120hours)**

- .Fashion Technology & Apparel Design
- Food Processing & Preservation
- Hardware & Networking
- Retail Management
- Logistics Management
- Medical Lab Technology
- Media & Entertainment

## **Humanities & Social Sciences**

- B.A. (Honours) / B.A. with Research
- English
- Economics
- Sociology
- Psychology
- Political Science

## **Skill-based + add-on**

- Digital Marketing
- Financial Modelling
- Data Analytics
- Entrepreneurship
- Innovation-focused modules



# Partnerships make Internships real

Organisations help shape future-ready professionals.

## College Tie-Ups

## Industry partner role

- Structured opportunities
- Mentors and project-based learning
- Skill development support

## Invitation to Collaborate

GGDSD College invites organisations to offer structured internship opportunities that bridge academic learning and industry expectations.

**Goal: skilled • adaptable • innovation-driven workforce**

# Your Semester V action flow

Complete the requirement without last-minute panic.



**Best practice: start early, document weekly and keep mentor signatures updated.**



## Before you submit: final checklist

Four documents/evidence buckets to verify.



### Completion certificate

Proof that the internship was completed.



### Detailed internship report

Endorsed by the mentor.



### Signed activity logbook

Daily or weekly work record.



### Additional evidence

Assignments, presentations, screenshots or required proof.

**No complete documentation = No credit award. Keep your proof ready.**

# Your internship is not a formality.

It is your bridge from Classes to Careers, Industry, Research and Innovation.



Start early

Document everything

Ask questions

Submit complete proof

**Compulsory for Semester V • 60 hours • 2 academic credits**

[Back to mission map](#)