

**Internship Programme Guidelines for
Post Graduate Students of Nagaland University and
Other Universities**



**NAGALAND UNIVERSITY
NAGALAND
2025**

1. INTRODUCTION

The National Education Policy 2020-(NEP-2020) 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.

2. Objectives

An internship programme 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 postgraduate students in internship for employability and research internship programmes:

I. Understanding of the world of work: To provide postgraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work.

II. 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.

III. 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 behavior.

IV. 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.

V. 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.

VI. 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.

VII. Stimulate collaborative influence: To promote HEIs collaboration, industry- academia partnership will be developed to provide collaborative internships.

VIII. 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 labor 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 Under Graduates / Post Graduates/ Ph. D. Scholars 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 and expertise.

The internships can be classified into two types:

I. Internship for enhancing the employability

II. Internship for developing the research aptitude

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.

The internship programs build capabilities/aptitude/skills of our Under-graduates/Post-graduates/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.

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.

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 Faculties/Scientists/Mentors in HEIs, Research Institutions, Universities, Industrial Research Laboratories, 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 UG/PG 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 PG programmes (CCFPGP)** implemented by Nagaland University, Nagaland.

5. Internship Procedure

- I. The student shall apply for internship throughout the year to the '**Internship Cell**' in the prescribed format (**Appendix-I & IV**). It is the responsibility of the student to apply for the internship well in time.
- II. The **Internship Coordinator** will allocate the received applications of internships to the Teacher In-charges of different departments of the University through the Head of

the concerned Department.

III. The concerned Teacher In-charge of the Department will allocate the student(s) to the Internship Supervisors.

IV. The Internship Supervisor will provide the recommendation letter (**Appendix-II**) to the student (Outside University students).

V. The student of Nagaland will contact internship providing Organization/Internship Mentor to get the consent for Guiding Internship (**Appendix-II or as per the Guidelines of the concerned Institute**) and shall submit the same to Internship Supervisor along with the tentative schedule of the internship duly forwarded by the Head of the Department.

VI. The student will move for internship with the intimation to the Internship Supervisor and his/her Head of the Department.

VII. 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) on the completion of internship to the Internship Supervisor.

VIII. The student will collect the internship completion certificate duly signed by the Internship Supervisor on completion of Internship. Internship report without completion certificate shall not be entertained.

IX. Student must submit a copy of Internship Certificate and Report to the Departmental Internship Coordinator.

6. Internship Evaluation

The evaluation of the internship shall be done by the Internship Supervisor and the Department separately:

- 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 and also award score (out of 50.00 marks) (**Appendix-III**).
- II. Besides the internship supervisor evaluation, the concerned Department will also evaluate the progress of the programme from the report and presentation of the report and Viva-voce examination for 50 marks. The internship report will be evaluated in terms of its contents and presentation in the context of relevant sections of the **Appendix-III**.

7. INTERNSHIP DURATION

I. For students of Nagaland University it would be for a period of 3-4 weeks in any other institute in India.

II. For students of other National/International University/Institute want to join Internship at Nagaland University, it would be from 1 month, 2 Months, 3 months and 6 months.

8. FEE STRUCTURE

I. For Nagaland University students want to join any other institute, the fee structure of that institute is applicable and to be paid by the students. Nagaland University will reimburse Travel expense and DA (for a maximum of 15 days) as per Nagaland University Norms and Internship fee of Rs. 1000.00 (if any!).

II. For students of other National University/Institute want to join Internship at Nagaland University, the fee for Internship is **Rs. 1000 per month paid by student. Accommodation, Travel and other expenses will also be paid by student.**

III. If any Intern wish to execute a part of his/her research work during the programme, the recurring expenses are to be provided by him/her.

IV. If any research work is done during the period in Nagaland University, this will lead to joint publication and for any IPR, Nagaland University will be the Joint Applicant of the same and the Internship Supervisor as Inventor.

III. For International Students the Fee structure is All other expenses are paid by students.

Note:

I. Every department of Nagaland University may designate one person as departmental Internship Coordinator for smooth conduct of the Internship programme.

II. Every department must develop research module based on area of expertise of faculties for providing internship for students,

Appendix - I
Application for Internship Programme

1. Name of Student:

2. Fathers Name:

3. Class/Semester:

4. Programme of Admission:

5. Session:

6. Roll No:

7. Students Id:

8. Mobile No:

9. Email Id:

10. Address:

.....

11. Period of Internship (Months and session):

Internship Preferences:

	Core-Area	Organization	Location
(i)			
(ii)			
(iii)			

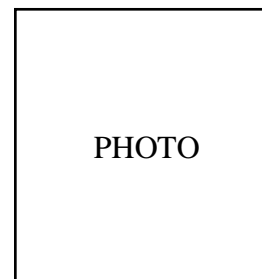
Signature of the Student

Name and Signature of the Internship Coordinator of the Department

Name and address of Internship Supervisor:

Signature with date of the Head of the Department

Note: A copy of students ID card must be submitted with his form.



Appendix-II
Consent of Internship Mentor

I (Name)..... having designation in the
department/organization.....
.....here by extend my consent to allow the
student..... of Class.....Roll No. of
Department/College/Institute/ to do the internship.....
..... in this organization during the
period..... Mr./Ms./Mrs. or myself will act as
an Internship Mentor.

Name of the Mentor

Designation:

Address:

Mobile No.:

Email:

Signature of the Mentor with Seal

Appendix-III
Internship Completion Certificate
(On Letter Head)

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
the Department/organization

.....Under supervision of

The student has completed the internship programme with regularity, punctuality, interest shown towards learning skills, and meeting internship objectives successfully. Based on the performance he/she has been awarded _____ marks out of 50.00

Date:

Signature of Mentor

Name of Mentor Designation: Address:

Email:

Seal of the Mentor

Appendix-IV

(On the Letter Head)

Recommendation Letter from Institute to Internship Providing Organization

To,

.....

.....

.....

Subject: Request for 02/04 Weeks Internship of post graduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all postgraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline / Department

Kindly accord your permission and convey your consent in the format of Annexure-II at the earliest. It will be appreciable if two-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

With warm regards

Yours sincerely

Internship Coordinator/Institutional Head

Name of Institute

Contact No:

Email: