

## **Guidelines for Internship for BENGALI (Major)**

The National Education policy 2020 strongly emphasises the integration of internship into the UG curriculum to make higher education more holistic, multi- disciplinary and skill oriented. it serves as a vital bridge between classroom learning and real-world application of knowledge for enhancing employability and carrier readiness.

It shall be a short-term engagement in a suitable Industry/ Organisation to gain Work experience and practical exposure directly related to their discipline.

### **A. conduction and supervision of Internship**

1. During the VI semester, all students shall have to do the internship which accounts for 2 credits i.e of 60 hours training.
2. Internship maybe done in Government Organisations, Non-Government Organisations, Private Organisations, Higher Education institutions, Research and Development Laboratories, Research Organisations/ Centres, Enterprises, Business Organisations, Startups, Local Industry, centres involve in innovativeness, entrepreneurship and some other platforms like Intershala, Lets Intern, Killer Launch, Hello Intern etc.
3. Internship maybe conducted covering the following sectors/ areas as per the relevance of the discipline.
  - ❖ Trade and Agriculture area
  - ❖ Economy & Banking Financial Services and Insurance Area
  - ❖ Logistics, Automotive & Capital Goods Area
  - ❖ Fast Moving Consumer Goods & Retail Area
  - ❖ Information Technology/Information Technology enabled Services & Electronics Area
  - ❖ AI power office automation & content creation (AI professional)
  - ❖ Handcraft, Art, Design & Music Area
  - ❖ Healthcare & Life Science Area
  - ❖ Sports, Wellness and Physical Education Area
  - ❖ Tourism & Hospitality Area
  - ❖ Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality,etc.) Area / Digital Marketing.
  - ❖ Humanitarian, Public Policy and Legal Service Area
  - ❖ Communication Area, Content Writing, Communication Skills and Creative Writing
  - ❖ Education Area
  - ❖ Sustainable development Area
  - ❖ Corporate Communication & Soft Skills

- ❖ Environment Area
- ❖ Commerce Medium and Small-Scale Industries Area and such others.

4. The Colleges shall establish Internship Cell (IC) to supervise the internship as a whole and maintaining liaison with Industries/ Organisations/Institutions etc. to facilitate the students.

IC Cell constitutes with following members:

Principal – Chairman

TCS- Convenor

One Teacher each from all departments - Member

5. The member teacher of the IC Cell will be designated as Internship Co-ordinator who will supervise the Internship for the students of his / her department.
6. The program specific guidelines (if necessary) for Internship may be decided by the respective UG BOS through a workshop convened in a college venue where all teachers of that particular subject will attend and interact.
7. The interns should strictly adhere to rules and regulations of the visiting Industries/ Institutions etc.

### **B. Evaluation / Assessment of Internship**

1. Evaluation of Internship shall be conducted in the respective college as home centre. The assessment will be made by the Internship Co-ordinator (Internal) and one external examiner from other college or from the Institution/ Industry where the Internship is done. Assessment will be based on Activity Report Register (ARR) and Viva Voce. Each student will submit completion certificate of Internship issued by the Authority of the Industry/ Organisation and ARR before appearing the assessment procedure.
2. Total 50 Marks be allotted for the Internship of 2 Credits. The marks distribution is as under:

Activity Report Register - 20 Marks	
completion certificate - 10 Marks	
Viva Voce - 20 Marks	

---

<b>Total</b>	<b>- 50 Marks</b>
--------------	-------------------

3. Activity Report Register will be prepared with
  - i) Cover Page
  - ii) Certificate Issued by the Internship Co-ordinator
  - iii) Student declaration

- iv) completion certificate
- v) Brief notes about the Organisation / Industries
- vi) Internship activities in details date wise
- vii) References (if any)

**Cover Page Format**

College Name with Logo	
Department-	Internship Time period –
Internship Activity Report (IAR)	
Submitted By- (Student Name)	
Registration No-	
Roll No-	
Semester- VI	

**Certificate**

This is to certify that .....bearing Roll No  
..... has carried out activities as mentioned in Activity  
Report Register during the

Place

Signature of Internship Co-

Date

Signature of the Principal with date

**Student Declaration**

I hereby declare that this Activity Report Register is the results of my work experience at ..... during the period from ..... to ..... Also to declare that this is my original work and has not been copied from anywhere else.

Signature of the student with date

**Internship Activity Report (IAR)**

**Name and Address of the Institution where**

**Internship done- Internship Period –**

**From..... to .....**

<b>Date</b>	<b>Activities</b>	<b>Learnin g Experien ce</b>	<b>Duration in Hours</b>	<b>Remarks</b>

Name of the Student .....

Signature of the Student ...

Name of the Internship Co- Ordinator....

Signature of the Internship Co-Ordinator...

## Annexure

List of some Institutes/ Organizations/Industries for Internship Program for Bengali

- Newspapers & Media Houses (Print & Digital)
- Publishing Houses
- Translation & Content Writing Agencies
- Government Language Departments
- Cultural Academies (e.g., Bangla Akademi–type bodies)
- NGOs working in literacy & community education
- Radio Stations / Community FM
- Archival Libraries & Manuscript Centres
- Educational Ed Tech Platforms
- Tourism & Heritage Interpretation Centres
- Podcast and Audio Content Platforms
- Advertising and Creative copywriting Agencies
- Blogging and Online Magazine Platforms