

## **Guidelines for UG Internship under NEP 2020**

**(For Circulation among Affiliated Colleges ,SKBU)**

**Department of Political Science**

### **Background:**

A Workshop on Internship at the UG Level was conducted at Barabazar College, Purulia on 17 February 2026 to discuss in meticulous detail the modalities of implementing Internship under NEP 2020. Following the workshop, it is understood and appreciated that most affiliated colleges have already initiated the preliminary process of implementing the Internship programme for undergraduate students.

Under the framework adopted by Sidho-Kanho-Birsha University (SKBU):

- **Internship is to be conducted in Semester VI**
- **Duration: 60 Hours**
- **Credits: 2 Credits**

**An internship is mandatory for all students to complete the UG degree.**

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### **Essential Guidelines for UG Internship under NEP 2020**

**All the colleges should follow some mandatory steps for conducting the UG internship Programme. These are given below:**

#### **1. Regarding Institutional Mechanism:**

**First**, regarding the institutional mechanism, every Higher Education Institution (HEI) must establish an Internship Cell (IC) to plan, coordinate, and monitor internship activities. IC Cell shall consist of the following members:

- Principal – Chairman
- TCS – Convenor
- One Teacher each from all departments – Member

## **2. Identification of Internship Areas / IPOs:**

Second, regarding the identification of internship areas or Internship Providing Organisations (IPOs), colleges should identify suitable fields based on:

- Mix of General Skills for Employment and Research for Higher Studies
- Local conditions & if clubbing with nearby colleges can be done.
- Availability of institutions/organizations located nearby which can be approached
- Academic relevance of students' disciplinary benefit.

**Note: All IPOs should be properly registered and listed, either physically or through a digital portal. And IPOs should be align with their discipline subject.**

## **3. Internship Portal and Registration:**

Third, regarding Internship Portal and Registration, colleges should develop an online or physical system (or both) for:

- Registration of IPOs and mentors
- Students should also apply through this portal.
- Ensuring transparency & documentation in the entire process

## **4. Structured Supervision System:**

Fourth, regarding supervision, each student must work under:

- A Faculty Supervisor (for academic guidance)
- A Mentor from the host organization (IPO) (for practical guidance)

Both the college and the host organization should jointly ensure proper guidance and completion of the internship.

## **5. Cluster Model (if required):**

Fifth, where resources are limited, two or more colleges may collaborate and organize internships jointly under shared mentors or organizations.

## **6. Application and Selection Process:**

Sixth, students should apply through the Internship Cell (IC) or portal.

The IC Cell will review applications and enlist students for Internship, and students will be informed through email or portal notification or via college notice board about the details of the IPO & venue of the programme or the online/offline mode. Internship Providing Organisations (IPOs) should be selected on a rotational basis to ensure diversity of exposure.

## **7. Academic Balance:**

**Internship activities must not or minimally disrupt regular classes.** Colleges may arrange internships during:

- Summer vacation or winter recess.

## **8. Monitoring and Progress Review:**

Eighth, the Internship Cell (IC), Supervisor, and Mentor must regularly monitor student progress.

- Students should submit periodic reports to the concerned College Department
- Attendance must be properly recorded at the IPO level

## **9. Final Submission and Evaluation:**

Ninth, after completion of the internship:

1. Students must submit a final internship report approved by the mentor.
2. **Evaluation will include:**
  - Supervisor's assessment
  - Seminar / Presentation (PPT or oral)
  - Or Viva-Voce examination
3. **Evaluation will be conducted by:**
  - One Internal Examiner
  - One External Examiner (preferably a full-time Political Science teacher of a college) or a Expert from the Institution/ Industry where the Internship is done.
4. **Selection of External Examiner:**
  - The HoD, in consultation with other departmental teachers, will suggest a panel of three full-time teachers from other colleges
  - **The Principal of the concerned college will select and approve one name.**
  - Proper communication and documentation must be maintained
  - A rotation system must be followed (same examiner should not be repeated every year)

**5. Marks Distribution (Total 50 Marks for 2 Credits):**

- Activity Report Register – 20 Marks
- Completion Certificate – 10 Marks
- Viva Voce – 20 Marks

**6. Activity Report Register should include:**

- a) Cover Page
- b) Certificate issued by the Internship Coordinator
- c) Student's Declaration
- d) Completion Certificate
- e) Brief note about the Organizations where the learning under internship took place.
- f) Detailed internship activities (date-wise & supported by GPS photographs)

**Note: Each student will submit completion certificate of Internship issued by the Authority of The Industry/ Organisation and ARR before appearing the assessment Procedure.**

**10. Documentation, Transparency and Grievance Mechanism:**

All colleges must ensure:

- Proper documentation of all internship activities (to be uploaded in the college portal)
- Transparency in the entire process (Documents of notice issued, etc., need to be regularly entered in the Activity Register of Internship)
- Archiving of reports for future reference needs to be ensured as far as possible.
- A complaint/grievance redressal mechanism should be constituted in the Internship Cell.

**11. Some other necessary points:**

- Internship may be done in Government Organisations, Non-Government Organisations, Private Organisations, Higher Education institutions, Research and Development Laboratories, Research Organisations/ Centres etc.
- **Practical exposure should be align with their discipline subject.**
- **Political Science students can pursue internships in the following types of organizations:**

**1. Legislative & Parliamentary Offices:** Parliament of India (Lok Sabha / Rajya Sabha Offices), State Legislative Assemblies, Offices of Members of Parliament (MPs) and MLAs

**2. Election Management Bodies:** Election Commission of India, State Election Commissions, District Election Offices.

**3. Policy Think Tanks:** Observer Research Foundation (ORF), Centre for Policy Research (CPR), PRS Legislative Research (PRS), NITI Aayog etc.

**4. Public Administration & Government Departments:** Ministry of External Affairs (MEA), Ministry of Home Affairs (MHA), State Government Departments, District Collector / DM Offices etc

**5. Various NGOs / Civil society organisations**

**6. Political Research Organisations :** Lokniti (CSDS Programme), Centre for the Study of Developing Societies, Independent political consulting and survey agencies etc.

**8. International Relations Institutes:** Indian Council of World Affairs, Institute for Defence Studies and Analyses, Research and Information System for Developing Countries

**9. Media Houses (Political Desk):** The Hindu, Indian Express, NDTV, Anandabazar Patrika etc.

**10. Local Government Bodies:** Municipal Corporations, Panchayati Raj Institutions, Urban Local Bodies.

**11. Higher Education Institutions and Universities that provide structured internship programmes: (The Department of Political Science of SKBU is considering the matter to launch an Internship Course for the UG college Students).**

## **12. Mandatory Compliance Guidelines for Internship Programme**

All colleges must follow the above internship guidelines properly without any exception. Any kind of unfair practice or false reporting during the internship will be strictly treated as a violation. Any internship done outside these guidelines will not be accepted for academic credit.

The University has the authority to check and review if any college violates the Internship guidelines.



**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 Format**

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

Place

Signature of Internship Co-ordinator

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>Learning Experience</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.....