



Patkai Christian College (Autonomous)

Chümoukedima-Seithekema, B.P.O. Patkai- 797103, Chümoukedima District, Nagaland, India

Affiliated to Nagaland University

Recognised by UGC under 2F & 12B of the UGC Act 1956 in 1988

NAAC Accreditation: Grade B++ (Fourth Cycle)

"A College with Potential for Excellence" // A Post-Graduate College

INTERNSHIP MANUAL

A. INTRODUCTION

Internship is a course requiring students to participate in a professional activity or work experience or cooperative education activity with an entity external to the educational institution under the supervision of an expert of the given external entity. It is a compulsory component of undergraduate programs under Nagaland University through the guidelines of NEP 2020. Internships are designed to enhance employability and practically connect academic learning to industry/ organization requirements. It involves working with local industry, government or private organizations, business organizations, artists, crafts persons and similar entities to provide opportunities for students to engage in on-site experiential learning. Internship is one of the key ways to find employment after graduation. It provides students with the much needed work experience to help them map out their career path and future goals.

B. OBJECTIVES OF INTERNSHIP

- i) **To provide practical exposure** to students by allowing them to apply theoretical knowledge learned in the classroom to real-life work situations
- ii) **To develop professional skills** such as communication, teamwork, problem-solving and time-management
- iii) **To help students understand work place ethics** and responsibilities and adapt to a professional environment.
- iv) **To encourage independent learning and critical thinking** through assigned tasks and projects.
- v) **To provide opportunities for interaction with professionals** and gain insights into the industry or field of study.
- vi) **To help students identify their career interests and strengths** through hands-on experience.
- vii) **To enhance confidence and work discipline** by engaging in meaningful and supervised work activities.
- viii) **To build a foundation for future employment** by developing practical knowledge and work experience.



C. CREDIT ALLOCATION

- i) IAPC (Internship/Apprenticeship/Project/Community Outreach) carry 4 credits and is required to be carried out during the summer or winter break when students complete the 4th/5th semester examinations or even during the 5th semester academic session. However, an internship will not, in any case, disturb the academic calendar of the students.
- ii) Each credit equals 30 hours of engagement; thus, a 4-credit internship requires 120 hours in total.
- iii) Engagement may be flexibly distributed to accommodate
 - a) The varied schedules of partner entities.
 - b) Student availability.

D. PLACEMENT

Students may be placed in approved organizations such as

- i) Government offices,
- ii) NGOS,
- iii) Private companies,
- iv) Educational institutions
- v) Artists and craftspeople
- vi) Or relevant workplaces related to their field of study.

E. INSTITUTIONAL ROLES AND RESPONSIBILITIES

Nodal Officer – Ms.Imsulemla, Dept. of Commerce

Responsible for

- i) Receiving internship proposals from external entities, college departments and students.
- ii) Liaising between college departments and external entities.
- iii) Drafting and standardizing MOUs
- iv) Guiding Supervisors in determining internship terms
- v) Maintaining internship records
- vi) Supporting departments and facilitating evaluation process

Department Internship Coordinator (Supervisor)

Responsible for

- i) Coordinating with the Nodal Officer
- ii) Facilitating student placements
- iii) Determining internship terms (duration, hour distribution, evaluation)
- iv) Overseeing student progress and guidance

Internship Evaluation – Evaluation of Internship shall be done at the department level by forming a committee of all the dept members and the Supervisor basing on the criteria tabled below:

Activity	Marks allotted	Marks to be given by
Continuous Evaluation	20	Supervisor
Timely Completion of Work	10	Supervisor
Presentation of the Report	20	Committee
Content of the Report	30	Committee
Viva-Voce	20	Committee

F. RESPONSIBILITIES OF THE INTERNSHIP PROVIDING ORGANIZATIONS (IPOS)

- i) To assign a dedicated Mentor to each intern for the fulfilment of the internship program.
- ii) The assigned Mentor will be responsible for supervising and guiding the intern in his/her professional growth.
- iii) The Mentor shall be responsible to assign task/projects to the intern throughout the internship period.
- iv) The mentor shall sign the activity logbook each time the intern is present at the workplace.
- v) The Mentor shall issue a completion certificate to the intern after the completion of the program.
- vi) The Mentor shall submit the tabulated Intern Evaluation marks according to the template provided and submit them to the college Internship Supervisor.

G. STUDENT RESPONSIBILITIES

- i) Take time to learn the organizational structure of the IPOs, services and working conditions of the service provider/organization
- ii) Maintain regular attendance and punctuality.
- iii) Dress appropriately and maintain professionalism at all time.
- iv) Follow the rules and regulations of the host organization.
- v) Demonstrate professional behavior and discipline
- vi) Complete assigned tasks responsibly and actively participate in work activities.
- vii) Maintain confidentiality of organizational information.
- viii) Respect Supervisors, colleagues and workplace culture.



- ix) Must maintain a daily logbook recording of the activities, tasks and learning experiences during the internship.
- x) At the end of the internship, students must submit a written internship report.
- xi) Students must uphold honesty, integrity and professionalism throughout the internship. Any misconduct may result in disciplinary action.

H. ADDITIONAL NOTES AND RECOMMENDATIONS

Internship initiated by the college should be non-remunerative in nature i.e

- i) Neither the college nor the students will pay any amount to secure or carry out the internship to the external entity.
- ii) The nature of exchange during the internship will be free labour of interns in exchange for knowledge and skills imparted by external entities.
- iii) Any expenses incurred during the internship (travel, refreshment etc) shall be borne solely by the students.
- iv) Students may propose self-identified opportunities, subject to departmental approval.
- v) All the internship must be documented and archived by the Nodal Officer's office.