

ಕೃಷ್ಣ-ತುಂಗ ಆವರಣ, ಮಂತ್ರಾಲಯ ರಸ್ತೆ (ಎನ್.ಹೆಚ್. 167), ಯರಗೇರಾ-584133, ರಾಯಚೂರು, ಕರ್ನಾಟಕ
ಶೈಕ್ಷಣಿಕ ವಿಭಾಗ

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ಸಂ.ರಾವಿರಾ/ಶೈಕ್ಷಣಿಕವಿಭಾಗ/UG/2024-25/375


ದಿನಾಂಕ:05.07.2024

ಪರಿಷ್ಕೃತ ಸುತ್ತೋಲೆ

ವಿಷಯ: 2023-24 ನೇ ಸಾಲಿನ ಸ್ನಾತಕ (UG) VI ನೇ ಸೆಮಿಸ್ಟರ್‌ನ Internship/Project ನ
ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳುವುದರ ಕುರಿತು.

- ಉಲ್ಲೇಖ: 1. ಸಂ.ರಾವಿರಾ/ಶೈಕ್ಷಣಿಕವಿಭಾಗ/UG/2024-25/243, ದಿನಾಂಕ:06.06.2024.
2. ಮಾನ್ಯ ಕುಲಪತಿಗಳ ಅನುಮೋದನೆ ದಿನಾಂಕ: 05.07.2024.

ಮೇಲ್ಕಾಣಿಸಿದ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಅಡಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲಾ ಸ್ನಾತಕ ಪದವಿ
ಮಹಾವಿದ್ಯಾಲಯಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳ ಗಮನಕ್ಕೆ ತರುವುದೇನೆಂದರೆ, 2023-24 ನೇ ಶೈಕ್ಷಣಿಕ ಸಾಲಿನ ಸ್ನಾತಕ (UG) ವಿವಿಧ
ಪದವಿಗಳ VI ನೇ ಸೆಮಿಸ್ಟರ್‌ನಲ್ಲಿ Internship/Project ಒಂದು ವಿಷಯವಾಗಿದ್ದು, ಅದರ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಈ
ಸುತ್ತೋಲೆಯ ಜೊತೆಗೆ ಲಗತ್ತಿಸಲಾಗಿದೆ. ಪ್ರಾಂಶುಪಾಲರುಗಳು ಈ ಕೆಳಕಂಡ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳಬೇಕೆಂದು ಈ
ಮೂಲಕ ಸೂಚಿಸಲಾಗಿದೆ.


(ಪ್ರೊ. ಎಶ್ವನಾಥ.ಎಂ)
ಕುಲಸಚಿವರು

ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ ರಾಯಚೂರು,

ಗೆ,

ಎಲ್ಲಾ ಸಂಯೋಜಿತ ಸ್ನಾತಕ (UG) ಪದವಿ ಮಹಾವಿದ್ಯಾಲಯಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳ ಮಾಹಿತಿ ಮತ್ತು ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.

ಪ್ರತಿಗಳು:

ಪ್ರತಿ:

1. ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ) ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ರಾಯಚೂರು.
2. ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳು, ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ರಾಯಚೂರು.
3. ಉಪ ಕುಲಸಚಿವರು, ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ರಾಯಚೂರು.
4. ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಅಭಿವೃದ್ಧಿ ಮಂಡಳಿ, ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ, ರಾಯಚೂರು.
5. ಕುಲಪತಿಗಳ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ/ಕುಲಸಚಿವರ ಆಪ್ತ ಸಹಾಯಕ, ರಾಯಚೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ,
6. ಜಾಲತಾಣ ವಿಭಾಗ, ಸದರಿ ಸುತ್ತೋಲೆಯನ್ನು ವಿಶ್ವವಿದ್ಯಾಲಯದ ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಅಳವಡಿಸಲು.ರಾಯಚೂರು.
7. ಕಚೇರಿ ಪ್ರತಿ.

Guidelines to conduct Internship/Project Work/Field Work and assessment for all UG Programmes as per NEP-2020

As per NEP, Internship is mandatory for all the programmes in 6th Semester for 02 credits in the B.A. & B.Sc. programmes, 03 credits for independent degree programmes B.Com/BBA and 08 Credits for BCA. Since, internship is introduced first time for the UG Programmes as per NEP; it needs general guidelines for assessment of report at the end of semester. It also requires for the guidelines pertaining to workload for all the teachers in practical and non practical based subjects. Hence, the following guidelines:

1. General Instructions:

- a. All DSC's for B.A./B.Sc degree programmes shall have project/field work as an alternative to internship.
- b. Each credit internship is equal to 30hrs on field experience.
- c. Internship shall be Discipline Specific of 45-60 hours (2 credits) with duration 1-2 weeks.
- d. Internship may be full-time/part-time. Full-time Internship may be conducted for 15 days for 2 credits subjects and 30 days for 3 credits subject / degree before commencement of 6th semester or during last 1-2 weeks before closure of the semester or weekly 4 hrs in the academic session for 13-14 weeks).
- e. College shall decide the suitable internship for programme wise for B.Com/ BCA/BBA and one of the DSC in BA/B.Sc.
- f. Each Internship mentor/supervisor shall avail work allotment during 6th semester for a maximum of 20 per hours /semester.
- g. The student should submit the final internship report (45-60 hours of Internship) to the Mentor/Supervisor for completion of the internship.
- h. There shall be Project work / Internship for any (DSC) including language in lieu of SEC in 6th semester.
- i. Assessment of internship shall be based on:
 - a. Activity logbook and evaluation report of Internship Supervisor
 - b. Format of presentation and the quality of the intern's report
 - c. Acquisition of skill sets by the intern
 - d. Originality and any innovative contribution
 - e. Significance of outcomes and attendance

2. Workload for teachers and Assessment:

A) Subjects having 02 credits (B.A. / B.Sc.):

i. Workload:

1. Each Internship mentor/supervisor
 - a. For the project work having practical (laboratory based) will have a work load of 04 hours/week having 04 to 05 groups consisting of 04 to 05 students.

- b. Project work for non-practical subjects, will have 02 hours per week workload for teacher having 60 to 70 students.

ii. Assessment:

Project work/field work/internship can be assessed as under:

1. Students shall submit the hand written report of project work / filed work / internship having a minimum of 40 to 50 pages.
2. Distribution of marks:

a. Project report	– 30 marks
b. Presentation (5-10 minutes)	- 10 marks
c. Viva	- 10 marks
Total	- 50 marks
3. Assessment of Project Work / Internship report shall coincide with the practical examination time table of the university.
4. Project Work / Internship report shall be assessed by two examiners- one internal and other external.
5. Internal and external examiners shall assess the students in two or more batches per day having 20 students per batch as minimum.
6. Depending on number of students, college can create multiple batches for multiple pair of examiners.
7. All Project Work / Internship assessment shall be completed within 10 days maximum.

B) Subjects having 03 credits (B.Com., BBA):

i) Workload:

1. Project work for non-practical subjects, will have 03 hours/week workload for teachers having 50 to 70 students.
2. Project work for subjects with practicals will have 06 hours/week/teacher having 04 to 05 groups and each group will have 04 to 05 students.
3. If the students opt for internship then there shall be 03 hours per week workload for the teacher/division having 50 to 70 students for general degree programmes and 45 students for professional degree programmes.
4. There shall be a project work of 6 Credits for BCA students.

ii) Assessment:

Project work/filed work/internship can be assessed as under:

1. Students shall submit the hand written report of the project work / field work / internship having 40 to 50 pages.

2. Distribution of marks:
 - a. Project report – 45 marks
 - b. Presentation (5-10 minutes) - 35 marks
 - c. Viva - 20 marks
 - Total - 100 marks
3. Assessment of Project Work / Internship report shall coincide with the time table for the practicals in the university.
4. Project Work / Internship report shall be assessed by two examiners- one internal and other external.
5. Internal and external examiners shall asses the students for two or more batches per day having 20 students per batch as minimum.
6. Depending on the number of students, college can create multiple batches for multiple pair of examiners.
7. All Project Work / Internship assessments shall be completed of within 10 days maximum.

(To be given on College Letter Head)

FORMAT OF COVERING LETTER (having a MoU is optional)

To,
The Head,
(Internship Offering
Institution)

.....

Respected sir/madam,

Subject: Request for permission to sign an MOU with your institution for offering internship for UG/PG students of our college- reg

With reference to the above, we hereby request you to permit the UG and PG students of our college to undergo internship in your esteemed organization as a part of academic fulfillment of UG/PG programmes offered by the institution. We request you to sign an MoU with our Institution in this regard and permit our students for attending internship in your organisation.

Thanking you.

Enclosure:

1. MoU Copy

MEMORANDUM OF UNDERSTANDING FOR STUDENT'S INTERNSHIPS

This Memorandum of Understanding (MoU) is made & entered into on----- (Date) whereas----- college as first party and----- (Internship offering Institution) as second party, where as offers fully integrated hands-on training in (Area of Internship)

PURPOSE:

The MoU is being signed with----- (Internship offering Institution) as a partner to facilitate internships for students enrolled for B.A. / B. Sc./ B. Com./ BBA./ BCA./ any other in ----- College. This MoU between ----- College and----- (Internship offering Institution) will outline the collaboration to facilitate internships for Students enrolled in ----- College, Department of ----- for the purpose of-----.

CONTEXT:

----- College, offers an Internship/Project (Under NEP 2020 Scheme) course in which students are given the opportunity for hands-on experiential learning through external organizations. ----- College, is exploring partnership with different stakeholders and has identified----- Internship offering Institution as a potential partner.

AS PART OF THIS MoU, BOTH THE PARTIES HERE AGREE TO THE FOLLOWING RESPECTIVELY:

- ----- (Internship offering Institution) will make all the necessary resources and guidance available to students registered through this partnership.
- ----- (Internship offering Institution) will not charge any amount to----- College, for offering internships.
- Under this MoU ----- (Internship offering Institution) accepted to offer internships to (Course)----- students during the 3/4 years course of study (in any semester of the student).
- Both the parties may terminate this MoU with the notice period of one Month. In this context, both parties have to discharge their obligation.

VALIDITY:

This Agreement will be valid for Five years or until it is expressly terminated by either Party on mutually agreed terms.

RELATIONSHIP BETWEEN THE PARTIES:

It is expressly agreed that First Party and Second Party are acting under this MoU as independent contractors, and the relationship established under this MoU shall not be construed as a partnership.

Accepted and Agreed

Signature

Signature

First Party

Second Party

----- College

Internship offering Institution

Seal

Seal

INTERNSHIP/PROJECT ACCEPTANCE CUM UNDERTAKING LETTER

To
The Principal
----- College

From,
Name of the student:
Class and Section:
Register No/ID No:
Phone Number:
Signature of the student:

I hereby declare and undertake as following:

- I will maintain at least 75% attendance during the present semester.
- I am agreed to work on projects as directed by ----- College and staff of the Internship/Project Organization.
- I agree to report to the Internship/Project Organization----- (Name of the Internship/Project Organization) at times directed by the Internship/Project organization.
- I agree to follow the administrative policies of the Internship/Project Organization, including confidentiality policies, personnel practices, and business protocols.
- I agree to abide by the -----College Code of Student Conduct and any other College / departmental or program policies relating to professional behavior.
- I hereby agree and confirm to abide by the terms and conditions set out by the college for Internship/Project work. I further declare that the college shall not be held responsible in the event of any misfortune or loss resulting in permanent or temporary.
- I am responsible for my transportation, stay and other personal arrangements during the Internship/Project work period.
- I am responsible for any cost, any kind of loss, damages, liability, or expense, which may arise out of my performance of services at Internship Organization.
- I will not ask the authority to re-conduct any Examination if missed by me or request for anyother relaxation in this regard.
- I will maintain regular communication with my Program Coordinator/ Mentor and keep him/her informed of my activities during the internship/Project period.

I will submit a copy of internship/Project certificate as well as internship/Project report within ___ working days after the completion of the internship to the internship/Project supervisor.

Declaration by parent/ guardian

I

(Mother/Father/Guardian)

.....

..... (Address)

(Contact No) hereby fully endorse the above under taking/declaration given by my ward. I will support to ensure my ward (Name of student) will observe the above stated undertaking in word and spirit.

Date:

Signature of the Parent:

Annexure "A"

(To be given on College Letter Head)

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

Date:

Sub: - No Objection Certificate for Internship/Project Programme at _____

This is to certify that Mr. /Ms _____ is a bonofide student of this college studying in ---- (UG) 6th semester his / her ID No. is _____. The College has no objection for doing the Internship/Project at _____ (Organization) for the period from _____ to _____. The conduct of the student as recorded by the College/Institution has been found good/ satisfactory.

HOD

Principal

Annexure "B"

(To be given on Internship/Project offering Institution Letter Head)

FORMAT OF INTERNSHIP/PROJECT COMPLETION CERTIFICATE

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. / Ms. _____ a student of _____ Studying in----- (UG) 6th semester ----- (Subject) has successfully completed his/her Internship/Project with _____. During the period of Internship/Project he/ she worked under in the following areas.

I.

II.

He / She has shown special flair for _____ and his/her performance in preparation of the report has been rated as----- (in 1 to 10 Points/Grade).

During the period of his/her internship/ Project program he/she was punctual and hardworking. I wish Mr. /Ms. _____ every success in his/her career and life.

Signature

Mentor of the Organization

Student Declaration

I Mr. / Mrs.

UUCMS No.

B.A/B.Com/B.Sc., VI Semester, Government First Grade College Raichur., affiliated to Raichur University, Raichur, hereby declare that

Internship/Project report entitled

_____ , conducted by me

during internship duration from / / to / / at

_____ . I also confirm that the report

is prepared as a partial fulfillment of Raichur University regulations for the award of B.A/B.Com/B.Sc., Degree and not for any other purpose. This report has not been previously submitted for any examinations/Institutions/Universities.

Signature

[Name of Student]

College

Department of _____

Acknowledgement For Internship/Project Report

I am very thankful to my internship supervisor Mr./Mrs./ Dr. _____ Department of _____ for providing me with this opportunity and timely assistance in bringing this project to fruition. This internship has helped me to enhance my professional skills and knowledge. I started this internship/Project as a complete beginner and at that time the Organization members really helped me. I am thankful to the (Shri. Name of CEO/HR/Head) & (Mentor name) each and everyone from the (Internship/Project Providing Organization name) team for your kind support and for always guiding me through the journey. I extend my heartfelt thanks to our cherished Principal _____ whose support and permission were instrumental in undertaking this Internship/Project. We are deeply grateful to our respected Head of Department, (HoD Name), whose support and guidance throughout this challenging endeavor has been invaluable. I am also indebted to the members of the _____ Department for their guidance and support. Special thanks IQAC Coordinator _____ and Co-coordinator _____ for their guidance and support throughout this endeavor. Last but not least, I express my heartfelt gratitude to my beloved parents, family members and dear friends for their unwavering encouragement and inspiration. Now I am ready with academic and practical leanings to shape my career for the future. Thank you.

(Name of the student)

(REG NO)

College _____

(Date)

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(To be given by the college)

Name and Logo of the University

Name (Logo) of the College

DEPARTMENT OF _____
An Internship/Project Report



This is to certify that Mr./Ms. _____ has
successfully submitted Internship/ Project report entitlel “ _____ ”, for
the partial fulfillment of the academic requirement for the Bachelor of Arts (NEP) for the
academic year 2023-2024.

Internship/Project Supervisor

Head, Department of _____

Principal