KUVEMPU UNIVERSITY

Common Guidelines for Internship/Project for Undergraduate Students

2024

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Internship

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1. INTRODUCTION

The India Skill Report (ISR), 2022 highlights that youth employability has improved to 46.2% in 2021 from 45.97% until 2020. Interestingly, 51.44% employability of females was observed compared to 45.97% of males for 2021-22. In the year 2023, undergraduates in the domain of commerce got the highest employability rating at about 60.62%. The reports further mentioned that, 88.6% of graduates are looking for internship opportunities. In 2022, 88.42% of respondents in the report have given preference to an internship for gaining experience. It was also recorded that the year 2022 was also the year to mark the highest demand for internships since 2016. It is also observed that in India, employers like to hire employees having at least a year of working experience (ISR, 2022).

In India, there are many platforms (Internshala, Lets Intern, Killer Launch, Hello Intern) that offer internships from many renowned organizations. In addition to this, many other portals are available which provide training and a range of courses across Industries. Experts also enrol in internships to get life-changing experiences. Internshala launched an initiative called the "Grand Summer Internship Fair", which offers more than 23000 internship opportunities to people from all educational backgrounds. The internship model proactively works as the primary value for providing the familiarity of genuine work in a representative situation to the students by the mentor under closed supervision. The pupil gains experience in a tested pedagogical norm and is expected to make critical thinking with a range of values and observations.

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It 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 (HEls), 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.

In accordance with the NEP-2020, the UGC framed a new student-centric "Curriculum and Credit Framework for Undergraduate Programmes" (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach. In an internship course, students are required to participate in a work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship is induction into actual work situations. Internships include working with government or private organizations, higher education institutions, universities, research, and development labs/research organizations/non-government organizations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities. These organizations provide opportunities for students for active engagement in on-site experiential learning.

2. OBJECTIVES

An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organization, leading to improvement of the skill aptitude for a specific job or job and building research capabilities with learning opportunities. Internships should be so organ that they benefit the research intern as well as the internship providing organization. Following the intended objectives of engaging undergraduates in internship for employability internship programmes:

1. **Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop/classroom/lab/research lab learnings with the workplace (organization/enterprise/ startups/corporate/farmlands/artisans/gig workers/ non-government organizations (NGOs)/research & development organizations, higher education institutions (HEIs), etc).

2. **Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behavior in accordance with the demands, culture, and values of current and emerging jobs.

3. **Physical and 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.

4. **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, it's discovery, learn, understand and sharpen research acumen, familiarizing with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behavior, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving re- search/complex/real-life problems.

5. **Exposure to 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.

6. **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.

7. **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.

8. **Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.

9. **Stimulate collaborative influence:** To promote HEls collaboration, industry-academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organizations, academicians, and students to collaborate on how to learn with one another.

10. **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity 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 OR PROJECT FOR ENHANCING EMPLOYABILITY

Kuvempu University introduces internship or project for undergraduate students of 6th semester as part of NEP. The colleges are free to go for either internship or project based on the course, available infrastructure and adequacy of the teaching faculty in the college.

The employability of graduates 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, expertise, and confidence among the students for employability and developing interest/passion for research. The interns can understand the application of theory in the workplace.

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. It states that when a student can demonstrate skills on the job. Individuals need to develop such competencies which reduce the obstacles as jobseekers and also increase their potential as job providers.

The internship programs should be well conceptualized and interactive for building skills of our undergraduates for

1. Development of project and its execution
2. Decision-making
3. Confidence development
4. Working/coordinating in a team
5. Creative and critical thinking and problem-solving
6. Ethical values
7. Professional development
8. Understand government/local bodies world of work
9. Reference of resource persons in the field
10. Development of an online/simulation-based module for a virtual research internship
11. Understanding the nuances of building a deep-technology start-up
12. Study certain entrepreneurs,
13. Study of the enterprises, farmers, artisans, etc.

4. INTERNSHIP STRUCTURE

4.1   Internship will be for 2 credits of 4 teaching hours for all UG Courses.

4.2   The internship shall be based on study in the industry or an organizational set up. Internship may also be implemented by way of Lectures/Invited Talks from Industry professionals, Entrepreneurs, Technocrats, Start Ups, Administrators, and similar persons from different fields. Field visits may also be arranged for the students.

4.3   The workload for the Internship will be 4 instructional hours per week.

4.4   Attendance shall be maintained for the lectures and/or visits. It should be a minimum of 75% for each student.

4.5   Each batch may constitute 10 students and each supervisor shall guide maximum of 4 batches.

5. EVALUATION

- Internship shall be assessed for 100 marks; C1 for 40 Marks and C2 for 60 Marks.
- Evaluation for CI (to be considered as **CIA**) shall be for 40 marks based on continuous evaluation of supervisor or based on the presentation of the students in the Viva-Voce examination, to be conducted by the supervisor and C2 (to be considered as **SEE**) shall be for 60 marks, to be evaluated by an external examiner from the panel of examiners nominated by the BoE chairman.
- A copy of the marks awarded both in CI and C2 shall be submitted to the Principal through the Head of the Department.
- The process of uploading marks in UUCMS for C1 and C2 should be completed before the commencement of theory examination.
- For internship batches have to be created by college admin and shall be reviewed by the Principal. Subsequently, the batches shall be approved by the BoE chairperson. Attendance shall be entered by the Principal and marks for both C1 and C2 shall be entered by the Head of the departments.

The Internship report shall be prepared on the following guidelines:

- Size of the Internship report shall be between 25-30 pages, printed on both sides on A4 paper. The text should be of 12pt to 14pt size, one-half or double spaced for maximum readability.
- The cover page of the Internship Report should be as given in Annexure-1.
- Two copies duly signed by the teacher-in-charge should be submitted. One copy of the report shall be submitted to the college and other shall be retained by the student.

Project

1. INTRODUCTION

Project gives the experiential learning to a student which focuses on conducting work on a project topic under the supervision of an academic staff member. This type of project typically requires developing a testable hypothesis, involves background reading, and requires systematic evaluation of a particular strategy or solution for a specific problem or topic applicable to a particular area of interest.

A project provides a valuable introduction for students interested in possibly moving into a higher study, research and may result in collaborative publications with the project supervisor. Students attempting this type of project are expected to learn the appropriate research methodologies and techniques necessary to support their project and present them.

2. OBJECTIVES:

- Develop an ability to conceptualize, formulate, and conduct simple research projects.
- Learn to make informal assessments and judicious use of research studies and findings on a particular subject/area.
- To encourage students to conduct research to gather relevant data, analyze market trends, or understand consumer behavior
- Develop skills for use of library and documentation services for research/project work.
- Develop attitudes favorable to the judicious integration of practice, research and theory.
- Develop ability for logical reasoning & critical analysis.
- To help students gain insights into the current business environment by analyzing case studies, market trends or industry reports.
- To encourage students to develop entrepreneurial skills by creating projects that involve business planning, idea generation, and feasibility analysis.
- To equip students with skills and knowledge that are relevant to their future careers.

3. GUIDELINES FOR THE PROJECT:

- Project work is a mandatory paper for the VI semester. A student shall compulsorily select a topic in consultation with the faculty or guide and report the same to the head of the department in writing.
- The topic of the project shall be relevant to any of the disciplines specific core papers opted by the student. In case of multidisciplinary programmes like BA, B.Sc. where the student is studying two major core courses/ subjects, the student can select any one major subject for undertaking the project. The title may indicate the field in which the research is being carried out and as far as possible the title should be simple, clear and precise. The student should specify the methodology which he/she is going to adopt to carry out the project.
- The topic of such a project shall be finalized only after the concerned department approves the same.
- Duration of the project is 15 weeks or 60 hours including examination.
- Students can opt to do the project individually or as a team consisting of not more than 4 members.
- The guide/mentor/ supervisor has to prepare the students for project by imparting the theoretical knowledge, areas to be considered for the study, getting permission from business organizations/industries, flow of the study, practical aspects of preparation of the report, contents of the report, etc.
- Report should be about 25-50 pages.
- At the end of the project, students are expected to prepare a Report on the same and submit a draft copy to the teacher in charge within 12th week of the VI semester. The concerned teacher will suggest corrections in the report and taking into account the same, the students will prepare and submit a final report in the prescribed format by 14th week of the VI semester.
- Presentation and Viva should be completed by 16th week of the VI semester or before the commencement of theory examination.

4. FORMAT OF THE PROJECT:

The project shall contain the following sections:

Section I: It's a formal general section and shall have the following details;

- Every report should be either Spiral bound or Hard Cover Page bound (2 copies in all) - One for the student and the other to be submitted to the department.
- The cover page of the Hard Cover bound (Spiral bound First Inner cover page) must contain details of the students:
- Logo of Kuvempu University
- Name of the College.
- Title of the project in Times New Roman Font 16 size, bold and centre.
- Submitted to-Guide Teacher Name (12 Size Times New Roman font).
- Name of the Student (Capital & 14 Times New Roman font size and bold & centre).
- UUCMS register Number (12 Size Times New Roman Font)
- Name & designation of the project supervisor and department name (12 Size Times New Roman font)
- Entire report will be presented in 12 size Times New Roman Font.
- Report will be prepared on the following lines:
- Index page of contents 1 page
- List of tables, charts, graphs.
- Acknowledgements. Here, the candidate may thank all those who helped in the preparation of project work.
- Certificate of Completion from the organization.
- Declaration of the Student

Section II: It is a formal technical section which shall consist of the following chapters.

Introduction-1to10 pages

Text pages should be printed on one side of the paper, preferably with 1.5 line spacing. Margins should be 1.5" on the left and 1" on the right. Top 1" and bottom 1".

- Importance or scope of the study-2 to 3 pages
- Methodology of study - 1to5 pages
- Objectives of the study-3 to 4 objectives maximum
- Analysis and Interpretation (not less than 10 pages inclusive of maps, charts, tables, etc.)
- Major findings, conclusions reached and suggestions/recommendations.
- Learning outcome of the project-1 page
- References in APA Style.

Section III : This section shall consist of all such additional information that is not disclosed in the body of the report.

- Copy of the tool/tools of data collection.
- Bibliography
- Photographs etc.

5. WORK LOAD

- One project batch shall consist of a maximum of 4 students.
- One supervisor shall guide up to 10 batches per semester.
- The work load is 4 hour per week per teacher, for the entire semester.

6. RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT/PRINCIPAL

The Head of the Department shall coordinate in executing the Projects, their responsibilities can be summarized as follows:

- To assign available academic staff supervisors for Projects and to coordinate the projects by all supervisors of the department.
- To maintain a centralized project repository to facilitate project management and keep track of all projects.

7. RESPONSIBILITIES OF THE SUPERVISOR

The academic staff supervisor will guide students; their responsibilities can be summarized as follows:

- To Guide the students in selecting a topic and executing the Project.
- To Guide the students for the literature survey, selection of methodology, data collection, data analysis, testing of the Hypothesis etc.
- To interact with the students once a week to review the progress of the work.
- To guide the students in managing the project from start to finish meeting the stated milestones and timelines.
- To Review the draft of the project report and presentation slides and provide suggestions to improve them.
- Evaluate the student's project work as per the assessment criteria.
- To work together with students until the submission of the final report and semester end examination.
- Maintain all the documents related to the project work.

8. RESPONSIBILITIES OF THE STUDENTS:

Students are required to exercise self-discipline, self-management, job coordination, teamwork, and trustworthiness to ensure the success of the project. The expected responsibilities are:

- To select a topic, review the literature, selection of appropriate methodology, data
- collection, data analysis, testing of the Hypothesis etc. in consultation with the supervisor. To adhere to the weekly meeting schedule with the supervisor to update their progress and seek advice on project matters (Attendance is compulsory as per regulation) and submit weekly reports.
- 75% attendance is mandatory and it shall be maintained by the supervisor.
- To manage the project from start to finish, meeting the stated standards and deadlines.
- To report immediately to the supervisor any difficulties encountered that would interrupt the work.
- To submit the Project report on time.

9. EVALUATION & ALLOCATION OF MARKS:

- The project shall be assessed for 100 marks; C1 for 40 Marks and C2 for 60 Marks.
- Evaluation for CI (to be considered as **CIA**) shall be for 40 marks based on the presentation of the students in the Viva-Voce examination to be conducted by the supervisor and C2 (to be considered as **SEE**) shall be for 60 marks to be evaluated by an external examiner from the panel of examiners nominated by the BoE chairman.
- The process of uploading marks in UUCMS for C1 and C2 should be completed before the commencement of theory examination.
- In case of C1, the marks shall be uploaded to UUCMS immediately after the Viva-Voce examination.
- A copy of the marks awarded both in CI and C2 shall be submitted to the Principal through the Head of the Department.
- For Viva-Voce and project evaluation, batches have to be created by college admin and shall be reviewed by the Principal/ Department Chairperson. Subsequently, the batches shall be approved by the BoE chairperson. Attendance shall be entered by the Principal and marks shall be entered by the external examiners. For Viva-Voce examination, marks shall be entered by the head of the departments.

11. OUTCOMES:

- Students will deepen their understanding of theoretical concepts learned in their courses.
- Helps to bridge the gap between academic learning and practical application, preparing students for future challenges in their careers.
- This process fosters students' problem-solving abilities, enabling them to approach complex problems with confidence and creativity.
- Projects that are conducted in teams, will cultivate teamwork and collaboration skills. Learning to work effectively with others, delegate tasks, and resolve conflicts, prepares students for collaborative work environments commonly encountered in the business world.
- Depending on the project topic and scope, students may have the opportunity to explore current industry practices and trends. This exposure provides valuable insights into the dynamics of the business world/industry trends and helps students stay updated on relevant developments in their field of study.
- Develop a conceptual framework to address the identified problem statement by applying the research methodology concepts and theories. Test and validate data to address the research questions/hypothesis.

12. CONCLUSION:

At the end of the project, or internship students would have the opportunity to reflect on their experiences and receive feedback from their supervisors. They could discuss lessons learned, challenges faced, and areas for further improvement or exploration.

"Approved in Deans and BOS Chairpersons meeting held on 05-07-2024"

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INTERNSHIP FORMAT

TITLE

STUDENT'S NAME

NAME OF THE TEACHER

Academic Year

COLLEGE NAME

ADDRESS

CREDIT FREMEWORK FOR INTERNSHIP AND PROJECT
FOR 6TH SEMESTER UG (NEP)

Semester	Course Code	Course Title	Credits Assigned	Instructional hours per week	Evaluation (Marks)		
					C1 (CIA) VIVA-VOCE	C2 (SEE) Project Report	Total
6Th Sem	**--**	**Internship/ Project**	**02**	**04 hrs/ week**	**40**	**60**	**100**