Guidelines for Internship and Community Engagement for FYUGP/FYIPGP Students

Dibrugarh University
Dibrugarh, Assam
India- 786004

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1.0 INTRODUCTION

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 (HEIs), 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 and UGC guidelines, Dibrugarh University 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 with internship and community engagement as an essential component. In an internship, course students require 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/research internship is induction into actual work situations. Internships includes 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 for providing opportunities to students for active engagement in on-site experiential learning.

The aim of community engagement, on the other hand, is provide a way for undergraduate students to develop interpersonal skills, broaden perspectives, and contribute positively to the society.

2.0 OBJECTIVES

2.1 The primary objective of an internship is to enable an intern to gain first-hand experience of the way of working in an organization. Internship is ideally expected to

A. Develop the skill aptitude of the intern for a specific job or job role and
B. Build research capabilities with learning opportunities for the intern.

An internship is designed to benefit the intern as well as the internship providing organization. Internship for the undergraduate students enrolled in FYUGP/FYIPGP programme at Dibrugarh University and its affiliated Colleges is broadly aimed at integrating workshop with workplace, understanding the world of work, capacity building for the community, developing research aptitude, providing exposure in emerging technologies, enhancing entrepreneurial capabilities, developing decision-making and teamwork skills and enhancing professional competency etc.

2.2 The concept of community engagement is to combine the academic pursuits with

meaningful contributions to society. The intended objectives of engaging undergraduate students of Dibrugarh University and its affiliated Colleges in community engagements are building practical community service skills among the students, making a positive impact on the society, capacity building for the society, inculcating a sense of social responsibility and providing personal fulfillment to the students.

3.0 INTERNSHIP CATEGORIES

The undergraduate internships would be classified into two types:

  i.   Internship for enhancing the employability
  ii. Internship for developing the research aptitude

3.1 Enhancing Employability

Employability refers to a set of qualities like knowledge, practical skills, and experience in a job seeker that makes him desirable to a potential employer. The internship programs for enhancing employability among the undergraduate students of Dibrugarh University and its affiliated Colleges is designed for achieving the following outcomes:

3.1.1 Development of project and its execution
3.1.2 Decision-making
3.1.3 Confidence development
3.1.4 Working/coordinating in a team
3.1.5 Creative and critical thinking and problem-solving
3.1.6 Ethical values
3.1.7 Professional development
3.1.8 Understand government/local bodies world of work
3.1.9 Reference of resource persons in the field
3.1.10 Development of online/ simulation-based module for a virtual research internship
3.1.11 Understanding the nuances of building a deep-technology start-up
3.1.12 Study certain entrepreneurs,
3.1.13 Study of the enterprises, farmers, artisans, etc.

3.2 Developing Research Aptitude

Research aptitude refers to the ability of an individual to perform systematic studies, analyze information critically, and to contribute knowledge to a particular domain. Research internship for undergraduate students of Dibrugarh University and its affiliated Colleges is aimed at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research.

Apart from gaining relevant research experience, the interns are expected to learn the following, through research professionals/mentors:
  ● Ideation and conceptualization of a research question/problem
  ● Learning about new tools and handling of equipment
  ● Experimentation and collection of data
  ● Simulations and development of models
  ● Preparation and presentation of reports

4.0 COMMUNITY ENGAGEMENT

The primary objective of community engagement is to offer meaningful contributions to society. It aims to help the undergraduate student grow as a compassionate, well rounded individual. The University/ College will identify NGOs, societies and various organizations (Including various student/teacher/employee associations within its organization) indulging in outreach activities/community engagements/awareness drives for possible collaboration in this regard. The emphasis will be on engaging students in activities focused on social, environmental and cultural issues. This can be achieved through volunteering service in local community organizations mentioned above, conducting awareness drives on various social/environmental issues, mentorship of school children in nearby schools etc.

5.0 INTERNSHIP AND COMMUNITY ENGAGEMENT STRUCTURE

Dibrugarh University and its affiliated Colleges will play a key role in arranging internships/community engagements for their students. **The Training and Placement Cell/Internship Cell** at the University/College will be in charge of Internship and Community Engagement Programme. **The Training and Placement Cell/Internship Cell** will be responsible for

5.1.1 Overseeing a well-defined mechanism or structure at the University/College level for smooth coordination and functioning of internships across diverse disciplines.

5.1.2 Regulating activities related to community engagement.

The Training and Placement Officer/ the Internship Cell Coordinator of the University/College will also act as the **Nodal Officer** of the Internship and Community Engagement Programme for FYUGP/FYIPGP students of the University/College.

1. To ensure that the internship is well-defined, with clear outcomes, the University/College through its **Training and Placement Cell/Internship Cell**, will explore, reach out to, and if possible sign a Memorandum of Understanding (MoU) with local businesses, research organizations, industries, HEIs, NGOs etc. Following is a list of possible sectors in which opportunities of internship and community engagements may be explored by **the Training and Placement Cell/Internship Cell**. (The list is indicative only.)

   i. Trade and Agriculture
   ii. Economy & Banking Financial Services and Insurance
   iii. Logistics, Automotive & Capital Goods
   iv. Fast Moving Consumer Goods & Retail
   v. Information Technology/Information Technology enabled Services & Electronics
   vi. Handcraft, Art, Design & Music
   vii. Healthcare & Life Science
   viii. Sports, Wellness and Physical Education
   ix. Tourism & Hospitality
   x. Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.)
   xi. Humanitarian, Public Policy and Legal Service

xii.   Media and Communication
xiii.   Education
xiv.   Sustainable development
xv.   Environment
xvi.   Commerce, Medium and Small-Scale Industries
xvii.   Government Flagship Programmes such as MYBharat, Jal Jeevan Mission, Swachh Bharat, PM Internship Scheme etc.

2. The Training and Placement Cell/Internship Cell in consultation with the respective Departments/Centers will prepare a list of internships/community engagements for the undergraduate students. Based on their interests, the students will apply for internship and community engagement through the Training and Placement Cell/Internship Cell. The students will also be at liberty to seek opportunities for internship and community engagement on their own apart from the ones listed down by the Training and Placement Cell/Internship Cell. However, in that case, the students should get prior approvals of the proposals from the Training and Placement Cell/Internship Cell.

3. Internship and community engagement shall involve a student from the University/College and he/she would be attached to an internship supervisor (IS)/community engagement supervisor (CS) from the Internship and Community Engagement Providing Organization (IPO/CPO), and mentor from the University/College for a specified duration and conduct a time-bound internship project.

4. A provision of group internship and community engagement may also be considered for handling the chunk of students in a particular domain by the University/College. The group can be identified for a particular theme assigned to a particular industry or HEI supervised by an internship and community engagement supervisor and mentor. Students can also come together and submit their proposal to Training and Placement Cell/Internship Cell and then after the examination of the proposal, the cell can approve/reject it. If the proposal is accepted by the cell, then the allocation of a supervisor as well as a mentor for the same could be made as per norms. The University/College can also explore the possibilities of joint project works for their students based on mutual understanding and agreements.

5. The University/College may adopt flexibility for virtual internships, international research collaborations, or participation in government-approved online internship programs to provide diverse learning experiences subject to prior approval from the University.

6. The internship can be linked to the outcomes of value-added/skill-development/ability enhancement courses. The University/Colleges may have both backward and forward integrations for internships. For backward integration, The University/Colleges can make use of ability-enhancement courses, value-added courses, and skill- enhancement courses. These courses will serve as a prerequisite for internships and will be handled as such.

7. For forward integration, the University/Colleges will develop a list of projects along with a list of mentors, the same can be uploaded on the portal developed by The University/Colleges. The students can pick projects and get paired with chosen

mentors along with an option of co-mentor from the same or any other reputed institution or organizations.

8. The University/College may develop a structured post-internship support system, such as career counseling, startup incubation support, or job referrals based on internship performance.

9. The University/Colleges will make their digital portals where they can register experts, agencies, industries, organizations etc. which are open and visible to students.

10. Internship projects can also be scoped and aligned to the study of the effectiveness of various government and non-government schemes as well. The live case study assignment can also be imparted as the internship project to the individuals which led learners to apply that learning in the real-life situation depending on the kind of course (e.g. law, management, social works).

11. The students involved in the internship and community engagement may continue their internship and community engagement subject to the condition that his/her academic credits do not get affected in terms of attendance and other assignments. If the need arises, students may also have an opportunity to make use of summer & winter breaks for extending their learning from internships and community engagements.

12. The University/Colleges can also look upon cluster models where institutions (2-3) can club or make a memorandum of understanding (MoU) for internships, the information of same need to be mentioned on the portal of HEIs and student may be willing to opt any and choose the mentor physically or digitally or any mentor outside also at national or international level.

13. Research internship can be carried out by working with faculty/scientists/mentors in HEIs, research institutions, universities, industrial research labs, nationally and internationally reputed organizations.

14. There should be a provision for mandatory training on research ethics, plagiarism detection tools, IPR, data security and proper citation practices to ensure academic integrity in student research. The training will be arranged by Training and Placement/ Internship Cell of the University/College.

15. The University/College should develop a system to address the grievances related to internship and community engagement.

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6.0 ACADEMIC CREDENTIALS & MONITORING OF INTERNSHIP/ COMMUNITY ENGAGEMENT

A total of 4 credits have been assigned for Internship and Community Engagement of FYUGP/FYIPGP students of Dibrugarh University and its affiliated Colleges. The students may opt for any one of the following distribution of credits:

i. 4 credits of internship.

ii. 4 credits of community engagement.

iii. 2 credits of internship and 2 credits of community engagement.

For an internship and community engagement, one credit of Internship and Community Engagement means two-hour engagement per week. Accordingly, in a semester of 15 weeks' duration, one credit in this course is equivalent to 30 hours of engagement in a semester. Accordingly, an internship and community engagement of 120 hours duration after the 4th semester will be mandatory for the students enrolled in FYUGP/FYIPGP programmes of Dibrugarh University and its affiliated Colleges. The internship and community engagement will be carried out preferably in the Summer-Winter breaks after the completion of a semester. It can be carried out continuously in one break or partially in multiple breaks. The evaluation will be performed only after the completion of the internship and community engagement.

The mechanism and the rules for carrying out internship and community engagement by students leaving FYUGP/FYIPGP programmes after the 2nd or the 4th semesters will be identical to those for the students continuing to pursue their programmes after the 4th semester.

7. ROLE OF INTERNSHIP AND COMMUNITY ENGAGEMENT PROVIDING ORGANIZATION, NODAL OFFICER, INTERNSHIP AND COMMUNITY ENGAGEMENT SUPERVISOR AND MENTOR

Role of Internship and Community Engagement Providing Organization

Internship and community engagement providing organization will facilitate the smooth conduction of internship and community engagement by providing necessary support to the students carrying out internship and community engagement.

Role of Nodal Officer (Training and Placement Officer)

The Nodal officer of the University/College will oversee the smooth conduction of internship and community engagement programmes at the University/College.

1. The Nodal officer will reach out to HEIs, research organizations, research labs, corporates, industry, internship providing organization, local administrative offices like Deputy Commissioners, heads of certain government offices like labor, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, NGOs etc. to seek the opportunity of an internship and community engagement for the students of the institution. For instance, the students can participate with local government in processes of census, surveys and elections and other schemes with proper mentoring mechanisms.

2. The nodal officer will notify a list of internships/community engagements available to the students. He/ she will also oversee the application process for the same. The nodal officer will also examine proposal from students regarding internships/community engagements and then after the examination of the proposal, he/she can approve/reject it. The nodal officer will always coordinate with the Departmental Head, Centre Directors to take their suggestions in the whole process.

3. The nodal officer will develop a mechanism for the allocation of internship and community engagement supervisors and mentors.

4. The nodal officer must ensure the coordination of students, internship supervisors, mentors and internship providing organization.

5. The nodal officer will coordinate the evaluation process of the internship and community engagement at their completion involving the relevant Departments/Centers.

Role of Internship and Community Engagement Supervisor

1. An internship and community engagement supervisor in IPO/CPO will monitor, supervise the student during the internship and community engagement duration.

2. Internship and Community Engagement Supervisor from the host organization should monitor the regularity of the intern at his/her workplace.

3. At the end of the internship, the Internship and Community Engagement Supervisor will ensure issuing of completion certificates to the student.

4. At the completion of internship and community engagement, a student will submit a project report to be forwarded by the Internship and Community Engagement Supervisor.

Role of Mentor

1. A mentor at the parent institute will be providing the necessary guidance to the student during the internship and community engagement.

2. The mentors will also facilitate networking with other subject matter experts/professionals in coordination with the nodal officer.

8. INTERNSHIP/ COMMUNITY ENGAGMENT MECHANISM

1. Training and Placement Cell/Internship Cell headed by the Nodal Officer, after exploring various opportunities for internship and community engagement of the students will notify a list of internships and community engagements. (Preferably through a portal in the University/College website)

2. Students will submit their applications for internships/community engagements to the Training and Placement Cell/Internship Cell duly forwarded by Heads/Directors of Departments/Centers. Apart from the options listed by the Training and Placement Cell/Internship Cell, students may also submit their application with their own proposal for Internship and Community Engagement. However their proposal will be subjected to the approval of the Training and Placement Cell/Internship Cell.(Anexure-I)

3. Students will be selected by host organizations for internship and community engagement based on their selection criteria. The same will be informed to the students via the Training and Placement Cell/Internship Cell of the University/College.

4. If a student fails to get an internship and community engagement, then the Training and Placement Cell/Internship Cell should take the initiative to provide him/her alternative options like group internship and community engagement etc. The University/College may

introduce a systematic support mechanism, such as a reserved pool of internship opportunities like faculty-guided research internships, or mandatory last-resort placements within the University/College Departments, to ensure that no student is left without an internship. However such options cannot be adopted as primary provision and only less than 20% students can be accommodated through this process with due approval from the Head of the Departments in case of University and the Principal in case of College, as a special case.

5. On receipt of an offer of internship and community engagement, the student will arrange to consult the internship supervisor, obtain due permission from the parent institution and join the concerned host organization for an internship and community engagement.

6. During the period of internship and community engagement, the mentor from the parent institute will keep a track of the activities at the host organization.

7. On completion of Internship and Community Engagement, the student will prepare internship and community engagement report and get it endorsed by the Internship and Community Engagement Supervisor. He/ She will also collect internship and community engagement completion certificate from the Internship and Community Engagement supervisor.

9.0 EVALUATION

The University/College will examine/evaluate the student's performance during internship and community engagement on the following aspects:

A. Successful Completion of the Internship and Community Engagement (Submission of completion certificate from the Internship and Community Engagement providing organization): 20%
B. Internship and Community Engagement Report: 40%
C. Presentation at the parent University/College: 40%
    (Presentation should be evaluated by a committee of minimum four members including the mentor, Head of the Department and at least one faculty from other allied departments.)

(In addition, in case of research internships, the research project report shall have an undertaking from the student and a certificate from the research supervisor for originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same Institution or any other Institution.

Format for Internship/Community Engagement Completion Certificate from the Internship/Community Engagement Supervisor (In Official Letter)

Certified that _____*(Name)* of _____ semester of _____ Programme from _____ (Department), _____ *(Name of the Parent University/College)* carried out his/her internship/community engagement work at _____ *(Name of the Internship/Community Engagement Providing Organization with Address)* under my supervision from _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY). The total number of hours during his/her internship/community engagement is _____ *(No. of hours)*. He/She has successfully completed the internship/community engagement programme.

Name of the Internship/Community Engagement Supervisor:
Designation:

Name and Address of the Internship/Community Engagement Providing Organization:

Signature of the Internship/Community Engagement Supervisor with Seal and Date:

Application Format for Submitting Proposals of Internship/Community Engagement to the Training and Placement/Internship Cell for Prior Approval

Name	
Programme	
Semester	
Department	
Name of the Proposed Internship/Community Engagement Providing Organization	
Proposed Duration of Internship/Community Engagement	
Nature of Internship/ Community Engagement	
Full Signature of the Student with Date	
Comments and Signature from HOD/Director of Center	

Comments of Nodal Officer (whether approved/rejected):

Signature of Nodal Officer:

Date: