SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- ONE

Thursday, the 17th July, 2025

Regulation No. 28 /2025

Sub: Regulation Prescribing the Norms for Conducting Internship Program for Undergraduate and Postgraduate Students in University Departments, Affiliated Colleges or Institutions and Laboratories

Whereas, UGC frames high level committee on NCrF by the Government of India vide orderNO.Coord-11/01/2021-P&C dated 18/11/2021 for regulation of National Credit Accumulation & Transfer Framework, to which UGC has to released NCrF document in April 2023.

And

Whereas, Higher & Technical Education Government of Maharashtra has published the details modus operandi for the Internship development in the higher education institutions in its official publication GR.NO.NEP-2023/**प्र.क्र.१७६/विशि-३,** dated 29.02.2024; GR.NO. NEP-2024/**प्र.क्र.११/विशि-३** dated 05.02.2024.

And

Whereas, the Management Council in its meeting on dated 13.01.25(adjt. of 28.12.24) has accepted Internship Policy guideline & Procedures vide item no. 203.

And

Whereas, under section 33(1)(h) the academic council has power " To make amend or repeal ordinances and regulation relating to academic matters"

And

Whereas, the Hon'ble Vice-chancellor constituted the committee for prescribing procedures & norms for Internship Policy as per the section 12(8) on dated 18/12/2024.

Therefore, it is expedited to issue regulation under section 31(f) of Maharashtra Public Universities Act, 2016. The management council is pleased to issue following regulation.

1. Short Title and Commencement:

Hereinafter this Regulation shall be called as the " Regulation Prescribing the Norms for Conducting Internship Program for Undergraduate and Postgraduate Students in University Departments, Affiliated Colleges or Institutions and Laboratories"

1) This regulation shall come into force w.e.f. the date of its passing by the Management Council.

2. Definition:

In this Regulation, unless the context otherwise requires:

1. "Affiliated college" means a college which has been granted affiliation by the university.
2. "College" means a college affiliated to the Sant Gadge Baba Amravati University, situated in the University area or jurisdiction.
3. "Department" means a department teaching a particular subject or a group of subjects in a college or an institution as prescribed in the Statutes.
4. "Head of the University Department", "Head of the Institution" and "Head of the College Department" means respectively, a Head of the University Department, a head of the recognized institution and a head of the college department, as prescribed in the Statutes.
5. An internship gives a student the opportunity for career exploration and development, and to learn new skills.

6. An internship cell is a unit that helps students to find internships. They work with companies and industries to create opportunities for students to gain practical experience and exposure to the professional world.
7. “Teacher” means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university.
8. “Student” means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous.
9. "University" means any of the public universities mentioned in the Schedule and includes a cluster university within the meaning of sub-section (6)of section 3;
10. “University department” means a department established and maintained by the university as prescribed by the Statutes.
11. “University teacher” means a full time teacher appointed by the university.

3. Guidelines for the Internship Program:

1. Internship programs offered by Departments/ Laboratories shall be advanced in nature, in alignment with NHEQF and NCrF guidelines issued by the UGC.
2. The focus shall be on enhancing employability and fostering research aptitude.
3. Departments/ Laboratories shall nominate a Coordinator for the internship program.
4. Departments/Laboratories must submit their respective internship programs, intake capacity (faculty-wise), and fee structure to the Internship Cell of the University.
5. The Internship Cell shall publish details of internship programs on the University website.
6. Internshipsshallbeconductedexclusivelyduringsummerandwintervacations.
7. Postgraduate internships shall last 4 to 6 weeks (or 120 hours), while undergraduate internships shall last 6 to 8 weeks (or 150 hours).
8. Departments/Laboratories shall prepare separate timetables for undergraduate and postgraduate internship programs and submit them to the Internship Cell.
9. Departments/Laboratoriesshallprescribeandnotifythefeesfortheinternshipprogram.
10. Undergraduate internships shall be offered after the IV semester and postgraduate internships after the II semester.
11. The Internship Cell shall forward internship applications to the respective Departments/Laboratories.

4. Internship Cell:

There shall be an internship cell established by the University to look after the progress of offered internships.
The Internship Cell shall be led by the Internship Governing Council.

Governing Counsel (For University Departments): Shall be constituted as under:
Vice Chancellor- Chairman
Deans of faculty- Members
Director Innovation Incubation and Linkages- Member Secretary

Governing Counsel (For Colleges): Shall be constituted as under:
Principal - Chairman
One senior professor- Members
IQAC Coordinator- Member Secretary

Institutional Cell (For Colleges and University Departments):
Nodal officer/ TPO
Coordinator (s)
Department-level Faculty Coordinators

Departmental Cell (For Colleges and University Departments):
HOD/Coordinator
Assistant Coordinator(s)
Academic Supervisors
Student Coordinators

5. Duties and Responsibility of Cell:

The Internship Cell shall be responsible for the proper functioning of the Internship processes at the HEI. The overall role of the Cell is of a facilitator and counselor for Internship related activities. The brief activities of the Cell would include:

a) The cell shall work to identify projects linked to the local industry needs and create a pool available.
b) The cell is responsible to conceptualize a digital portal where they can register experts, industries, organizations, mentors, faculty members which are visible to students.
c) Internship Cell shall maintain a uniform record-keeping mechanism. It shall also ensure that the evaluation rubrics are implemented as per the mandate of NEP, 2020, GRs released by Government of Maharashtra, and National Credit Framework by UGC.
d) The cell shall streamline internship selection process including, but not limited to Resume Screening, PPTs, Tests, GDs, Interviews, etc.
e) The cell shall map students to student coordinators from the department. They are first point of contact in the Cell and would help throughout the process – answering all queries and managing the whole process.
f) The Student Coordinators in consultation with the department/school-level faculty shall carry out the task of resume verification at the start of the academic session.
g) Internship Cell shall make a sincere effort every year to bring in new companies in upcoming sectors to ensure better and more diverse opportunities for students., the Cell shall make their best efforts in reaching out to the organizations preferred by students.
h) The cell shall work towards connecting with the organization and signing MOUs with them on the behalf of HEI to establish long-term collaboration for providing internship.
i) The cell shall organize preparatory events throughout the year. Information regarding the sessions will be provided to the students via mail and other mediums. The Cell shall collate and share reference books, sample questions, mock test papers among students.
j) The cell shall facilitate the on boarding of students for Internships, through online or offline medium, in line with Organization's requirements.
k) The cell shall ensure protection of students in case of any offenses by the organizations. The Nodal Officer/TPO shall be the final arbiter on such matters.
l) Arranging experts for student's personality development, improve communication skills, vocabulary, prepare students for resume preparation & email writing, group discussion, interview skills, aptitude training & practice tests, technical report writing, presentation skills, foreign languages proficiency etc

6. Selection Mechanism:

1. Coordinators shall scrutinize applications and publish a list of eligible applicants.
2. If applications exceed available seats, selection shall be based on merit, determined by CGPA, percentage, or marks from the preceding semester.
3. Selected applicants shall receive email communication from the Coordinator, with the final list displayed on the University website.
4. Selected interns must confirm acceptance by email.
5. Interns must join the internship on the specified date; failing which, the next candidate on the waiting list shall be offered the position.
6. Interns must pay the prescribed fees to the University via Cash or Demand Draft.
7. Coordinators shall prepare and display time tables for the internship program.
8. In case of unforeseen absence of a Coordinator, alternate arrangements must be made to ensure continuity of the program.

7. Responsibilities of Interns:

1. Students shall apply using the prescribed format (Annexure-I) along with their CV (Annexure-II) and consent letter from the Head of Department (Annexure-III).
2. Upon selection, students shall submit a relieving letter from their Parent Institute (Annexure-IV).
3. Interns shall adhere to University rules and maintain campus decorum; failure to comply may result in termination and notification to the Parent Institute.
4. A minimum of 75% attendance is mandatory for certification.

5. Interns must maintain a Work Diary (Annexure-V).
6. Interns shall submit a completion report for evaluation.
7. Feedback must be provided upon program completion (Annexure-VIII

8. Role of Academic Supervisors:

1. Academic Supervisors (AS)shall evaluate interns weekly and review their Work Diaries.
2. The AS shall maintain an attendance register (Annexure-VI)signed by interns.
3. Evaluation reports (Annexure-VII)shall be completed and remarks provided.
4. Certificates shall bear the signatures of the A Sand the University Registrar.
5. Supervisors shall ensure necessary materials are available before program commencement.

9. Accommodation for External Students:

1. Accommodation may be provided up on request, subject to availability.
2. Hostel or alternate facilities shall be offered based on University-prescribed rates.
3. Mess facilities shall be available on a chargeable basis.

10. Evaluation of Interns:

1. Intern performance shall be assessed based on Annexure V, VI, and VII.
2. Interns shall submit a comprehensive report for evaluation.
3. Parent Institutes shall conduct additional evaluations (Annexure IX).

11. Distribution of Internship Fees:

1. The feed is tribution shall be as follows:
   - UniversityShare:25%
   - Chemicals,plasticware,etc.:50%
   - Faculty involved in the program: 25% (equally distributed if multiple faculty members are involved).

12. Statement of Objective and Reason:

The objective of the regulation is to prescribe norms, guidelines, and procedures for conducting internship programs for undergraduate and postgraduate students in University Departments, affiliated colleges, institutions, and laboratories. Internship program aligns with national and state-level policies, aiming to integrate practical learning experiences within academic programs and enhance the employability of students by fostering industry-academic collaboration.

The regulation supports the implementation of the National Credit Accumulation & Transfer Framework (NCrF) introduced by the UGC in April 2023, as part of the Government of India's initiative to facilitate seamless credit transfer and promote experiential learning. It is expedient to incorporate the directives issued by the Higher & Technical Education Department of the Government of Maharashtra, which emphasize internship development in higher education institutions. This regulation aligns with the University's strategic focus on bridging the gap between academic learning and industry requirements, as outlined in the National Education Policy 2020.

This regulation is intended to operationalize a robust framework for internships, ensuring their effective integration into the academic curriculum, in line with modern pedagogical and professional requirements.

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Annexure-I: Internship Application

Student Name:		
Name of the College/ Departments		
Address of college / Department		
Residence Address		
E-Mail ID		
Mobile No.		
Emergency contact number and e-mail id		
Aadhar		
PAN		
Overall GPA		
Mode of Internship		Online/Offline:
Internship Preferences		
Preference	Departments	Core Area
1		
2		
3		

I confirm that I agree with the terms, conditions, and requirements of the Internship Policy

Student Signature:

Date:

I confirm that the student has applied for the internship and has met all paperwork and process requirements to participate in the internship program.

Signature:
Head of Department

Date:

Annexure -II: Resume of student.

Name:

Contact Number and E-mail ID:

Education

College / Department Name: Year

Degree/Specialization: CGPA:

Internship/Work Experience

Organization Year

Project: Brief:

Academic Experience

Semester

Year

Project:

Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one-Use past-tense verbs to show what you have accomplished Quantity results as much as possible
- Use keywords that will catch are cruiter's eye Other.

Achievements and Personal Interests

- List other achievements also in reverse chronological order
- Leadership positions held outside of your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

Annexure-III: Consent Letter

<HEI Letter Head>

To,

.....

.....

Subject: Request for_____week's internship of Students pursuing < degree>

Dear Sir,

The HEI established in <year>, <HEI>, Maharashtra reflects the vision of leading industrialists and educationalists. Institute is accredited with '<>' grade by NAAC in ---------The HEI has been recognized about it's over all academic excellence and infrastructure.

In view of the above, I request your good self to allow our following (no. of students) students for Internship/Training/ Field work in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join after confirmation.

Sr. No.	Name	Roll no.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students in above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

Head of Department
<HEI Name and Date>

Annexure-IV: Relieving Letter of Student

<HEI Letter Head>

To,

.....

.....

Subject: Relieving letter of student.

Dear Sir/Madam,
Kindly refer your letter/e-mail dated ……..on the above cited subject. As permitted by your Good self the following students will undergo Internship in your esteemed organization under your sole guidance and direction

Sr. No.	Name	Roll no.	Year	Department

The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.
Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on dated ..... along with a copy of this letter.

Yours sincerely,

Head of Department
<HEI Name and Date>

Annexure-V: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learning's	Additional Remarks

Signature of Academic Supervisor

Annexure-VI: Student Feedback of Internship

(To be filled by Students after Internship completion)

Student Name: Date:_____

Academic Supervisor: _____Title:_____

Supervisor Email: ___Internship is: _Paid__Unpaid_____

Organization:_____

Internship Address:_____

Faculty Coordinator: _____Department: _____

Dates of Internship: From_____To _____

Give a brief description of your internship work (title and tasks for which you were responsible):
Was your internship experience related to your major area of study?

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making And problem-solving skills					
Expanded my knowledge about the work World prior to permanent employment					
Helped me develop my written And oral communication skills					
Provided a chance to use leadership skills(influence others, develop ideas With others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work Involved					
Made it possible for me to be more confident in new Situations					
Given me a chance to improve My inter personal skills					
Helped me learn to handle Responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't Know existed before					

Helped me develop new Interests and abilities					
Helped me clarify my career Goals					
Provided me with contacts which may lead to future Employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your Academic Supervisor served such a function? Why or why not?
- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your internship?
- What did you dislike about the internship?
- Considering your overall experience, how would you rate this internship? (Circle one). -Satisfactory/Good/Excellent
- Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

<Signature of Student>

<Name, Roll number, Date>

Annexure-VII: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

_____

_____

_____

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Internship	
Date of Completion of Internship	

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

- Attendance Sheet should remain affixed in Daily Intern Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as ‘A’ in Red Ink.

Name and Signature with date of Academic Supervisor _____

Annexure-VIII: Academic Supervisor Evaluation of Intern

<Organization Letter Head>

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable Manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational Skills				
Uses technical knowledge and Expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional Appearance				

Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):
(Needs improvement/Satisfactory/Good/ Excellent.

Additional comments, if any:

Signature of Academic supervisor_____

Coordinator

Annexure-IX: Performa for Evaluation of Internship by Parent Institute

<HEI Letter Head>

1. Name of Student_____
2. Mob. No. _____
3. Roll No. _____
4. Branch/Semester _____ _
5. Period of Training _____
6. Home Address with contact No. _____
7. Address of Training Site _____
8. Address of Training Providing Agency: _____
9. Name/Designation of Training In-charge_____
10. Type of work _____
11. Date of Evaluation _____
12. Please rate the following:

Sr. No.	Particular	Grade
1	Quality and effectiveness of presentation	
2	Depth of knowledge and demonstrated skills	
3	Variety and relevance of learning experience	
4	Practical applications and relationships with concepts taught	
5	Internship Report	
6	Attendance record, student log, supervisor evaluation	

Overall grade: _____

Additional Remarks:

Signature of Faculty Mentor

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