

# INTERNSHIP GUIDELINES FOR STUDENTS OF POST-GRADUATE PROGRAMMES



**Chaudhary Ranbir Singh University, Jind  
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## 1. Preamble

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, Chaudhary Ranbir Singh University, Jind framed a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach with an internship as an integral and essential component. A prime aspect of the internship is induction into actual work situations.

## 2. Objectives

An internship is gaining hand-on experience by an individual besides comprehending the way of working in an organization, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the intern as well as the internship providing organization. Following are the intended objectives of engaging post-graduate students in internships for employability and research 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 the outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop/classroom/lab/research lab learning with the workplace.
2. **Understanding of the world of work:** To provide post-graduate 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. **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, and its discovery, to learn, understand, and sharpen research acumen, familiarizing with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity, and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent, and intellectual property rights, and their application in solving research/complex/real-life problems.
5. **Exposure in 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 post-graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
9. **Stimulate collaborative influence:** To promote HEIs 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, integrity, and dignity of labour 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 Categories

The employability of post-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.

The internships can 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 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 job seekers and also increase their potential as job providers.

The internship programs build capabilities/aptitude/skills of our post-graduates/researchers/faculties for the development of projects and its execution, decision-making, confidence development, working/coordinating in a team, creative and critical thinking, and problem-solving, ethical values, professional development, understanding of government/local bodies work, reference of resource persons in the field, development of online/simulation-based module for a virtual research internship, understanding the nuances of building a deep-technology start-up, study certain entrepreneurs, study of the enterprises, farmers, artisans, etc.

### **3.2. Developing Research Aptitude**

Research aptitude refers to the attribute of inquiry/investigation, analysis, and interpretations in a scientific and objective method that facilitates to uncover facts and present an individual view point in an organized manner.

Research internship aims 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 would 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

Research Internship experience can be gained by working with faculty/scientists/mentors in HEIs, research institutions, Universities, Industrial research labs, nationally and internationally reputed organizations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individual persons distinguished in specific fields. The integration of research, innovation and technology development is the foundation of Atma-Nirbhar Bharat (Self-reliant India). Institutionalization of internships at post-graduate levels is expected to play a pivotal role in catalyzing the inter-disciplinary/multi-disciplinary/trans-disciplinary and translational research culture embedded in NEP-2020.

## **4. Ordinance**

In line with the spirit of NEP-2020, the internship has been integrated as a compulsory component in the Framework for PG Programmes implemented by Chaudhary Ranbir Singh University, Jind. The internship course is defined and implementation directions have been provided in the ordinance for Post-Graduate Programmes which are as follows:

### **4.1. Internship**

A course requiring students to participate in professional employment-related activity or work experience or co-operative education activity with an entity external to the educational institution/department normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal, and organized work situations.

The internship will involve working with local industry (Government or Private Organizations/Institutions), business establishments (micro, small, and medium), local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities), media organizations, social organizations, artists, craft persons, or a professional (individual/organization), etc. to provide the opportunities for students to actively engage in an on-site experiential learning.

Every student for the PG Programme shall be required to undergo 4-credit internship of 4-6 weeks duration before taking an exit or completing the degree programme.

- i. A student for the PG Programme shall be required to undergo an internship during vacation after the second-semester examination. And she/he has to apply fifteen days before the commencement of the second semester examinations if she /he opts to exit with Post-graduate Diploma in the subject, then it shall be obligatory to complete the internship after second-semester examination.

However, for those students who have taken lateral entry into the third semester and have completed internship of 4-6 weeks duration during the first year, the internship is not required after the fourth semester examination.

- ii. A student will inform and get approval from the Chairperson/Principal/Director of the DCI before going for an internship. The internship will involve working with local industry, business establishments, artists, craft persons, or a professional (individual/organization), NGO and Government or Private organizations/Institutions. Student will submit a copy of the report (a hard copy and a soft copy in PDF) to the Department/College/Institute within 15 days after the completion of internship. A student has to submit a certificate of attendance and work done report from the organization/professional where at the internship was done. The evaluation of the internship shall be done by an internal examiner mainly on the basis of the report and viva-voce. Marks will be awarded by the internal examiner out of 100 marks.

- iii. The internship will be governed by the prevailing rules of the University from time to time.

## **5. Management of Internship**

An internship provides learning experiences related to a student's interest or discipline of study. It also gives an opportunity to acquire new skills. The Department/College/Institute (DCI) will have an important role in exploring internship-providing organizations, making students aware, arranging internships, assessment of internships for their students by following the instructions in this policy document.

### **5.1. Incharge of Internship**

The concerned Chairperson/Principal/Director of the DCI will be the overall Incharge of the Internship. The Chairperson/Principal/Director will appoint a senior faculty member as Internship Coordinator.

### **5.2. Internship Coordinator**

Each DCI will have an Internship Coordinator who will be responsible for the overall management of internship course in post-graduate programmes. The Internship Coordinator will coordinate all the activities of Internship. She/he will ensure the timely notification of internship opportunities available for the internship through display of notifications on notice board/website of DCI. The Internship Coordinator will allocate the student(s) interested in internship to the respective Teachers Supervisor of different PG programmes in Department/College/Institute. She/he will ensure the timely evaluation of internship reports and submission of awards. The Internship Coordinator will ensure the proper maintenance of records in the Department pertaining to internship.

### **5.3. Teacher Supervisor**

The Teacher Supervisor will guide Counsel and facilitate the students during the process of exploring the interest area of internship and possible places for during the internship accordingly she/he will monitor and supervisor the student(s) during the internship period. The teacher supervisor will also keep the record of the consent of Internship Mentor and the organization, awards submitted by internship mentor and the report of the internship submitted by the student(s). She/he will also evaluate the internship report of the students allotted to her/him for rest of 50 of the score and shall submit the total awards of the internship course.

It is desirable that the teacher supervisor should conduct a short duration formal meeting either in online or offline mode, at least once during the internship with the internship mentor.

## **6. Internship Providing Organization**

The internship can be done by a student to get the opportunities for active engagement in experiential learning preferably in their respective discipline at an Internship Providing Organization (IPO) with the permission of the DCI. Internship Providing Organization is an organization, HEI, philanthropy, farmer, government organization, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, co-operatives, corporate providing an opportunity to the student for Internship during the programme.

Different categories and types of the internship providing organizations are mentioned below:

- Local industry;

- Government or Private Organizations/Institutions;
- Business establishments (micro, small and medium);
- Local governments (such as Municipal Corporations, Zila Parishads, BlockSmiti, Panchayats and Municipalities);
- Media organizations;
- Social organizations;
- Artists, craft persons, or a professional (individual/organization);
- Research laboratories;
- HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects;
- Placement cell;
- Alumni;
- Libraries;
- Organizations working for adult education;
- Community service;
- Organization/enterprise/start-ups/corporate;
- Farmlands;
- Gig workers;
- Non-government organizations (NGOs);
- Research & development organizations, and
- Educational institutions

Training/Skill Development Certificate courses/ programmes from Govt./Govt. approved agencies/bodies, of equal duration i.e., minimum 4-6 weeks will also be considered as internship courses. The level of internship course should be at par with level 6.0-7.0 as per NHEQF of PG courses. Students can also choose multiple micro credential courses to make up to four or more credit of level 6.0-7.0. The credits of micro credential/skills based/employability courses can be used as credit to internship.

Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.

The internship cell will explore the possible internship positions in different areas in different organizations and make the students aware about the same through regular notifications, mentor-mentee meetings, counseling sessions, and other such programmes organized at their DCI. Local organizations should be given preference for doing the internship. Students should be encouraged to choose the organization for doing the internship and to seek the consent from that organization.

A suggestive list of possible areas of internship and the organizations are given in the **Appendix-I**. This list is not exhaustive but indicative. The different areas and internship providing organizations can be included at the level of DCI according to requirements and opportunities at the local level.

The students can also be generated internship projects based on their own contacts. Students can choose industry mentor from HEIs/research organizations/ industrial R & D labs/ Universities/ other national reputed institutions/ organizations/ industries/ emergency professionals/ NGO/ local government officials/ outside India experts working at the international level / social networking sites (e.g. LinkedIn).

A DCI can also explore the internship courses on their own from the following web site/ portal and check the possible job role across sectors for exploring the internship areas where internship are offered by many reputed organization:-

1. National Qualification Register (<https://nqr.gov.in/>);
2. Skill India Digital Hub (SIDH)- Upskilling, reskilling, career growth and lifelong learning ([http://www.skillindiadigital.gov.in/sector/list?for courses=true](http://www.skillindiadigital.gov.in/sector/list?for_courses=true))
3. Internshala (<http://internshala.com>)
4. Swayamplus (<http://swayam-plus.swayam2.ac.in>)
5. National Skill development Councils (<http://nsdcindia.org>> sector-skill-councils)
6. Letsintern (<http://letsintern.in>)
7. Killer Launch
8. Hellointern, etc.

Chairperson/Principal/Director of a DCI shall be competent for allocation of internships to its students.

As a next step, the internship cell will invite applications for internships from the students in the prescribed format (**Appendix-II**) during the second semester.

## **7. Internship Mentor**

The Internship Mentor is an individual professional or owner or an employee working in an internship providing organization where a student wants to do the internship. The internship providing organization can be chosen by the student oneself through her/his own sources/network with the permission of DCI or as allocated by the DCI. The internship Incharge/coordinator will provide the recommendation letter (**Appendix-III**) in the name of internship providing organization to the student. The Internship Mentor will provide guidance to the students online/offline throughout the internship duration (4-6 weeks).

The Internship Mentor will validate the participation and performance of the student(s) after the completion of the internship and will issue the completion certificate. The internship Mentor will evaluate the student on the basis of attendance, punctuality, learning, meeting objectives, and timeline and will award marks out of 50 in the completion certificate.

## **8. Credits, Duration and Level of Internship**

Every student for the PG Programme is required to undergo internship as a course of 4 credits of 4-6 weeks duration (120 hours) before taking an exit or completing the degree programme. A student for the PG Programme shall be required to undergo internship during vacation after the second semester examination.

If she/he opts to exit with Postgraduate Diploma in the subject, then it shall be obligatory to complete the internship before exit.

The level of internship courses should be at par the level 6.0-7.0 as per NHEQF of PG courses. Focus of internship courses should be on (i) Innovation, (ii) Critical Thinking, (iii) Analysis, (iv) Problem Solving Approach, (v) Suggestive Solutions, (vi) Application and implementation, etc.

## **9. Internship Procedure**

1. The internship Coordinator of the DCI will notify a list of different internship areas, internship providing organizations, internship positions, internship projects arranged by the DCI or where a student can apply for on its notice boards at the onset of even semester. That list can be either in the form of **Appendix-I** or as drawn by the DCI.
2. The student shall apply for internship in response to the notice of the internship coordinator in the prescribed format (**Appendix-II**). It is the responsibility of the student to apply for the internship well in time.

3. The Internship Coordinator will allocate the received applications of internships to the Teacher Supervisors of different PG programmes in the DCI.
4. The Internship Coordinator will provide there commendation letter(**Appendix-III**) in the name of the internship-providing organization to the student.
5. The student will contact internship providing organization/Internship Mentor to get the consent for guiding internship (**Appendix-IV**) and shall submit the same to internship supervisor along with the tentative schedule of the internship.
6. The student will move for internship with the intimation to the Teacher Supervisor.
7. After completion of the internship, the student(s) will submit the internship report(including- introduction about the organization, objectives of the internship, details of the workdone, observations and learning outcomes/experiences, other forms of presentation, if any) within 15 days of the completion of internship to the Teacher Supervisor at the DCI. An indicative format of the internship report is given in the **Appendix -V**.
8. The student will collect the completion certificate duly signed by the Internship Mentor (**Appendix-VI**) and shall submit the same along with internship report to the Teacher Supervisor. Internship report without completion certificate shall not be entertained.
9. The student has to maintain the day wise dairy dully signed by the internship mentor as per format (**Appendix-VII**).

## **10. Internship Evaluation**

The evaluation of the internship shall be done by the Internship Mentor of IPO and Teacher Supervisor of the DCI separately and of 50 marks each.

- (i) Internship Mentor will evaluate the student on the basis of regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives. The internship mentor will give the awards at the completion of internship in the given format of **Appendix-VI**.
- (ii) The Teacher supervisor will evaluate the intern for 50 marks based on internship report and viva-voce within 15 days after the submission of the internship report. The internship report will be evaluated in terms of its contents and presentation in the context of relevant sections of the internship report as per format given in **Appendix-V**.

- (iii) Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

A student has to obtain minimum 40%marks (Grade‘P’) each in the evaluation by Internship Mentor and Teacher Supervisor.

The Teacher Supervisor will submit the cumulative awards and records (**Annexure-VIII**) to the Internship Coordinator of respective PG programmes in DCI for onward submission on the university portal within the stimulated time period of 15 days after the submission of the internship report as state above.

A candidate who could not complete or has failed in internship evaluation by the Internship Mentor, then s/he will get one more chance to repeat that part of internship during vacations/holidays. If a candidate gets failed in the evaluation of the Internship report, then she/he will submit the Internship report again and that revised report will be assessed again but the candidate need not to repeat the internship in that case.

## Appendix-I

### List of Internship Providing Organizations

Sr. No.	Type of Internship	Organizations/ Establishments
1.	Financial Analysis and Reporting	Companies/business organizations (Manufacturing/ Trading)
2.	Accounting Software Proficiency	Accounts Service providers/Banks (Commercial and Cooperative)/ CA
3.	Data Analysis and Visualization	Banks (Commercial/Cooperatives) Advertising Agencies/ Insurance Companies Stock Investment Companies/ Agencies/ CA
4.	Tax Preparation and Compliance	Reputed CA, Account service providers, Income tax service providers/advocates/ CA
5.	Financial Planning and Wealth Management	Financial advisors/ companies/ CA
6.	Business Process Improvement	Financial Advisor/Companies, retail stores, retail estate Companies, trade associations, certified accounting agencies.
7.	Communication and presentation skill	Companies/business organizations (manufacturing trading)/ bank (commercial and cooperative)/ Advertising Agencies/ Insurance Companies/ Stock Investment Companies/ Agencies/ NGOs/Retail Stores/Real Estate Companies/Trade Associations
8.	Project Management	Companies/Business Organizations (Manufacturing/trading)/ Banks (Commercial/Cooperative s)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations
9.	Compliance and Regulatory Affairs	CA ,Account service providers, Income tax service providers/advocates

<b>10.</b>	Financial Reporting and Analysis	Financial advisors/Companies
<b>11.</b>	Marketing and Market Research	Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations
<b>12.</b>	Sales and Business Development	Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations
<b>13.</b>	Human Resources Management	Companies/ Business Organizations (Manufacturing/trading)/ Banks (Commercial/Cooperatives)/Advertising Agencies /Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies
<b>14</b>	Operations and Supply Chain Management	Companies/Business Organizations(Manufacturing/trading)/Retail Stores/Real Estate Companies/Trade Associations
<b>15.</b>	Entrepreneurship and Small Business Management	Companies/Business Organizations (Manufacturing/trading)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/ Real Estate Companies/ Trade Associations/ Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management Agencies
<b>16.</b>	Customer Service and Relationship Management	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/ Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies.
<b>17.</b>	Strategic Planning and Consulting	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants /Caterers and Event management agencies.

18.	Tourism agencies and tour operators	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies
19.	Hospitality industry	Home stays/Hotels/resorts /restaurants/guest houses/hostels
20.	Destination management organizations (DMOs)	Tour and Travel Agencies
21.	Event management	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies
22.	Ecotourism and sustainable tourism initiatives	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies/Wildlife Sanctuaries/Resorts/Bird Sanctuaries/Forest Institutes/National Parks/ Home stays
23.	Travel management	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies
24.	Bee Keeping	DCI will sign MoUs or students on their contacts/ Bee farming organizations
25.	Fish Farming	DCI will sign MoUs or students on their contacts/ Fish Farming organisations
26.	Poultry Farming	Poultry Farming Units
27.	Agricultural Farming	Krishi Vigyan Kendra CCS Haryana Agricultural University , Hisar situated at Pandu Pindara and other locations.
28.	Vegetable Farming	Centre of Excellence for Vegetables, Gharaunda (Karnal)/ Progressive farmers.
29.	Fruit Farming	Progressive farmers/Village Panchayats
30.	Poly house farming	Progressive farmers/Village Panchayats
31.	Floriculture	Progressive farmers/KVKs/Village Panchayats
32.	Mushroom Culture	Progressive farmers/Village Panchayats
33.	Nurseries	Established Nurseries
34.	Dairy Farming	Panchayats/ Dairies/Milk Plants/ Reg. Gaushala
35.	Health Care Services	Hospitals/ Pathological Laboratories/X-ray and Scanning Centers/Physiotherapy Centers/Nature Cure Centers

36.	Processing of agricultural products, Food Processing and Packaging	Rice Shellers/ Sugar Mills/Oil Plants
37.	Storage of agricultural products	Warehouses/Rice Shellers/Silos
38.	Catering	Reputed Hotels/caterers/.
39.	Astrology	Reputed Institutes
40.	Travel and Tourism	Travels agencies
41.	Salesmanship	At various Organized Retail Outlets-Whole sale outlets
42.	Hotel & Hospitality Business	At various reputed Hotels and Banquet Halls
43.	Fine Arts	Reputed artists/Professional artists/Department of Fine Arts, CRSU, Jind/ Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak, Haryana - 124001
44.	Printing & Publishing Business	Reputed Printing & Publishing Houses
45.	Dairy Farming	Reputed Dairy Farming Units
46.	Performing Art	Reputed Performing Arts Academies/ Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak, Haryana - 124001
47.	Karamkand & Purohitya	Gurukuls/ Sanskrit colleges/ Universities
48.	Study of self-help groups	Gram Panchayats/ Women Groups/ Anganwadi Centers/ District Rural Development Agency(DRDA)
49.	Study the health status of women and children in rural areas	Gram Panchayats/ Women Groups/Anganwadi Centers/Primary Health Centers
50.	Study of Anganwadi centers in a community	Women Groups/Anganwadi Centers/ Primary health centers
51.	Study the Panchayati raj institutions in rural community	Gram Panchayats/ Women Groups/ Anganwadi Centers/ Mahila Mandals
52.	Study the Functioning of district red cross society	District Red Cross Societies at district levels
53.	Study of old age homes	Government and Private Old Age Homes

54.	Study the use of renewable energy sources at village	Gram Panchayats/ Department of Renewable Energy/ Development Agency/ DRDA
55.	Study the solid and liquid waste management practices	Gram Panchayats/ Department of Renewable Energy Development Agency/ DRDA
56.	Study the Rejuvenation of ponds in villages	Gram Panchayats/ Ponds and Waste water management authority
57.	Study the New India Literacy Programme	Schools/ Community Centers/ Panchayats/ NGOs working for education
58.	Study the utilization of schemes available for farmers	Gram Panchayats/ DRDA
59.	Study of working women hostels	Women and Child development department
60.	Study the Problems of women agriculture labourers	Village Panchayats
61.	Study of the Pradhan Mantri Kaushal Vikas Yojana(PMKVY)	Unemployed youths at Municipal wards and Village Panchayats levels
62.	Study of the Ayushman Bharat Yojana/ Pradhan Mantri Jan Aarogya Yojana (PM-JAY)	Municipal wards/ Village Panchayats/ Municipal Corporation/ Council
63.	Study of the Pradhan Mantri Suraksha Bima Yojana (PMSBY)	Municipal wards/ Village Panchayats/ Insurance Companies
64.	Study of the Pradhan Mantri Ujjwala Yojana (PMUY)	Women from Below Poverty Line (BPL) house holds at Municipal wards/ Village Panchayats levels
65.	Study of the Pradhan Mantri Mudra Yojana (PMMY)	Micro and small enterprises (MSEs) engaged in manufacturing, trading, and services sectors
66.	Study the Krishi Udaan Yojana	Farmers and agricultural producers/ Agricultura cooperatives/ farmer producer organizations (FPOs)/ Village Panchayats
67.	Study the Atal Pension Yojana (APY)	Workers in the unorganized sector such as maids, drivers, gardeners, artisans, and small shopkeepers including Self-employed individuals
68.	Study the Pradhan Mantri Jan Dhan Yojana (PMJDY)	Municipal wards/ Village Panchayats
69.	Study the Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)	Pension Department
70.	Study the Pradhan Mantri Kisan Samman Nidhi (PM-Kisan)	Village Panchayats/ DRDA
71.	Study the National Means-cum-Merit Scholarship Scheme (NMMSS)	Government, localbody, and government-aided schools/ Dept. of Social Welfare

72.	Study the Krishi Bima Yojana	Village Panchayats/ DRDA
73.	Study the Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	Village Panchayats/ DRDA
74.	Study the Khadi and Gramodyog Vikas Yojana( KGVY)	Khadi institutions/ Cooperatives/ Artisans/ Weavers/ Craftsmen/ Self-help groups (SHGs)/ micro, small, and medium enterprises (MSMEs) engaged in Khadi production and marketing.
75.	Study the Mukhya Mantri Jan Arogya Yojana	BPL families , Antyodaya Anna Yojana (AAY) households, and those identified under the Socio-Economic Caste Census (SECC)
76.	Study the Mukhya Mantri Antyodaya Anna Yojana	Antyodaya Anna Yojana (AAY) households
77.	Study the Mukhya Mantri Kisan Kalyan Yojana	Small and marginal farmers at Village Panchayat level
78.	Study the Mukhya Mantri Yuva Swavlamban Yojana (MMYSY)	Youth who are seeking skill development training and employment opportunities/ Incubation Centre/ MSME unit working under this scheme
79.	Study the Mukhya Mantri Krishi Vikas Yojana	Village Panchayats/ DRDA
80.	Study the Mukhya Mantri Parivar Samridhi Yojana (MMPSY)	Municipal wards/ Village Panchayats
81.	Study the Saksham Yuva Yojana	Unemployed youths staying in Municipal wards/ Village Panchayats/ Dept. of Employment
82.	Study the Beti Bachao, Beti Padhao Yojana	Gram Panchayats/ Women Groups/ Anganwadi Centers/ Mahila Mandals/ NGOs
83.	Study the Haryana Swarna Jayanti Employment Generation Program (HYSJEGP)	Youths staying in Municipal wards/ Village Panchayats/ Dept. of Employment
84.	Study the Mukhya Mantri Parivar Samman Yojana	BPL and economic weaker sections (EWS) families staying in Municipal wards/ Village Panchayats
85.	Study the Use of technology in agriculture practices	Village Panchayats/ DRDA/ HAMETI
86.	Play grounds	Out door and Indoor stadiums, Sports Authority of India centers, sports clubs
87.	Water sports	Registered swimming pools
88.	Sports management	Outdoor and Indoor stadiums, Sports Authority of India centers, sports clubs Sports department of colleges and universities

<b>89.</b>	Programming	Startups/ software Development Companies
<b>90.</b>	Web Designing	Web content-based companies
<b>91.</b>	Language Support	Local companies and institutes
<b>92.</b>	Hardware based Support	Hartron/ HKCL/ NIELTI
<b>93.</b>	Testing	Testing organizations like C-Dot, HP etc.
<b>94.</b>	Machine Learning	Core sera
<b>95.</b>	AI based	AI based organizations and Institutes
<b>96.</b>	Smart Home/ Classroom	Startups and sense or abed organizations, HP, LG, Wipro, Samsung etc.
<b>97.</b>	IoT based	LG, Wipro, HP, Samsung, Apple, MS, Cisco
<b>98.</b>	Cloud based	Azure, MS, Google Cloud,
<b>99.</b>	Data Science	Learning institutes, Core sera
<b>100.</b>	Data mining	MNCs/ organizations working in disciplines
<b>101.</b>	Networking	CISCO, Novell
<b>102.</b>	Programming in python	Dept. of Computer Science and applications, CRSU, Jind
<b>103.</b>	Machine Learning	Dept. of Computer Science and applications, CRSU, Jind
<b>104.</b>	Skill Development Program In Industrial Biotechnology	Dept. of Biotechnology , CRSU, Jind
<b>105.</b>	Skill development program In the area of Bio fertilizer Technology	Dept. of Chemistry, CRSU, Jind
<b>106.</b>	Communication Skills	Dept. of English/Hindi, CRSU, Jind
<b>107.</b>	Disaster Management	Indian Administration, Political Institutions, State Administration, NGO's, etc.
<b>108.</b>	Geology, Hydrology, GIS & Remote Sensing, Coal &	GSI, ONGC, WIHG, State Geology Boards, NIH, IIT Roorkee, IIT Delhi, NIT's BSIP, CGWB, etc.

	Petroleum Geology, Geochemistry etc.	
<b>109.</b>	Biotechnology and diverse field of life Sciences	State and central Universities, Govt. recognized Research Institutes
<b>110.</b>	Theoretical/ Experimental/ Computational Physics; Applied Physics Areas like Electronics, Astrophysics, Biophysics, Instrumentation, Space Physics, Atmospheric Physics, and Environmental Sciences etc; Employability Skill areas like Data Science, Machine Learning, Artificial Intelligence, coding etc.	Govt. recognized Universities/ Deemed Universities/ Institutes/ Research Institutes; Industries related to the identified areas of internship; E-Platforms/ Technology/ Companies related to the identified areas of internship.

Training/ skill/ certificate courses from Govt./Govt. approved agencies, of equal duration i.e., 4-6 weeks or more will also be considered as internship courses. Some of the agencies offering such courses are listed asunder:

- Pradhan Mantri Kaushal Vikas Yojna (PMKVY)
- National Skill Development Corporation (NSDC)
- National Skill Development Agency (NSDA)
- National Council for Vocational Education and Training (NCVET)
- Airport Authority of India (AAI)
- Bureau of Indian Standards

Internships offered through central/state govt. portals for apprenticeship/skill development training/internship shall also be considered equivalent to internship courses.

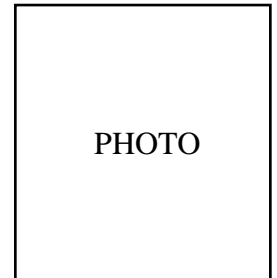
Internship awards in such cases, where a student undergoes an approved Training/skill development/ certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

In case the concerned online Internship providing Organization has not mentioned the awards as marks in the certificate, then internship supervisor from HEI will conduct an evaluation as viva-voce/quiz/report to grant awards as marks out of 100.

## Appendix-II

### Application for Internship Programme

1. Name of Student:
2. Fathers Name:
3. Class/Semester:
4. Programme of Admission:
5. Session:
6. College Roll No:
7. University Roll No:
8. Students Id:
9. Mobile No:
10. Email Id:
11. Address:
12. Period of Internship (Months and session):
13. Internship Preferences:



	Core-Area	Organization	Location
(i)			
(ii)			
(iii)			
(iv)			

Internship Coordinator

Signature of the Student

Name of Teacher Supervisor

### Appendix-III

#### Recommendation Letter from Institute to Internship Providing Organization

To

-----  
.....  
.....

**Subject: Request for 04/06 Weeks Internship of Post-graduate Students of CRSU, Jind.**

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all post-graduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline

Kindly accord our permission and convey your consent in the format of Annexure-IV at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

With warm regards

Yours sincerely

Internship Incharge/Coordinator

**Appendix-IV**

**Consent of Internship Mentor**

I (Name).....having designation.....in the organization.....

Here by extend my consent to allow the student ..... of Class .....Roll No.....of Department/College/Institute/ to do the internship.....in this organization during the period..... Mr./Ms./Mrs. .... or myself will act as an Internship Mentor.

Signature

Name:

Designation:

Address:

Email:

Seal of the Organization

## **Appendix-V**

### **Format of Internship Report**

#### **A. Report of Internship for Enhancing the Employability Points to be covered:**

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Index of Contents
- v. About the Organization
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Student Day Diary
- xi. Attachments(if necessary)

**Cover Page:** This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Chaudhary Ranbir Singh University, Jind should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

<p style="text-align: center;"><b>INTERNSHIP</b></p> <p style="text-align: center;"><b>REPORTON</b></p> <p style="text-align: center;"><b>(Title of the Internship Program Report in CAPITAL LETTERS)</b></p> <p style="text-align: center;"><b>By</b> <b>Name of the Student</b></p> <p style="text-align: center;"><b>Roll No</b></p> <p style="text-align: center;"><b>University Logo</b></p> <p style="text-align: center;"><b>Name of Department/College/Institute</b> <b>Chaudhary Ranbir Singh University,</b> <b>Jind</b></p> <p style="text-align: center;"><b>Year of submission</b></p>
---

**Certificate:** This is the undertaking by the student regarding originality of the report. For example:

<b>Certificate</b>	
<p>“Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Post-graduate Programme of Chaudhary Ranbir Singh University, Jind”.</p>	
Date	Signature of the student
<p>Countersigned</p> <p>(Teacher Supervisor)</p>	

**Acknowledgments:** There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the DCI
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

**Index of Contents:** The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of the Table of Contents is produced below.

#### TABLE OF CONTENTS

Certificate	
Acknowledgments	
About the organization	1
Objectives of Internship	4
Details of Work done	6
Learning Experiences	11
Learning outcomes	14
Conclusion/Summary	16
Student Day Diary	18
Attachments(if any)	

B.Report of Internship for Developing Research Aptitude Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Table of Contents
- v. Introduction
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Student Day Diary
- xi. Attachments(if necessary)

**Cover Page:** This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Chaudhary Ranbir Singh University, Jind should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

<p style="text-align: center;"><b>INTERNSHIP</b></p> <p style="text-align: center;"><b>REPORTON</b></p> <p style="text-align: center;"><b>(Title of the Internship Program Report in CAPITAL LETTERS)</b></p> <p style="text-align: center;"><b>By</b> <b>Name of the Student</b></p> <p style="text-align: center;"><b>Roll No</b></p> <p style="text-align: center;"><b>University Logo</b></p> <p>Name of Department/College/Institute Chaudhary Ranbir Singh University, Jind</p> <p style="text-align: center;"><b>Date of submission</b></p>
--

**Certificate:** This is the undertaking by the student regarding originality of the report. For example:

<b>Certificate</b>	
“Certified that this internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Post-graduate Programme of Chaudhary Ranbir Singh University, Jind”.	
Date	Signature of the student
Countersigned	
(Teacher Supervisor)	

**Acknowledgments:** There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the DCI
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Teacher Supervisor
- Others

**Index of Contents:** The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of a Table of Contents is produced below.

<b>TABLE OF CONTENTS</b>	
Certificate Acknowledgments	
About the organization	1
Objectives of Internship	4
Details of Work done	6
Learning Experience	11
Learning out comes	14
Conclusion/Summary	16
Student Day Diary	18
Attachments (if any)	

**Appendix-VI**

**Internship Completion Certificate**

It is certified that Mr./Ms./Mrs..... S/D/O.....  
.....Class.....Roll. No.....of Department/College/Institute  
.....carried out his/her internship from.....to.....

In this organization.....

On the bases of his/her regularity, punctuality, interest shown towards learning skills ,dignity of labour, team participation, work experience and meeting internship objectives, a score of .....marks out of50 marks is awarded.

Remarks, if any.....

Date:

Signature of Mentor

Name of Mentor

Designation:

Address:

Email:

Seal of the Organization

**Appendix-VII**

**Format for students' Day Diary**

<b>Day</b>	<b>Day</b>	<b>Detail of Learning Activity</b>	<b>Signature Internship Mentor</b>
1			
2			
3			
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