

**AMAR SINGH COLLEGE**  
**Cluster University Srinagar**  
**Gogji Bagh, Srinagar, J&K**

**INTERNSHIP/RESEARCH INTERNSHIP**  
**HANDBOOK**

**FOR**

***Undergraduate Students of NEP Batch 2022***

**Research and Development Cell**

عَلَّمَ الْإِنْسَانَ مَا لَمْ يَعْلَمُ

***Prepared by:***

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**AMAR SINGH COLLEGE**

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## **Principal, Amar Singh College Srinagar**

### **Message for Students Regarding Internships**

As per the National Education Policy (NEP), 2020, it is essential for students to engage in holistic learning that goes beyond traditional classroom education. This approach aims to enhance employability and provide practical experience that aligns with real-world industry and academic needs.

The NEP emphasizes the importance of internships for students at Higher Education Institutions (HEIs). These internships will allow students to gain hands-on experience through placements with local industries, businesses, or research institutions. They will also have opportunities to work with faculty members or researchers either at their own institution or other HEIs and research centers.

Internships are structured, short-term programs designed around specific tasks or projects with clear timeframes. They not only help in building essential skills but also play a significant role in the development of your career. Participating in internships will equip you with critical knowledge and expertise in your field of study and help you create a strong foundation for your future professional growth.

I encourage all students to take full advantage of the internship programme and make the most of the opportunities it offers to further their academic and career aspirations.

**Principal**  
**Amar Singh College, Srinagar**

## **Research and Development Cell for Internships**

### **Message from the Research and Development (R&D) Cell**

As part of our commitment to enhancing the academic and career prospects of students, the **Research and Development (R&D) Cell for Internships** at Amar Singh College has been established to oversee and manage the internship program. The R&D Cell plays an advisory role in ensuring that students gain practical, hands-on experience through internships, bridging the gap between academic learning and real-world applications.

To streamline the coordination of internships, each **Head of Department**, as a member of the R&D Cell, will be responsible for registering students, assigning internship supervisors, identifying suitable mentors, and ensuring that the internships align with the academic objectives. The Research and Development (R&D) Cell will also serve as the primary point of contact for both students and faculty regarding any queries or concerns related to the internship program.

We encourage all students to take full advantage of this valuable opportunity, which will not only enhance their academic learning but also provide them with essential skills for their future careers. The R&D Cell is dedicated to guiding and supporting you throughout this enriching experience.

**Dr. Helal Ahmad Lone**

**Nodal Officer/Coordinator**

**Dr. Zubair Nazeer**

**Co-coordinator**

## **Objectives of the Internship Programme for Students**

### **1. Integrating Learning with Work**

Align academic knowledge with real-world experience through internships in diverse sectors like industry, startups, NGOs, and research institutions.

### **2. Understanding the Work Environment**

Expose students to the professional world, helping them understand workplace culture and align their expectations with real job demands.

### **3. Hybrid Learning Approach**

Combine physical and digital learning experiences, allowing students to gain practical experience while learning from mentors and experts.

### **4. Building Research Skills**

Develop research capabilities by introducing students to research methods, data analysis, and ethical practices, helping them solve real-life problems.

### **5. Exposure to Emerging Technologies**

Provide hands-on experience with new technologies and automation, enhancing work processes in traditional fields like agriculture and crafts.

### **6. Fostering Entrepreneurship**

Encourage entrepreneurial thinking by showing students how businesses and startups operate, motivating them to create their own ventures.

### **7. Developing Decision-Making and Teamwork**

Strengthen problem-solving, decision-making, and teamwork skills, essential for academic, professional, and research success.

### **8. Building Social Responsibility**

Cultivate social awareness and a sense of responsibility towards contributing positively to society and community development.

### **9. Encouraging Collaborative Opportunities**

Promote partnerships between industries and academic institutions, creating collaborative internships and research opportunities.

### **10. Enhancing Professional Competency**

Focus on professionalism, ethics, and integrity, preparing students for success in the job market by practicing these core values.

## **Internship Categories/Verticals**

Internships play a crucial role in enhancing employability and developing research aptitude among undergraduate students. They provide valuable hands-on experience, helping students bridge the gap between academic learning and real-world application.

**Undergraduate internships are divided into two types/verticals and students can opt one of the two internships:**

### **1. Internship for Enhancing Employability**

Many graduates face challenges when entering the workforce due to a lack of practical skills, experience, and professional knowledge. Internship programmes focused on enhancing employability aim to equip students with the following skills and competencies:

- Developing project execution and decision-making skills
- Building confidence and teamwork abilities
- Fostering critical thinking and creativity
- Understanding professional ethics and workplace values
- Gaining exposure to industries, government bodies, and entrepreneurship

<b>Internship</b>	<b>Schedule</b>	<b>Duration</b>	<b>Credits</b>	<b>Marks</b>
<b>Summer/Winter</b>	<b>5th Semester</b>	<b>60 Hours</b>	<b>02</b>	<b>50</b>

### **2. Internship for Developing Research Aptitude**

Research aptitude refers to the ability to inquire, analyze, and interpret information using scientific and objective methods. Research internships are designed to provide students with hands-on experience in using research tools, techniques, and methodologies. Through these internships, students will learn:

- Ideation and conceptualization of research questions
- Handling research tools and equipment
- Experimentation and data collection
- Report preparation and presentation

Research internships offer students the opportunity to work with mentors in higher education institutions, research labs and universities. This can be intra institutional or inter-institutional

<b>Research Internship</b>	<b>Schedule</b>	<b>Duration</b>	<b>Credits</b>	<b>Marks</b>
<b>Summer/Winter</b>	<b>5th Semester</b>	<b>60 Hours</b>	<b>02</b>	<b>50</b>

# **Key Stakeholders in the Internship/Research Internship Programme**

## **Students**

- Students must opt for either a 2-credit internship or a research internship as per university guidelines.
- They are responsible for fulfilling the requirements of their chosen internship, completing tasks, and submitting necessary reports for evaluation.

## **Head of Department (HOD)**

- The HOD is responsible for managing the internship and research internship programme from start to finish.
- Duties include registration, coordination with internship supervisors and mentors, nodal officers and overseeing the evaluation process.
- The HOD ensures that the internships align with academic goals and that students gain relevant practical or research experience.

## **Internship Providing Organisation (IPO)**

The Internship Providing Organisation (IPO) is any entity that offers students the opportunity to undertake an internship. This includes colleges, universities, government bodies, research and development (R&D) institutions, enterprises, NGOs, farmers, artisans, cooperatives, corporates, and other organizations or individuals of eminence.

- IPOs work with the concerned HOD/Nodal Officer to facilitate the internship process, including registration, issuing identity cards, and providing access to necessary resources such as library cards, lab access, equipment, and other relevant facilities.
- The IPO provides a mentor who is responsible for providing regular guidance to the student, helping them gain exposure to both research and employability skills, and ensuring the student benefits from the real-world work environment.

## **Internship Supervisor**

The Internship Supervisor is responsible for overseeing and evaluating the student's progress during the internship. The supervisor ensures that the student meets the academic and professional expectations outlined for the internship.

### Key Responsibilities of Internship Supervisor:

- **Nomination and Monitoring:** The Internship Supervisor will be nominated at the beginning of the internship programme. They will monitor the student's attendance and ensure regularity at the workplace.
- **Completion Certificate:** At the end of the internship, the supervisor will ensure the issuance of completion certificates for the intern.
- **Project Evaluation:** The supervisor will assess the intern's performance based on the project report, the innovativeness of the work, presentations, and overall attendance.

### **Role of Mentor**

A mentor is a professional or expert identified by the college/university or the student, who provides guidance during the internship. The mentor helps by offering research or professional insights, networking opportunities, and ensuring the student's learning progress.

- Mentors would evaluate the student's performance regularly and issue a completion certificate or report after the internship.
- They are responsible for guiding the student either digitally or physically throughout the internship.
- Mentors ensure the development of competencies and research skills during the internship.



## Process and Evaluation of Internship (On-the-Job Training)

### Step Instructions

#### 1. Before Internship:

- **Register for the internship** through the respective department or portal.
- **Choose your preferred sector:** Industry, NGO, rural engagement, etc.
- **Allotment of a Mentor** at the Internship Providing Organisation (IPO) and **an Internship Supervisor** at the department level within the College.
- **Receive approval and assignments** from the Internship Supervisor and Mentor, with final verification by the Head of the Department.

#### 2. During Internship:

- Maintain **regular attendance** and report progress to your Mentor.
- Focus on acquiring **practical skills** and completing assigned tasks.

#### 3. After Internship:

- Submit:
  - **Internship Report** outlining your work.
  - **Attendance Sheet** signed by your Mentor and Supervisor.
  - **Completion Certificate** from the organization and **the HOD.**

#### 4. Evaluation Components:

Evaluation Stage	Evaluator	Marks	Criteria
Mentor Evaluation	Internship Mentor	35	- Skills acquired. (15 Marks) -Originality and Innovative contributions. (15 Marks) - Attendance. (5 Marks)
Supervisor Evaluation	Internship Supervisor in presence of the Concerned HOD	15	-Internship report.(5 Marks) -Presentation. (5 marks) -Viva-voce (5 marks)
Total		50	

## Process and Evaluation of Research Internship

### Step Instructions

#### 1. Before Internship:

- **Register for the internship** through the respective department or portal.
- **Allotment of an Internship Supervisor** at the department level within the College for the Research Internship.
- **Choose your research area and research topic** in consultation with the Internship Supervisor.
- **Receive approval for the research project** from the Internship Supervisor, with final verification by the Head of the Department.

#### 2. During Internship:

- Maintain **regular attendance** and report progress to your Mentor.
- Focus on acquiring **practical skills** and completing assigned tasks.

#### 3. After Internship:

- Submit:
  - **Internship Project Report** outlining your work.
  - **Attendance Sheet** signed by the Internship Supervisor, Mentor, and the Head of the Department.
  - **Completion Certificate** from the Department.

#### 4. Evaluation Components:

Evaluation Stage	Evaluator	Marks	Criteria
Research Project	Internship Supervisor allotted by the Department	35	-Knowledge of research methodology (10 Marks) -Quality of Research outcomes (15 Marks) - Research skills (10 Marks)
Seminar Presentation	Internship Supervisor and the Concerned HOD	15	-Seminar Presentation to defend work; methodology and findings (10 Marks) -Attendance (5 marks)
Total		50	

## **Feedback on Internship/Research Internship**

### **To be filled by the student:**

1. Name of Student:
2. Department:
3. Roll Number:
4. Organization Name:
5. Internship Duration:
6. Key Skills Learned:
7. Challenges Faced:
8. Suggestions for Improvement:
9. Overall Experience Rating:
  - Excellent / Good / Average / Poor

### **To be filled by the Mentor:**

1. Name of Mentor:
2. Performance Rating of Student (Out of 10):
3. Additional Remarks:

### **To be filled by the Internship Supervisor:**

4. Name of Supervisor:
5. Performance Rating of Student (Out of 10):
6. Additional Remarks:

# **Report and Submission Guidelines**

## **1. General Formatting Guidelines**

The following format should be followed for all internship reports and research projects:

- Page Size: A4
- Font:
  - Title and Headings: Times New Roman, Bold, 14 pt
  - Body Text: Times New Roman, Regular, 12 pt
  - Line Spacing: 1.5 lines
  - Margins: 1 inch (2.54 cm) on all sides
  - Paragraphs: Justified alignment, with a 1.5-inch indentation at the beginning of each paragraph
  - Page Numbers: Bottom center of each page, starting from the introduction page
  - Word limit to be determined by the respective departments.

## **2. Structure of the Report/Project**

### **Preliminary Pages:**

#### **1. Title Page**

- Title of the report/project (Font 18)
- Name of the student
- Enrollment number/roll number
- Name of the department
- Name of the supervisor
- Name of the mentor (if applicable)
- Date of submission

## **2. Certificate Page**

- A formal certification signed by:
  - Head of Department (HOD)
  - Supervisor/Mentor
  - Student

## **3. Declaration**

- A declaration that the work is original and completed as per requirements.

## **4. Acknowledgment**

- A brief acknowledgment to those who assisted in the completion of the internship/research project.

## **5. Table of Contents**

- List of headings, subheadings, and page numbers.
- Include sections like Introduction, Literature Review, Methodology, Results, Discussion, Conclusion, References, Appendices, etc.

## **6. Main Content:**

- **Introduction**
  - Brief background information about the organization (for internship reports) or the research topic/research problem.
  -
- **Research Objectives and Research Questions**
- **Literature Review** (For Research Projects)
  - Review of relevant literature, previous studies, and academic papers related to the research topic.
  - Clear explanation of the knowledge gap the research seeks to address.

- **Methodology**

- Detailed explanation of the methods and techniques used in the internship (for hands-on training) or research project (for research).
- Tools, instruments, or software used in the project.

- **Results and Findings**

- Present data, analysis, and observations.
- Include tables, graphs, and charts to present results (if applicable).

- **Discussion**

- Analysis and interpretation of results.
- Comparison with existing literature, challenges faced, and lessons learned.

- **Conclusion**

- Summary of key findings.
- Recommendations based on results and outcomes.

## **6. Final Pages:**

- **References**

- All sources cited in the report must be listed here, following **APA (7th Edition)** referencing style.

## **3. Submission Guidelines:**

- **Soft Copy:**

- Submit a digital version of the report in PDF format.
- Email to the designated department/supervisor email address.

- **Hard Copy:**

- Submit a printed version of the report.
- Ensure it is properly bound (spiral).
- Include all sections: Certificate Page, Title Page, and structured content.



**“Title of the Research Internship Project Topic”**

**Submitted in partial fulfillment of the requirements for the completion of**

**Internship/Research Internship Programme**

**NEP-2020**

**In**

**Subject**

**By**

**Student's Name**

**Under the Supervision of**

**Internship Supervisor's Name/Mentor**

**Department of .....**  
**Amar Singh College Srinagar**



## DECLARATION

I, **[Student's Name]**, **[Roll Number]**, hereby declare that the the internship report/project titled "**yyyyyyyyyyyyyyyyyy**", submitted to the **Department of yyyyyyyyyyyyyyyyyyy**, Amar Singh College is an original work completed by me under the guidance of **Name of Supervisor/Mentor**

I hereby declare that this work is the result of my own independent effort, and I have acknowledged all materials from works of others (including books, articles, essays, dissertations, theses, and online sources). No material other than the listed references has been used in this work

**Place:**

**Signature**

**Date:**





## CERTIFICATE

This is to certify that the internship report/project titled:"XXXXXXXXXXXX" submitted by **[Student's Name]**, **[Roll Number]**, of the **[Department Name]**, Amar Singh College, Cluster University Srinagar, is a bonafide record of work carried out during the Internship/Research Internship Programme, under my supervision and guidance.

This report has been submitted as a partial fulfillment of the requirements for the completion of the **Internship/Research Internship Programme for the 5th Semester (02 Credit Course; 60 Hours)**, as per the guidelines of the National Education Policy (NEP), 2020.

**Name of Student**

**Student**

**Name of Internship Supervisor/Mentor**

**Internship Supervisor/Mentor**

**Name of HoD**

**Head**