

**Guidelines for Employability Internship/Research  
Internship for Under Graduate Students (NEP 2020)**



**DAV UNIVERSITY, JALANDHAR**

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The under graduate students shall get into mandatory summer internships after 4th semester of the NEP 2020 aligned programme, either through the facilitation by the university or any other professional entity.

## I. Course Outcomes of Internship/Research Internship for Under Graduate Students

The student will be able to:

CO1: Integrate the fundamental & conceptual knowledge with the real-time experiential learning.

CO2: Foster team work, project management and complex problem-solving skills.

CO3: Demonstrate professional competencies in terms of ethics, societal values and integrity while solving the industrial/societal problems.

## II. External Internship approval process for “NOC”

1. The student is required to submit an application with supporting documents to the Coordinator of the Department.  
After reviewing the application, it shall be rejected or recommended by the coordinator & Dean Faculty to the Nodal officer of internships (for employability/ skill-based internships) or Dean Research (for research-based internships-both in-house and external) for approval.
2. On successful review, the Nodal Officer/ Dean Research will approve the application and forward to the Coordinator of the concerned department for the issuance of “No Objection Certificate”. The record of the approved applications of the students shall be maintained by the concerned department.
3. Subsequent to the approval from the Nodal Officer/Dean Research, “No Objection Certificate” shall then be issued to the student by the Coordinator of the department.

## III. Process for In-House Research Internships & obtaining “NOC” by student

1. Dean Research will invite the name of the faculty members through the department coordinators who are willing to offer in-house summer internships, along with the proposed internship titles or project topics. The compiled list of faculty members along with proposed internship titles or project topics will be submitted to the Office of the Dean Research for approval after being recommended through respective Coordinators and faculty deans.
2. The approved list of internship opportunities will be shared with the department and also be published on the University website.
3. The department coordinators shall circulate the information regarding the approved list of internship projects among students and instruct them to submit their application online by visiting the university website.
4. Following the application deadline, the Office of the Dean Research will forward the list of applicants to the respective departments asking them to conduct interviews for evaluating the candidates on the basis of academic merit, research aptitude and alignment with the proposed project through Departmental Research Committees (DRC) along with the project supervisor.
5. The final compiled list of selected students, duly recommended by the DRC, shall be forwarded to the Dean (Research) for approval through the respective Department Coordinator and the Dean of the Faculty.
6. The list of approved candidates will be shared with the department and displayed on the University website. Thereafter, the students will be instructed to obtain “No Objection Certificate” from the department coordinator.

#### IV. Instructions and Evaluation Criteria of internship for the students

1. On the completion of internship, the student is required to submit the project report of the work carried out during the internship period along with the certificates/documents attached as annexure I (Internship details), II (Log Book/Daily Diary), III (Internship Completion Certificate by Supervisor (Faculty guide)), IV (Internship Completion Certificate by Mentor (Professional individual/reporting officer)) & V (Undertaking by the Student- In case of research internship), VI (Certificate by the Research Supervisor / Mentor / Advisor- In case of research internship).
2. The format of the project report shall be as per the instructions of the supervisor assigned by the department coordinator. Department can frame the format of project report at department level ensuring the required documents mentioned in point 1. as a part of it.
3. The interns will be evaluated through seminar presentation or viva-voce during semester V and marks will be given by a group of experts (at least one internal & one external including the supervisor). **The criteria for evaluation is as follows:**
  - i. Activity logbook (05 marks) and evaluation/feedback report of Internship Supervisor (Faculty guide-10 marks) & mentor (reporting officer-10 marks)- 25 Marks
  - ii. Presentation and quality of the intern's report- 25 Marks
  - iii. Demonstrated acquisition of skill sets, teamwork & project Management by the intern- 15 Marks
  - iv. Originality and novelty in innovation – 15 Marks
  - v. Significance of research outcomes and its relevance to industrial/societal problems- 15 Marks
  - vi. Overall Attendance (both Supervisor & Mentor)- 5 Marks as per the University policy

***Note: All interns are expected to maintain professional behaviour and decorum at the internship site. Any form of misconduct will not be tolerated.***

**NO OBJECTION CERTIFICATE  
(On University Letter Head)**

It is certified that Mr./ Ms. \_\_\_\_\_ <Student name> is a bonafide student bearing \_\_\_\_\_ <Registration No.> of \_\_\_\_\_ <Name of the programme> semester \_\_\_\_\_ <Semester No.> of DAV University, Jalandhar.

The Department of \_\_\_\_\_ <Name of the department>, DAV University has no objection in his/her undergoing a summer internship programme minimum of 60/120 hours or more at \_\_\_\_\_ <Name of the Internship providing organisation> from \_\_\_\_\_.

**Department Coordinator  
(Signature)**

## **Internship Details**

**(To be sent to Supervisor (Faculty guide) within the first week of joining the internship)**

1. Name of the student-
2. Registration number of the student-
3. Class and section of the student-
4. Phone/mobile number of the student-
5. Name of the Interning organization-
6. Address of the Interning organization-
7. Date of joining (start of internship)-
8. Location where internship is being done-

**Details of the Mentor (Professional/ Individual/ Reporting officer). If there are more than 1 mentor /reporting officer mention their details as well.**

9. Name -
10. Designation of the Mentor (Professional/ Individual/ Reporting officer)-
11. Phone/mobile number of the Mentor-
12. Email id-
13. Signature of the Mentor-

**Log Book/Daily Diary**  
(To be maintained by the student & attach in the student project report)

| Date                              | Day | Details of Work done | Learning's for the day (skill / research oriented) |
|-----------------------------------|-----|----------------------|--|
| 01/06/2025                        | 1   |                      |  |
| 02/06/2025                        | 2   |                      |  |
| 03/06/2025                        | 3   |                      |  |
| 04/06/2025                        | 4   |                      |  |
| 05/06/2025                        | 5   |                      |  |
| Till the end of internship period |     |                      |  |

**Internship Completion Certificate by Supervisor (Faculty guide)**

(To be attached in the student project report)

This is to certify that Mr./Ms. \_\_\_\_\_ <Intern's name>,  
 \_\_\_\_\_ <Registration No.> of \_\_\_\_\_ <Programme name>  
 has successfully completed an internship of \_\_\_\_\_ hours at  
 \_\_\_\_\_ <Name of the Internship providing  
 Organisation> in the area/field of \_\_\_\_\_  
 from \_\_\_\_\_ <start date> to \_\_\_\_\_ <end date> and prepared the project report.

Performance evaluation of the student during the period of internship is as follows:

|    |                               |  |
|----|-------------------------------|--|
| 1. | Attendance                    | Satisfactory/ Non-satisfactory                           |
| 2. | Innovativeness of the project | Highly innovative/ Moderately innovative/ Not innovative |
| 3. | Area of improvement           |  |
| 4. | Remarks, if any               |  |

**Supervisor's Signature**  
**(Supervisor Name with employee Id)**

**Annexure-IV**

**Internship Completion Certificate by Mentor (Professional individual/reporting officer)-  
(on Official Letter Head)**

(To be attached in the student project report)

This is to certify that Mr./Ms. \_\_\_\_\_ <Intern's name>,  
\_\_\_\_\_ <Registration No.> of \_\_\_\_\_ <Programme name>  
has successfully completed an internship of \_\_\_\_\_ hours at ----  
\_\_\_\_\_ <Name of the Internship providing  
Organisation> in the area/field of \_\_\_\_\_  
from \_\_\_\_\_ <start date> to \_\_\_\_\_ <end date>.

Performance evaluation of the student during the period of internship is as follows:

|    |                     |   |
|----|---------------------|---|
| 1. | Attendance          | Satisfactory/ Non-satisfactory          |
| 2. | Overall performance | Very good/ Good/ Average/ Below average |
| 3. | Student Strength    |   |
| 4. | Area of improvement |   |
| 5. | Any other Remarks   |   |

**Mentor's Signature  
(Mentor Name)**



**Undertaking by the Student**  
**(In case of Research Internship)**

[Institution Name / Logo]  
Department of [Department Name]

I [Student Name], Registrations No. [Registration Number], a student of [Program Name], declare that the research project titled: "[Title of the Project]" is my original work. I confirm that: This project has not been submitted before for any degree or diploma in this or any other institution. The content is free from plagiarism, and all sources have been properly cited. I understand that if any part of this work is found to be copied or plagiarized, it may lead to disciplinary action.

Signature of the Student  
[Student Name]

Date: \_\_\_\_\_

**Certificate by the Research Supervisor / Mentor / Advisor  
(In case of Research Internship)**

**[Institution Name / Logo]**  
**Department of [Department Name]**

This is to certify that the research project report titled:"[Title of the Project]" submitted by [Student Name], Registration Number [Registration Number], in partial fulfilment of the requirements of the [Program Name], has been carried out under my supervision. To the best of my knowledge, the work embodied in this report is original and free from plagiarism. The work has not been submitted, either in part or full, for the award of any degree, diploma, or any other academic qualification in this Institution or any other Institution.

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

**Signature of the Supervisor**  
**[Supervisor's Name]**  
**[Designation]**  
**[Department Name]**  
**[Institution Name]**