SU/ Notification/ 2026/ 478 Date: 8.08.2026

Notification

Sub: Guidelines and Templates for Internship for Undergraduate Programmes-reg
Ref: The proposal submitted by the Dean (Academics), Swaminarayan University

The faculties wherein NEP 2020 is being implemented since 2023-24 the guidelines and templates for Internship for Undergraduate Programmes is effective from November 2025 onwards.

1. Faculty of Science
2. Faculty of Arts & Humanities
3. Faculty of Commerce & Management
4. Faculty of IT and Computer Science
5. Faculty of Professional Studies

The guidelines are as per the Curriculum and Credit Framework for Undergraduate Programmes, UGC, New Delhi, December 2022.Based on Framing of Uniform Credit Structure for all Higher Educational Institutions of the State and Implementation of the Common Curriculum and Credit Framework under the National Education Policy-2020.
Note: PFA the Guidelines and Templates for Internship for Undergraduate Programmes.

Registrar

REGISTRAR
SWAMINARAYAN UNIVERSITY
KALOL, DIST. GANDHINAGAR-382725

Copy to:

1. Dean of Faculties, Swaminarayan University
2. Director, Swaminarayan University
3. Dean (Academics), Swaminarayan University
4. NEP- Chairman, Swaminarayan University.
5. Dean Student Welfare, Swaminarayan University
6. Dean of Research, Swaminarayan University
7. The Controller of Examination, Swaminarayan University
8. Head- International Student Affair Cell
9. Student Section, Swaminarayan University
10. Admission Cell, Swaminarayan University
11. IT Manager, Swaminarayan University

Copy submitted to:

1. The President, Swaminarayan University
2. The Vice Presidents, Swaminarayan University
3. The Provost, Swaminarayan University
4. The Pro Vice -Chancellor, Swaminarayan University

SWAMINARAYAN UNIVERSITY

Guidelines and Templates for Internship for Undergraduate Programmes

General Guidelines for Implementation of Internship

As per NEP 2020 at Swaminarayan University

- Curriculum and Credit Framework for Undergraduate Programmes, UGC, New Delhi, December 2022.
- Based on Framing of Uniform Credit Structure for all Higher Educational Institutions of the State and Implementation of the Common Curriculum and Credit Framework under the National Education Policy-2020.
- Issued under the authority of the Internship Cell, Swaminarayan University.

November 2025

SWAMINARAYAN UNIVERSITY

AHMEDABAD-MEHSANA HIGHWAY, AT & POST: SAIJ, TALUKA: KALOL, DISTRICT GANDHINAGAR, GUJARAT – 382725, INDIA

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Guidelines and Templates for Internship for Undergraduate Students of Swaminarayan University

Introduction:

Swaminarayan University, established in 2022 under the Gujarat Private Universities Act and sponsored by the Shree Swaminarayan Vishvamangal Gurukul Trust, is a growing institution offering education across diverse streams including engineering, management, pharmacy, law, science, and allied health disciplines. In alignment with the National Education Policy (NEP) 2020 and UGC Guidelines for Internship/Research Internship for Undergraduate Students (2023), Swaminarayan University has developed a comprehensive Internship program for undergraduate students. This program aims to integrate theoretical learning with practical application, fostering skills that enhance employability and align with industry demands. The Internship program provides students with opportunities to apply classroom knowledge in real-world settings, develop professional competencies, and explore career paths through hands-on experience.

Objectives:

The Internship program at Swaminarayan University is designed to:

- Align academic learning with workplace outcomes.
- Provide real-world work experience to prepare students for job demands.
- Develop skills in problem-solving, teamwork, communication, and adaptability.
- Introduce students to emerging technologies and entrepreneurial opportunities.
- Promote professional ethics, social responsibility, and integrity.

Outcomes:

Upon completion of the Internship program, students will be able to:

- Apply theoretical concepts in practical work environments.
- Demonstrate problem-solving, decision-making, and collaborative skills.
- Understand workplace culture, industry trends, and career opportunities.
- Exhibit technological literacy and adaptability to emerging tools.
- Uphold professional ethics and contribute to socially responsible practices.

Conditions:

- Credits and Duration: The Internship program carries 4 (Four) credits, requiring a minimum of 120 clock hours. It must be completed during Semester VI, at the beginning of Semester VI (End of Semester V), or the semester break following it.
- Eligibility: Students must be enrolled and on-roll students for the Undergraduate programme and have completed the first five semesters of the programme and attended a mandatory orientation session. All required documentation necessary for the internship must be submitted by the student before participation.
- Evaluation: The evaluation comprises 50% external assessment by the host organization (based on hours completed, performance quality, and punctuality) and 50% internal assessment by the department mentor (based on weekly reports, written report, and viva voce/presentation).
- Documentation: Students must maintain a daily log, submit an attendance sheet, provide an internship completion certificate, and submit an Internship report.
- Conduct: Students are required to adhere to the host organization's rules, maintain professional discipline, and notify both the department and organization in case of absences due to medical or critical reasons.
- Medium of Instruction: As per Swaminarayan University's policy, the medium of instruction is Gujarati/English. Students must be proficient in Gujarati/English to participate effectively.

Roles and Responsibilities:

- Principal/Head of Department (HOD): Conducts orientation, establishes code of conduct, assigns faculty mentors, and ensures alignment with academic objectives.
- Internship Coordinator: Oversees program implementation, liaises with stakeholders, evaluates program effectiveness, and allots students.
- Faculty Mentor: Identifies Internship opportunities, monitors student progress, reviews reports, and evaluates deliverables.
- Student Coordinators (optional, based on batch size): Assist in pre-, during-, and post-Internship activities.
- Host Organization: Provides a conducive work environment, assigns a supervisor, and facilitates skill development.
- Internship Supervisor: Guides students, provides hands-on training, and evaluates performance.

Why Should You Do an Internship?

The National Education Policy (NEP) 2020 focuses on student development, providing better and enhanced employment opportunities through practical training. The University Grants Commission (UGC) National Credit Framework incorporates experiential learning into the curriculum structure, including internships and industrial projects. This component is referred to as Internship. All enrolled students are required to participate in an internship program during the sixth semester of their undergraduate program. Upon successful completion of the internship and the final presentation of their work experience at the college/institute, students will earn four credits for the internship. Thus, internship experience has become an essential and mandatory requirement for an undergraduate degree in higher education.

What is the Duration of the Internship?

As students have to complete a minimum of 120 hours of internship, the internship duration can range from 3 to 6 weeks. Internships should be conducted during Semester VI, at the beginning of Semester VI (End of Semester V), or the semester break following it.

What is the Credit Structure for the Internship?

Interns are expected to dedicate a minimum of 30 hours per week to the internship. Each credit is equivalent to 30 hours of internship experience. Please refer to the table below for details:

No. of Hours	No. of Credits earned
30	1
60	2
90	3
120	4

In total, 120 hours of internship is required for partial fulfilment of Semester VI criteria.

How Will Interns Be Evaluated?

Students will not automatically qualify for credits upon completing the internship. The evaluation of student-interns will be conducted in two stages:

1. First Stage: Before starting the internship, students must inform the Head/Principal/Director of the institution and obtain their approval. The internship will involve working with local industries (government or private organizations/institutions), business organizations, artists, artisans, or professionals (individuals/organizations). Within 15 days of completing the internship, students

must submit a copy of their report (one hard copy and a soft copy in PDF format) to the department/college/institution.

2. Second Stage: Students must submit an attendance certificate and a work completion report from the institution/professional where the internship was undertaken. The evaluation of the internship will primarily be based on the report and oral presentation, conducted by an internal examiner. The internal examiner will assign marks out of 50 as per the grid given under the appendix.

Types and Categories of Organizations Providing Internships:

The following types of organizations can provide internship opportunities:

- Local industries, Corporate houses
- Government or private organizations/institutions
- Business organizations (micro, small, and medium enterprises)
- Local governments (e.g., municipal corporations, district councils, block committees, panchayats, and municipalities)
- Media organizations
- Social organizations
- Artists, artisans, or professionals (individuals/organizations)
- Research laboratories
- Higher education institutions conducting surveys on social, economic, agricultural, cultural, or educational aspects
- Placement cells
- Libraries
- Organizations working for adult education
- Community service organizations
- Organizations/industries/startups/corporates
- Non-governmental organizations (NGOs)
- Research and development institutions and academic institutions
- Digital Marketing Companies
- Any Service Organisation
- Any Manufacturing Organisation
- Any Registered Organization

- Science and Technology (e.g., AI, Machine Learning, IoT)
- Commerce and Management
- Healthcare and Life Sciences
- Agriculture and Sustainability
- Startups and Entrepreneurship
- Media and Communication
- Public Policy and Legal Services

(Note: This is an indicative list and not exhaustive.)

Training/skill development certificate courses/programs offered by the government or government-recognized agencies/organizations, with a minimum duration of 3 weeks, will be considered equivalent to internship programs.

Internships/apprenticeships/skill development/training programs offered through central/state government portals will also be considered equivalent to internship programs.

Colleges are required to establish an Internship Cell to identify potential internship positions in various sectors and organizations. Students will be informed about these opportunities through regular notifications, mentor-mentee meetings, counselling sessions, and other programs organized by the college. Preference should be given to local organizations for internships.

Students should be encouraged to select an organization for their internship and obtain its consent.

What Documents Students Must Submit?

The department/college/institute must collect the following documents from students. Departments or colleges are required to provide proforma or templates for these documents, which will be shared with students by the Internship Cell:

3. Internship Undertaking
4. Resume Template
5. Student Feedback on Internship (after successful completion)

What Documents Are Important for Organizations Offering Internships?

The department will share the following documents with collaborating organizations:

6. Organization Outreach Letter / Letter of Intent
7. Student Diary/Log Recording Format

8. Attendance Sheet
9. Supervisor Evaluation of Intern
10. Proforma for Internship Evaluation by the Organization

Can Students Apply for More Than One Internship Simultaneously?

Yes, students can apply to multiple organizations simultaneously. However, after being selected by one or more organizations, students must carefully consider and accept only one offer. Once an internship offer is accepted, students must inform the Internship Cell.

Internship Implementation Process:

The department/center/institution may consider the following mechanism for implementing Internship:

11. Establishment of Internship Cell: Colleges/departments/institutions are encouraged to establish an Internship Cell responsible for the smooth functioning of the program. It will consist of the Head of the Department, Internship Coordinator, Faculty Mentors, and one/two Student Coordinators.
12. Coordinator Roles: One teaching faculty member and one/two students from each undergraduate department will be nominated as coordinators for the internship program. These coordinators will play a crucial role in coordinating and implementing the program within their respective departments.
13. Teacher Coordinator Role: The teacher coordinator will lead in preparing an action plan for the internship program's implementation and coordinate with the central team of the university/college to ensure alignment with broader institutional goals.
14. Documentation Formats: To streamline the administrative process, the department/college will provide students with necessary formats for documentation related to the internship program.
15. Collaborations with Organizations: Each department/Centre must ensure collaborations with relevant organizations, industries, or research institutes to facilitate internship opportunities for students.
16. Memorandum of Understanding (MoU): Colleges/departments/centres/institutions are encouraged to initiate the process of signing MoUs with local businesses, research organizations, and higher education institutions to facilitate training, research, and potential employment opportunities.
17. Role of Communication: Effective communication is key to the success of the internship program. All communication about the program will be channeled through the designated Internship Coordinator, who will also maintain relevant documents.

18. Orientation Session: Before the internship begins, an orientation session will be conducted by the Head of the Department to familiarize students with the program's purpose, process, and code of conduct. Participation of each student is mandatory, except with permitted leave of absence.
19. Preparation Programs/Workshops: In addition to orientation, the Internship Cell may design programs or workshops to prepare students for their internship experience.
20. Faculty Mentoring: To ensure effective mentoring, an equal number of students will be allocated to each faculty member, who will act as internship mentors and monitor and evaluate student progress.
21. Joining the Internship: Once shortlisted for internship opportunities, students will consult with the internship coordinator and mentor. Upon obtaining approval from the parent institution, students will join the host organization for their internship experience.
22. Activity Reports: Throughout the internship period, students must maintain activity reports as per the provided format, duly signed by the host organization's supervisor and submitted regularly to department mentors.
23. Completion Certificate and Report: Upon completion, students must submit a completion certificate signed by the Internship supervisor or a competent authority from the host organization, along with a report highlighting their learning and experiences to the Internship Coordinator.
24. Work Presentation: To ensure transparency and accountability, students must present their internship work to the department/centre/institution committee, which may include the Internship Coordinator and Department Mentor.
25. Student Feedback: Feedback from students will be collected to evaluate the program's effectiveness and identify areas for improvement in both program implementation and the broader curriculum.

Workload:

- Internship Coordinator: For administration of the internship programme – 2 hours per week for 2 to 7 weeks.
- Internship Mentor/Supervisor (Internal): 2 hours per week for a student batch size of 10 students per batch per teacher, for 3 to 6 weeks.

Power to Remove Difficulties:

If any difficulty arises in giving effect to the provisions of this framework, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Rules and Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Statutory bodies of the University.

The draft guideline is subject to modification and change as per the need of the University without prior notice and intimation.

The University reserves the right to change/modify/implement/not implement any or all points of the draft guidelines as and when required.

APPENDIX

Appendix I: Internship Undertaking — Student's undertaking accepting the internship. This document will be kept with the faculty mentor assigned to the student by the college.

Appendix II: Draft Resume Template — Student's resume. Two copies should be prepared: one retained by the college and one given to the organization where the student undertakes the internship.

Appendix III: Organization Outreach Letter — Letter written by the Principal of the college addressed to the head of the organization offering the internship, listing the names of all students being sent to that organization. Two copies of this letter should be sent to the organization, and one copy bearing the 'received' signature and stamp of the organization's head should be retained by the college.

Appendix IV: Student Diary (Log) Recording Format — A week-wise log book of the student's internship location, containing a brief description of the work assigned each week and what was learned. This must be signed by the responsible officer/employer (Internship Supervisor) of the organization.

Appendix V: Attendance Sheet — The student's attendance sheet at the internship location, showing the hours worked on each date every week. This sheet is essential for counting the total of 120 hours. It must be signed by the responsible officer/employer (Internship Supervisor) of the organization.

Appendix VI: Supervisor Evaluation of Internship Student – Internship Completion Certificate — External marksheet, out of 50 marks, awarded by the supervisor/employer of the organization where the student undertakes the internship. The college mentor should explain the three heads of this marksheet to the organization's supervisor. Marks are awarded based on evaluation of the student's completed hours, quality of work, regularity, and punctuality.

Appendix VII: Internal Evaluation by Institute – Internship Completion Certificate — Internal marksheet, awarded by the student's college internship faculty member/coordinator, based on a combined review of the student's weekly reports, internship report, and the viva voce examination taken regarding the internship. The concerned faculty member should take the viva of the students assigned to them and assess the genuineness of the work completed before awarding marks.

Appendix VIII: Format of Internship Report (200 to 300 Words) — A comprehensive report of the student's internship, in 200 to 300 words. The outline of points to be covered in this report is given below.

Appendix I: Internship Undertaking

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

Current Address (line 1): _____

Current Address (line 2): _____

University Enrolment No.: _____

Email ID: _____

Mobile No.: _____

Aadhar No.: _____

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

Student's Signature: _____

Date: _____

Parents' Signature for Consent of Internship: _____

Signature of HOD/Co-ordinator/Mentor: _____

Date: _____

Appendix II: Draft Resume Template

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

Current Address (line 1): _____

Current Address (line 2): _____

Languages Known: _____

Computer Proficiency: _____

About the Student: (In 100 words)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Student's Signature)

Appendix III: Organization Outreach Letter

[College/Department Letter-head]

Date: _____

To

: _____

: _____

Subject: Request for Internship for Undergraduate Students of our college

Dear Sir/Madam,

Swaminarayan University, established in 2022 under the Gujarat Private Universities Act, is a growing institution committed to academic excellence across diverse streams. In alignment with NEP 2020, we request your esteemed organization to provide Internship opportunities for our undergraduate students to gain practical experience and industry exposure.

The following students seek practical training:

Sr. No.	Name	Class	Roll No	Mobile

Students' resumes are attached for your review. Kindly confirm availability. A confirmation within one week would be highly appreciated.

Yours sincerely,

: _____

Appendix IV: Student Diary (Log) Recording Format

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

University Enrolment No.: _____

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Internship Supervisor: _____

Date: _____

Appendix V: Attendance Sheet

Name of Internship Organization: _____

Address: _____

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

University Enrolment No.: _____

Internship Period From: _____ To: _____

No	Date	Hours	Signature	No	Date	Hours	Signature
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Total Hours: _____ Signature of Internship Supervisor: _____

Date: _____

Appendix VI: Supervisor Evaluation of Internship – Internship Completion Certificate

[Organization Letterhead]

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

University Enrolment No.: _____

Training Period From: _____ To: _____

Internship Supervisor's Name: _____

Internship Period From: _____ To: _____

Sr No	Particular	Marks
1	Completion of Hours	/20
2	Quality Performance	/15
3	Punctuality and Regularity	/15
	Total	**/50**

Internship Completion Certificate

This is to certify that the above-mentioned student has successfully completed his/her Internship of 120 Hours from _____ to _____ under the supervision of _____ (Supervisor's Name) of _____ (Agency Name).

Additional Remarks, if any (line 1): _____

Additional Remarks, if any (line 2): _____

Signature of Internship Supervisor: _____

Date: _____

Appendix VII: Internal Evaluation by Institute – Internship Completion Certificate

[College/Department Letterhead]

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

University Enrolment No.: _____

Training Period From: _____ To: _____

Internship Supervisor's Name: _____

Internship Period From: _____ To: _____

Internship Site: _____

Sr No	Particular	Marks
1	Weekly Report	/15
2	Written Report	/15
3	Viva Voce Examination	/20
	Total	**/50**

Internship Completion Certificate

This is to certify that the above-mentioned student has successfully completed his/her Internship of 120 Hours from _____(Date) to _____ under the supervision of _____ (Supervisor's Name) of _____ (Agency Name).

Additional Remarks, if any (line 1): _____

Additional Remarks, if any (line 2): _____

Signature of Faculty Mentor: _____

Date: _____

Appendix VIII: Format of Internship Report (200 to 300 Words)

College: _____

Class: _____ Sem: 6 Roll No.: _____

Academic Year: _____

Student's Name: _____

University Enrolment No.: _____

Training Period From: _____ To: _____

Internship Supervisor's Name: _____

Internship Period From: _____ To: _____

Internship Site: _____

The report should highlight the following points:

- Introduction
- Company Overview
- Training Objectives
- Training Experience
- Skills Developed
- Achievements & Contributions
- Challenges Faced
- Lessons Learned
- Recommendations
- Conclusion
- Appendices (if any)
- References
- Acknowledgement