UNIVERSITY OF CALICUT

Abstract

General and Academic IV - Calicut University Four Year UnderGraduate Programme (CU-FYUGP) - Guidelines for Internship - Recommendation of the CUFYUGP Steering Committee - Approved by the Vice-Chancellor - Orders issued.

G & A - IV - J

U.O.No. 3445/2026/Admn	Dated, Calicut University.P.O, 27.02.2026

*Read:-*1. CUFYUGP Regulations 2024

2. Item No. 1 in the minutes of the meeting of CUFYUGP Steering Committee held on 13.02.2026

ORDER

1. As per the Regulations for Four Year Undergraduate Programmes in affiliated colleges (CUFYUGP Regulations 2024) implemented vide paper read (1) above, all students shall undergo Internship as part of the programme for acquiring the prescribed credits. Internship requires 60 hours of engagement for acquiring 2 credits. In the case of BBA and BCA programmes, an Internship of 4 credits is required in the third year and a second Internship of 4 credits is required in the fourth year. Each of these two Internships require 120 hrs of engagement.

2. Vide paper read (2) above, CUFYUGP Steering Committee approved the guidelines for Internship Programme under CUFYUGP drafted by the Subcommittee constituted to frame guidelines for Internship and Accelerated Degree Programme ((N-1) semesters) in CUFYUGP.

3. The recommendation of CUFYUGP Steering Committee has been approved by the Vice-Chancellor, exercising the powers conferred under Section 10(13) of Calicut University Act 1975.

4. Sanction has therefore, been accorded, to implement the Guidelines for Internship Programme under CUFYUGP.

    Orders are issued accordingly. (Guidelines appended)

Arsad M

Deputy Registrar

To

1. The Controller of Examinations
2. Principals of affiliated colleges

Copy to : Chairpersons, Boards of Studies/Members of CUFYUGP Steering Committee/PS to VC/PA to Registrar/PA to CE/SF/DF/FC

Forwarded / By Order

Section Officer

UNIVERSITY OF CALICUT

Guidelines for Internship for Four Year Undergraduate Students

Introduction

An internship programme is included in curriculum as a planned learning experience outside the classroom that helps students gain practical skills, professional exposure, and work experience related to their field of study. Internship includes hands-on training in a particular area, a short project on a specific problem or area, or on-job training. Attending seminars or workshops related to an area of learning or skill can be a component of Internship.

Objectives:

1. To integrate experiential learning with the formal curriculum, ensuring alignment between academic instruction and real-world professional practice.

2. To facilitate the effective application of theoretical and disciplinary knowledge in institutional, industrial, research, governmental, and community-based settings.

3. To enhance graduate employability and workplace readiness by developing technical competencies, professional skills, communication abilities, teamwork, and ethical practices.

4. To promote research orientation, analytical thinking, and problem-solving skills through structured project work, field-based engagement, laboratory exposure, and guided institutional interaction.

5. To foster industry–academia and institution–community linkages, strengthening collaborative partnerships and knowledge exchange.

6. To encourage social responsibility and civic engagement by providing opportunities to work with local self-government institutions, NGOs, public sector undertakings, and other recognized organizations.

7. To expose students to diverse professional ecosystems, including industries, research centres, higher educational institutions, government departments, and registered agencies, thereby broadening career awareness and professional adaptability.

8. To ensure holistic student development by integrating cognitive, practical, ethical, and social dimensions of learning.

Course Outcomes (COs)

Upon successful completion of the Internship Programme, the student shall be able to:

CO1: Apply disciplinary knowledge in workplace or institutional settings.

CO2: Demonstrate domain-specific technical and practical skills.

CO3: Analyse real-world problems and propose feasible solutions.

CO4: Exhibit professional competencies including communication, teamwork, and ethical conduct.

CO5: Prepare and present a structured internship report reflecting experiential learning.

CO6: Demonstrate social responsibility and professional accountability.

5. Programme Outcomes (POs)

All internship programmes of the University shall align with the following Programme Outcomes:

PO1: Disciplinary Knowledge

PO2: Critical Thinking and Problem Solving

PO3: Research and Inquiry

PO4: Communication Skills

PO5: Digital and Modern Tool Usage

PO6: Teamwork and Leadership

PO7: Ethics and Professional Responsibility

PO8: Social Responsibility and Sustainability

PO9: Employability and Entrepreneurial Skills

PO10: Lifelong Learning

Programme Outcomes (POs) vary across disciplines, and the POs outlined above are generic in nature. The respective Boards of Studies shall prepare discipline-specific CO–PO Mapping templates for Internship in their areas of study.

Structure

All students will take part in an Internship or Apprenticeship with a firm, industry, or organization, or undergo training in laboratories with faculty and researchers at research centres /institutes and Higher Educational Institutions (HEIs) other than their own. Students will also have opportunities to intern with local industries, business organizations, agriculture, health and allied sectors, Local Self-Government institutions (such as panchayats and municipalities), the State Planning Board, State and Union govt institutions and councils, Public Sector Companies and Boards. These experiences will help students to actively connect classroom learning with real-world practice and boost their employability. Internships will be separate and different from Skill Acquisition Courses that students may take for extra credits.

A one-credit Seminar or Internship or Studio activities or Field practice/ projects or Community engagement and service means two-hours of engagement per week (30 hours of engagement per semester). Internship, Apprenticeship, Community outreach activities, etc. require sixty hours of engagement for acquiring two credits. In the case of BBA & BCA, candidates must undergo two internships for a period of 120 hours during summer vacation. Institute / Industry Visit can be a part of the successful completion of Internship, if the Board of Studies of the Major discipline finds it necessary. Institute/Industry Visit as part of the Internship is not the same as the Institute/Industry Visit in the 6th Semester.

Colleges shall adhere to the guidelines for Internship provided by the University.

1. **Scope and Timeline**
1.1 The student may opt for the Internship in their Major, Minor, Interdisciplinary or Allied Disciplines irrespective of pathways.
1.2 There should be minimum 60 hours of engagement of the student in the Internship. In case of BBA/BCA, the hours of engagement in Internship will be 120.
1.3 Students can do internship by registering in the Internship Kerala Portal, an initiative of Kerala State Higher Education Council (KSHEC). They can also do Internship in any HEIs/research centres/ Local self-governing Institutions and Organisations under the State and Central Government. Students can also undergo internship in industries/organisations/companies/NGOs approved by the CSDCCP of the University/Colleges/HEIs.
1.4 Alternatively, internships may be undertaken at/under the following:

. Educational and Research Institutions

- Universities and affiliated colleges

- Centrally funded institutions (IITs, NITs, IISERs, IIMs, Central Universities)

- National Research Laboratories (CSIR, DRDO, ISRO, DST, DBT, etc.)

- Higher Educational Institutions (HEIs) for survey studies (social, economic, agricultural, cultural, educational aspects)

- Research & Development organizations

- Research laboratories

Government and Public Sector

- Local governments (Corporations, Municipalities, District, Block, and Grama Panchayats)

- State Planning Board, State Councils/Boards

- Public Sector Companies and Boards

- Padashekhara Samiti, Krishibhavan, and other agriculture-related government bodies

- Legal services (courts, legal aid centers)

Industry and Business

- Industries registered with Central and State agencies, including MSMEs

- Business and trade establishments

- Start-ups, corporates, and enterprises

- Banking and non-banking financial organizations, including cooperatives

- Logistics, automotive, and capital goods sectors

- Information Technology, IT-enabled services, and Electronics

- Tourism and hospitality sector

- Entertainment industry

Skill Development and Training

- Government/Private Skill Training Centres recognized by Central and State agencies

- Professional training institutes

Health, Wellness, and Sports

- Healthcare institutions, caregiving, and wellness services

- Sports and physical education organizations

Media, Arts, and Culture

- Media organizations (print, broadcast, digital)

- Artists, craftspersons, and professionals (individuals or organizations)

- Cultural organizations and societies

Social and Community Services

- Social organizations and registered societies

- Non-Governmental Organizations (NGOs)

- Organizations working for adult education

- Community service initiatives

- Environment conservation and sustainable development societies and projects

- School and community services

Additional Areas

- Agriculture and allied sectors (farms, cooperatives, agri-tech start-ups)

- Renewable energy and sustainability projects

- Disaster management and resilience programs

- E-commerce and digital platforms

- Public health campaigns and outreach programs

1.5 If the Internship Provider Organization (IPO) is from the private sector, the following conditions must be met:

- Experience: Private organizations shall have a minimum of ten (10) years of operational experience in their respective fields.

- Documentation: To ensure academic standards, colleges may establish a Memorandum of Understanding (MoU) with such organizations, clearly outlining the scope and details of the Internship.

1.6 The institution at which the Internship is to be carried out shall be pre-approved by the Department Council of the College.

1.7 Students may undertake multiple programmes as part of their Internship. A consolidated Internship report covering all programmes shall be submitted.

1.8 Internship may be undertaken either in offline or online mode.

1.9 Students shall not be permitted to undertake Internship within their own Institution.

1.10 A faculty member, scientist, instructor, or officer of the respective institution where the Internship is conducted, shall serve as the supervisor/mentor of the Internship.

1.11 Students may undertake their Internship between the first and fifth semesters, subject to the condition that academic activities are not adversely affected. Internships shall be scheduled only during vacations and holidays.

2. Organisational Structure

2.1 Every college shall establish an Internship Cell to supervise all internship-related activities. The cell will consist of:

- The Chairperson: The Principal
- Coordinator: A faculty member appointed by the Principal
- Department Coordinators: A faculty nominated by the Department Council

2.2 There shall be a designated Internship Supervisor/Mentor at the Internship Providing Organisation (IPO) , who should monitor the regularity and performance of the student.

3. Internship Report and Related documents

3.1 The students should maintain a work register and make regular and detailed dated entries in it throughout the period of Internship. The Internship supervisor should periodically examine and countersign the register.

3.2 On completion of the Internship, the student should submit a project report in the prescribed format along with the internship completion certificate issued by the IPO and Work Register before the commencement of VI Semester.

3.3 The Internship certificate should contain the Name of the Student, Name of the course, Type of work done and duration of work specifying total period in days and number of hours.

3.4 The Internship Report, shall be submitted in typed / written form. In the case of disciplines other than languages, the reports shall be either in English or in Malayalam. However, in the unlikely case of a student not knowing both languages, they can use any language of their choice in the report. The Internship Report should contain the Title of the Internship, Name and Register Number of the Student, Year, Name of the institute, Name of the college and department. Declaration by the Student countersigned by the Supervisor/Mentor, Details of the work done, Duration of Work and Outcome of the work. Detailed structure of the Report may be specified by the BoS if necessary.

3.5 The Internship Report should be duly signed by the Internship Co-ordinator and the Head of the Department.

4. Switching and College Transfer

4.1 In the case of College / University Transfer, the student shall produce all relevant documents, including attendance statement, Internship Certificate and Internship report. If the Internship is not completed, Interim reports have to be submitted.

5 Student Safety and Security

The College shall take all necessary measures to ensure that students are not subjected to any form of exploitation during the course of their Internship. Safeguarding the wellbeing and safety of students shall be the responsibility of the College.

6. Differently Abled Students

Conditions and relaxations for differently abled students for doing projects and dissertations and taking practical examinations shall be applicable to internship also. These include, not exclusively:
   a. Barrier- free environment and accessible infrastructure
   b. Flexibility in mode, time line and setting
   c. Virtual and simulated internship programmes as far as possible
   d. Extended duration with reduced daily work load
   e. Alternative formats and assistive technology in presentation and documentation

7. Evaluation of Internship

7.1 The evaluation of Internship shall include Continuous Comprehensive Assessment and End semester Evaluation and it will be done by a committee comprising of the Head of the Department, Department Internship Co-Ordinator, the Tutor of the respective Class/ Faculty member of the Department and a member of the faculty concerned in the case of the student who has undergone internship in a subject other than their major.

7.2 The credits and marks for the Internship will be awarded only at the end of semester 6.

7.3 The scheme of continuous evaluation and the end-semester viva-voce examination based on the submitted report shall be as given below:

Evaluation of Internship

Components of Evaluation of Internship	Weightage	Marks
Continuous Comprehensive Assessment (CCA)	30%	15
End semester Evaluation (ESE)	70%	35
Total	100%	50

Components of Evaluation of ESE	Weightage	Marks
Presentation	40%	14
End-semester viva-voce examination	40%	14
Evaluation of the Internship Report	20%	7
Total	100%	35

Components of Evaluation of CCA	Weightage	Marks
Attendance &Performance Feedback	60%	9
Work Register	40%	6
Total	100%	15

7.4 The Internship Co-ordinator can visit the centres of Internship to physically verify the nature of Internship as well as the performance of the students if he/she deems to do so.

7.5 To ensure transparency in the evaluation process, the marks awarded to students for Internship shall be displayed on the department notice board at least one week prior to the commencement of the end-semester examination or before forwarding the marks to the Controller of Examinations, whichever is earlier. The marks awarded for Internship shall be uploaded to the University portal only after displaying the same on the department notice board for a minimum of two working days. A copy of the mark list, duly signed by the students, shall be maintained in the department for record purposes.

7.6 There shall be no chance for improvement of marks for Internship. However, in the case of a student being unable to complete an internship programme, they can do another internship programme within the time stipulated.

8. Grievance Redressal

There shall be a three-tier Grievance Redressal mechanism for addressing student complaints related to Internship. The system shall function at three levels : (i) Department level, (ii) College-level Grievance Redressal Committee, and (iii) FYUGP Appellate Committee at the University.