



St. Xavier's College (Autonomous), Ranchi

Internship Guidelines

Option-I

Internship outside parent organization

1. Students are advised to find internship opportunities at other recognized organization/ institutions/ agencies as Internship Providing Organization [IPO].

Fill Appendix-I [Application for Internship Programme]

2. A recommendation letter from the concerned department, St. Xavier's College, Ranchi of the intern has to be submitted to the IPO.

Fill Appendix-II [Bonafide Certificate from the Department]

3. Post-Acceptance in any IPO, Students are advised to submit the acceptance letter from the IPO to the concerned Department.

4. After completion of Internship student must submit the following documents:

- a. Completion certificate issued by the IPO.
- b. Project Report duly signed by the IPO.

Option -II

Internship/Project within the parent organization [Inter-Departmental]

Students undertaking the internship at the parent institution are advised to follow all the four steps as mentioned in option I.

In this option the parent organization will serve as the IPO. The Mentor will maintain the activity log during the entire duration [120 Hours] of the Internship/Project.

Option-III

Internship/Project within the parent organization [within department]

Faculty members (Mentor) of the department, assigned by H.O.D., will supervise the Internship/Project for a student or a group of students.

In this option the parent organization will serve as the IPO. The Mentor will maintain the activity log during the entire duration [120 Hours] of the Internship/Project.

Evaluation Process:

1. All the students must submit a final report based on the internship to their concerned Department.
2. The Report/Projects will be evaluated by the concerned department as per the schedule specified by the Examination department.

Note: If a group of students is participating in the Internship/Project, every student must prepare and submit their individual report. In no case should the reports be the same or copied from each other or any other source



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Appendix-I

Application for Internship Programme

[To be Submitted by the student to the concerned Department for issuance of Bonafide Certificate]

1 Name of Student:

2 Father's Name:

3 Department/Semester:

4 Session:

5 Class Roll No:

6 Exam Roll. No.:

7 Shift (I/II)

8 Internship organization
with address

9 Email Id:

10 Period of Internship
(Months and session):

11 Mobile No:

Photo

Signature of the Student

Consent from Father/Mother/Guardian

I hereby give my consent for my ward to undertake an internship outside the college premises to fulfil the required credits under the NEP-FYUGP curriculum.

Signature

Name of the Father/Mother/Guardian-

Mobile number of Father/Mother/Guardian-



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Appendix-II [Bonafide Certificate from the Department]

To,

This is to certify that Mr./Ms. _____ of Sem ____ Session _____ Exam Roll. No _____ is a bonafide student of the Department of _____, St. Xavier's College, Ranchi, Jharkhand. As part of the academic curriculum under the New Education Policy (NEP) 2020, an internship of **4 credits** equivalent to a duration of **120 Hours [Minimum 4 weeks]** is mandatory for undergraduate students at degree-level institutions under State Universities.

We believe that interning at your institute will benefit the student by gaining practical work experience, building professional networks, and enhancing career prospects.

The college has no objection to permit him/her to undertake an internship in your organization.

With Regards,

Head
Department of _____
St. Xavier's College, Ranchi
Contact No.
Email ID:

Nodal Officer
St. Xavier's College, Ranchi

ST. XAVIER'S COLLEGE (AUTONOMOUS) RANCHI
ATTENDANCE CLAIM FOR INTERNSHIP PROGRAMME

Subject: Request for attendance during Internship programme

Rev. Fr. Registrar

My Name:.....

Major:.....

Session:.....

Class Roll No:.....

Shift:.....

I was absent from.....to

Kindly give me attendance for following subjects on above mentioned dates.

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Fr. Registrar