

**DRAFT**

# INTERNSHIP POLICY



Rabindranath Tagore University  
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## **Requirements**

The 4<sup>th</sup> Semester students of NEP stream will undergo an internship course mandatorily as per curriculum and credit framework in summer break. To comply this, the university has prepared an internship policy to be implemented in RTU and its affiliated colleges.

Each student shall submit a report based on options given under: A or B or C. This should preferably be completed during summer vacation (June and July) and submission of the report during the semester details listed below, which shall be worth 50 marks including a viva voce for 30 marks.

## **General Guidelines**

To comply with the internship policy, each academic departments of RTU and its affiliated colleges shall appoint mentors to guide the students/mentees for implementing the internship policy. The faculty members of each academic department will be the mentors appointed by the Head of the Departments and mentor will bear the responsibility for guiding mentees till the evaluation process is completed.

## **Core Focus**

The main focus of this internship is to impart practical exposure to the jobs and skills world. This guided internship program would emphasize learning to learn work skills that are necessary to make fit for future work.

### **A. Internship/Work Experience and Report:**

A student should be placed in any business establishments, or local industries within or outside the state of Assam. Under the coordination of the RTU university-appointed placement officer and departmental internal guide(s) or mentors the students would be allocated to relevant industry sectors, business houses, NGOs, CA firms, Tax Consultancy firms, Law BAR Associations, Hospitals, and Call Centers, students of humanities and social Science may be engaged in newspaper report writing, and practice teaching in primary and secondary schools to have work experience in suitable manner. Such work experience intends to expose the student to day-to-day aspects of business, teaching learning process and to have a better idea understanding the concepts learnt in the classroom. A detailed report should be submitted after the completion of the internship. The purpose is to describe the activities they have performed during internship period and the aspect of work assigned to the students.

### **B. Industrial Visit/ Excursion to an Industrial Area/ Business Hub:**

A student can choose to opt for an Industrial Visit/ Excursion to an Industrial Area/ Business Hub depending upon the feasibility and logistical issues. The visit may be organized in a group of students escorted by a teacher/s. The students will study the industrial unit/ business hub in detail in the areas of sourcing of raw materials, production process, inventory management, marketing of the finished product, export potentiality and

other related aspects and submit a report. Two copies of the report of the work must be submitted (one for evaluation and one for the students' record).

### **C. Internship through Infosys Springboard platform(Online)**

The student undergoes for internship course may opt for online skill courses Through Swayam or Infosys spring board. There are different online skill Courses, viz. Java technologies, UI Technologies, Full Stack Technologies, Internet of things, Cyber security, Microsoft Technologies, Cloud, Data Science, etc.

### **Submission of Report and Method of Evaluation**

Two copies of the report of the work must be submitted (one for evaluation and one for the students' records). Students will have to present the report.

The method of evaluation shall be Formative by the concerned teacher/mentor of the respective department.

Total Marks	50
Report Preparation	30
Presentation of skill	10
Question and Answer	10

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