

ಬೆಂಗಳೂರು
ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU
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ಸಂ.ಬಿಸಿಯು/ಎಸ್‌ವೈಎನ್/Internship-ಮಾರ್ಗಸೂಚಿ/346/2023-24

ದಿನಾಂಕ.26.03.2024

ಅಧಿಸೂಚನೆ

ವಿಷಯ: ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸ್ನಾತಕ ಕೋರ್ಸ್‌ಗಳ 6ನೇ ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ
Internship ಗೆ ಮಾರ್ಗಸೂಚಿಯನ್ನು ಪ್ರಕಟಿಸುವ ಬಗ್ಗೆ

ಉಲ್ಲೇಖ: 1. ದಿನಾಂಕ 14.03.2024 ರಂದು ಜರುಗಿದ ಸ್ನಾತಕ ಕೋರ್ಸ್‌ಗಳ 6ನೇ
ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ Internship ಗೆ ಮಾರ್ಗಸೂಚಿಯನ್ನು
ಸಿದ್ಧಪಡಿಸುವ ಸಭೆಯ ನಡವಳಿಗಳು

2. ಕುಲಪತಿಗಳ ಅನುಮೋದನೆ ದಿನಾಂಕ.26.03.2024

ಮಾನ್ಯ ಕುಲಪತಿಗಳ ಅನುಮೋದನೆಯ ಮೇರೆಗೆ, ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ
ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಎಲ್ಲಾ ಘಟಕ/ಸ್ವಾಯತ್ತ/ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳಲ್ಲಿನ ಸ್ನಾತಕ ಕೋರ್ಸ್‌ಗಳ 6ನೇ
ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅನ್ವಯವಾಗುವಂತೆ ಉಲ್ಲೇಖ (2) ರ Internship ಮಾರ್ಗಸೂಚಿಗಳ ರಚನಾ
ಸಮಿತಿಯ ಶಿಫಾರಸ್ಸುಗಳ ಪ್ರಕಾರ ಸಿದ್ಧಪಡಿಸಿದ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ ಸಭೆಯ
ಅನುಮೋದನೆಯನ್ನು ನಿರೀಕ್ಷಿಸಿ, 2023-24ನೇ ಶೈಕ್ಷಣಿಕ ವರ್ಷದಿಂದ ಅಳವಡಿಸಿಕೊಳ್ಳಲು ಈ ಮೂಲಕ
ಪ್ರಕಟಿಸಲಾಗಿದೆ. ಮಾರ್ಗಸೂಚಿಯ ಪ್ರತಿಯನ್ನು ಇದರೊಂದಿಗೆ ಲಗತ್ತಿಸಲಾಗಿದೆ ಹಾಗೂ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ
ಜಾಲತಾಣದಲ್ಲಿ ಅಪ್‌ಲೋಡ್ ಮಾಡಲಾಗಿದೆ. www.bcu.ac.in

ಕುಲಸಚಿವರು

ಗೆ:

1. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಎಲ್ಲಾ ಸ್ವಾಯತ್ತ /ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳ
ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ
2. ಪ್ರಾಂಶುಪಾಲರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಮಹಿಳಾ ಘಟಕ ಕಾಲೇಜು, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು
3. ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ), ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬೆಂಗಳೂರು
4. ಎಲ್ಲಾ ನಿಕಾಯದ ಡೀನರುಗಳು, ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬೆಂಗಳೂರು
5. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಗಳ ಅಧ್ಯಕ್ಷರುಗಳಿಗೆ
6. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಅಧ್ಯಯನ ಮಂಡಳಿಯ ಅಧ್ಯಕ್ಷರುಗಳಿಗೆ

ಪು.ಶಿ.ನೋ

7. ಕುಲಪತಿಗಳು/ಕುಲಸಚಿವರು/ಕುಲಸಚಿವರು(ಮೌ)/ವಿಶ್ವಾಧಿಕಾರಿಗಳು, ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಯವರುಗಳಿಗೆ, ಬೆಂ.ನ.ವಿ., ಬೆಂಗಳೂರು.
8. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಜಾಲತಾಣದಲ್ಲಿ ಪ್ರಕಟಣೆ.
9. ಕಛೇರಿ ಪ್ರತಿ / ರಕ್ಷಾಕಡತ.

Bengaluru City University, Bengaluru

Compulsory Internship Course in VI Semester Under-Graduate (UG) Programmes (Arts, Science, Commerce, Management, Computer Applications, and Others)

A. Introduction

(1) An internship is a professional learning experience providing students with hands-on exposure directly aligned with their academic pursuits or career aspirations. This dynamic experience is instrumental in fostering career exploration and skill acquisition. Integral to this immersion are engagements with diverse entities, spanning government bodies, private organizations, esteemed educational institutions, research and innovative centres, collaborative institutions cutting-edge research and development initiatives, entrepreneurial endeavours, and local industries. This underscores their role in elevating interns through a dual process of learning and practical exposure.

(2) The internship strategically unfolds in the 6th semester of the undergraduate program, specifically tailored for students immersed in the realms of Basic Sciences, Social Science and humanities. Positioned as a tactical approach, it serves as a mainstay for cultivating a robust foundation within these disciplines. This pivotal experience empowers students to seamlessly translate their acquired knowledge into practical applications within real-world scenarios. Beyond the confines of traditional academia, the program is meticulously designed to instil essential competencies aligning with 21st-century global skill sets. It functions as a transformative melting pot, where theoretical understanding metamorphoses into a functional tool kit that students can wield in various real-world contexts. The overarching goal of the internship extends beyond the educational spectrum, positioning itself as a strategic preparatory phase for the imminent job market. By doing so, it effectively bridges the gap that often exists between the theoretical realms of academia and the dynamic, ever-evolving landscape of the professional world. In essence, the internship emerges as a dynamic catalyst, equipping students with the multidimensional skills needed to navigate and thrive in the professional arena.

B. Objectives

(1) The objectives of conducting the internship program are

- a) Integration of classroom with work environment
- b) Providing hands on work experience
- c) Exposure to emerging technology
- d) Enhancing entrepreneurial capabilities
- e) Development of teamwork and decision-making
- f) Enhancing professional competency
- g) Facilitating and orienting the students in developing the research aptitude
- h) To prepare students to understand organisational culture and familiarize them with organization needs.
- i) To sharpen domain knowledge and provide core competency skills
- j) Enhances employability skills and opportunities
- k) Prepare the students ready for job/industry

C. Internship Categories,:

The employability of graduates can be improved by developing experience and exposure with the right attitude for the workplace. The Undergraduate internships would be classified into two categories:

- a) Internship for enhancing employability
- b) Internship for developing the research aptitude

I. Nature of Internship, Requirement and General Guidelines:

- The Principal or Head of the Department (HOD) is tasked with actively supporting students in identifying suitable internship organizations and workplaces as an integral aspect of the internship initiative.
- Each student is obligated to strategically plan his/her internship program, engaging in different domains/departments of diverse Tiny / Small-Scale / Medium / Large Scale entities such as:
Government Bodies /Departments, Municipalities, Panchayatraj Institutions, Banks including Cooperative Banks, Cooperative Societies, Insurance Companies, Offices of Investment Advisors, Manufacturing Houses, MSMEs (Micro, Small & Medium Enterprises), NGOs, (Non Governmental Organisations) SHGs (Self Help Groups), Social Institutions, Performing Arts Centres, Visual Media Houses, Museums, Epigraphy, Cultural Studies, Sahitya Parishat, Publishing Houses, Literary Agencies,

Libraries, Magazines and Newspapers, Entertainment Industry, Event Management Organisations, Sports Associations / Centres / Authority /Academy, Educational Institutions, Collaborative Institutions, Research and Innovative Centres (National and Foreign), National Laboratories, Research Laboratories under Public / Private Sector, Diagnostic Laboratories, etc.

- Internship groups will be assigned a dedicated Supervisor or mentor, who will be a faculty member from the respective department. This mentor will provide guidance and support throughout the internship duration
- The student can undertake the internship either individually or in small groups of two to five and submit a report individually. To enhance collaborative learning and diverse perspectives, large groups of students from the same department of the college or university, may be encouraged to collectively participate in internships in different domains / departments of an organizations.
- The internship may be pursued either on paid or voluntary basis, depending on the selection made by the interns themselves.
- The student should maintain an activity log book of her/his everyday learning (date and time) at the internship and finally prepare Internship Report.
- The Internship Report shall consist of organisational profile, his/her observation of the organisation, activities/programmes of the organisation, suggestions to the organisation, if any, and a brief account of his/her activities s per the logbook. Activity logbook may be annexed to the Internship Report. The printed Internship Report shall be of 20-25 pages including figures and tables.

II. Research Internship

(1) Research Internship can be conducted on Offline or Online by the student i.e., using primary data or secondary data. The research project report shall have an undertaking from the student and a certificate from the research supervisor/mentor/adviser for the originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same or any other institution.

(2) Student shall submit his project report and the evaluation shall be based on:

- a. Innovativeness of research
- b. Presentation
- c. Analysis of the data/information
- d. Viva-voce

III. Internship Duration and Academic Credentials

Program Name	Under-Graduate (UG) Programmes of Arts, Science, Commerce, Management, Computer Applications, and Others)
Course title	Internship
Duration of the Internship	Minimum 04 weeks / 90 hours (either on full time basis during vacation or on part time basis during the Academic Session)
Duration of ESA/Exam	Practical (Evaluation of the Report and Viva-Voce at Institutional level)
Activity	Report of Internship along with certificate from the Organisation and Logbook
For BA, B.Sc., Programmes	
No of Credits	02
Formative Assessment Marks	50 (30 marks for Internship Report and 20 marks for Viva-Voce)
For B.Com., BBA, BCA Programmes	
No of Credits	03
Formative Assessment Marks	100 (60 marks for Internship Report and 40 marks for Viva-Voce)

D. Evaluation

(1) The Institution will examine/evaluate the student's performance by following evaluation method.

(a) Evaluation of the internship course can be based on the evaluation of Internship Report submitted along with activity log book by the student and viva voce done by a committee constituted by the Head of the Institution. The Department HOD / Senior Faculty and the concerned Supervisor will be the members of the committee.

In case of B.Com, BBA, BCA Programmes, the Internship Report along with activity log book should be evaluated for 60 marks and another 40 marks for the viva Voce.

In case of BA, BSc Programmes, the Internship Report along with activity log book should be evaluated for 30 marks and another 20 marks for the viva Voce.

(b) The evaluation shall be based on:

- a. Internship Report
- b. Activity logbook
- c. Acquisition of skill sets by the intern
- d. Originality and any innovative contribution
- e. Significance of research outcomes
- f. Attendance certificate by the concerned workplace head/manager

Application for Internship

1.	Name of the candidate (In Block Letters)	
2.	Gender	Male/Female
3.	Programme and Year / Semester in which studying	
4.	Email ID of the Student Phone/Mobile No's	
5.	Name of the Supervisor	
6.	Email ID and Contact Number of the Supervisor	
7.	Name and address of the Institution	
8.	Email ID and Contact Number of the Institution	
9.	Complete Permanent Address of the Student	
10.	Present mailing address of the Student	
11.	Address and person to be contacted in case of emergency along with phone number	

Date:

Signature of Student

Recommendations of Head of Department