



FAKIR MOHAN UNIVERSITY

VYASA VIHAR, NUAPADHI, BALASORE – 89

No. Exam-I-C/20/2026/1392/FMU

Date: 20-03-2026

From

**The Controller of Examinations
Fakir Mohan University, Balasore**

To

**The Principals,
All +3 Degree Colleges under
F. M. University, Vyasa Vihar, Balasore**

Subject: Regarding Internship Programme in UG 4th Semester (NEP-2020)

Madam/Sir,

In compliance with the direction of the Higher Education Department, Government of Odisha vide letter No 6896/HE date 07.02.2026 and in alignment with the recommendations of the University Grants Commission under the National Education Policy 2020, the following comprehensive guidelines are hereby notified for strict implementation by the University and all its affiliated colleges/institutions including Autonomous Colleges.

1. Mandatory Nature

- 1.1 Internship / Community Engagement / Field Work shall be mandatory for all undergraduate students during the 4th Semester.
- 1.2 The programme shall carry 04 (Four) Academic Credits equivalent to 120 Hours of engagement.
- 1.3 No student shall be eligible for award of the credits without fulfilling the prescribed requirements.

2. Scope and Nature of Activities

- 2.1 Community Engagement activities shall not be confined exclusively to NSS units.
- 2.2 Higher Education Institutions (HEIs) shall provide multiple avenues such as:
 - Community service projects
 - Field-based assignments
 - Internships in Government/Public/Private sectors
 - Industry engagement
 - Non-Government Organisations (NGOs) participation
 - Micro, Small and Medium Enterprises (MSMEs) involvement
 - Social development initiatives
- 2.3 Where no alternative arrangement is available, students may undertake community engagement through the NSS / NCC / Youth Red Cross unit for credit earning.

3. Students Not Enrolled Under NSS / NCC / YRC

- 3.1 Students not enrolled under NSS/NCC/YRC may arrange internships/field work in:
 - NGOs
 - Private sector organizations

- Government/Public Sector Institutions
- Industries
- MSMEs

3.2 Such engagement shall require prior approval of the concerned HEI.

4. Online / Digital Internship

- 4.1 Internship may be undertaken in Online or Hybrid Mode through recognized Government of India platforms or other approved agencies.
- 4.2 Online internships must fulfill the prescribed 120-hour requirement and obtain institutional approval.

5. Place of Internship

Internship / Community Engagement may be undertaken anywhere in India, subject to:

- Prior institutional approval
- Fulfilment of credit norms
- Submission of required documentation

6. Documentation, Report & Evaluation for Award of Academic Credits

- 6.1 Student to submit a detailed Engagement Report to the institution
- 6.2 Student to appear for presentation before a competent authority constituted by the institution.
- 6.3 For internships undertaken outside HEIs, the following documents shall be submitted:
- Completion Certificate
 - Work Report
 - Attendance Record (where applicable)
 - Feedback/Evaluation from the Host Organization

7. Credit Award and Financial Liability

- 7.1 Colleges shall facilitate non-financial internship opportunities for students.
- 7.2 Students shall bear expenses, if any, unless otherwise supported by sponsoring agencies.
- 7.3 Four (04) Academic Credits shall be awarded only upon
- Successful completion of prescribed duration
 - Submission of report
 - Successful presentation/viva
 - Approval by the competent authority
- 7.4 Credits shall be duly reflected in the student's Academic Record / Mark Sheet / Transcript as per prescribed norms.

8. Institutional Responsibility

- 8.A. All HEIs shall constitute an Internship Monitoring Committee (IMC) comprising:
- Principal / Head (Chairperson)
 - Internship Coordinator
 - Subject Expert
 - NSS Programme Officer (if applicable)
- 8.B All HEIs shall appoint a Faculty Supervisor for every group of 20–25 students.
- 8.C. Procedure for Implementation

Step 1: Approval Process

- Student submits Internship Proposal Form.
- Approval by Internship Monitoring Committee.

Step 2: Engagement

- Student completes 120 hours.
- Maintains Daily Log Book.

Step 3: Documentation

- Student to obtain Completion Certificate.
- Collect feedback from Host Organization (where applicable).

Step 4: Submission

- Student to Submit Final Report.
- Appear for Presentation/Viva-voce.

8.D. Attendance Requirement

- Minimum 90% of prescribed hours mandatory.
- Shortfall requires compensatory work with approval.

8.E. Monitoring & Documentation

Institution shall maintain:

- Student Allotment Register and Attendance Record
- Copy of Completion Certificates
- Evaluation Records
- Viva Proceedings

9. Evaluation Criteria & Marks Distribution

Total Marks: **100 Marks** (Equivalent to 04 Academic Credits)

Component	Marks	Evaluation Authority
A. Attendance & Completion of 120 Hours	20	Faculty Supervisor
B. Performance at Workplace / Field	20	Host Organization / Supervisor
C. Internship Report (Content & Quality)	30	Evaluation Committee
D. Presentation & Viva-Voce	20	Evaluation Committee
E. Log Book & Documentation	10	Faculty Supervisor
Total	100	

Detailed Assessment Process

A. Attendance (20 Marks)

- 100% Completion – 20
- 95–99% – 18
- 90–94% – 15
- Below 90% – Not Eligible

B. Workplace Performance (20 Marks)

- Excellent Initiative & Skill – 16–20
- Good – 11–15
- Satisfactory – 6–10
- Poor – 0–5

(Based on Host Feedback)

C. Report Evaluation (30 Marks)

Criteria	Marks
Introduction & Objectives	5
Description of Organization/Area	5
Work Undertaken	8
Learning Outcomes	5
Analysis & Reflection	5
Presentation & Formatting	2

D. Presentation & Viva (20 Marks)

Criteria	Marks
Subject Knowledge	8
Clarity of Communication	5
Practical Understanding	5
Response to Questions	2

E. Log Book (10 Marks)


- Properly maintained with signatures 8-10
- Partially maintained 4-7
- Poor documentation 0-3

The framework is designed to facilitate the acquisition of substantive real-world exposure for students by engaging them in a spectrum of multidisciplinary opportunities across varied sectors. Any alternative internship programme may be instituted, subject to the prior sanction and approval of the competent University authorities.

Enclosure:

Format for Internship Programme

By the order of Vice Chancellor



20/3/26

CONTROLLER OF EXAMINATIONS

Memo No. 1393 /FMU

Dt. 20-03-2026

Copy forwarded to PA to Vice-Chancellor / Steno to Registrar / Comptroller of Finance / Chairman, P.G. Council / Director, CDC, Fakir Mohan University /Notice Board / Guard File for information.


20/3/26

CONTROLLER OF EXAMINATIONS

Memo No. 1394 /FMU

Dt. 20-03-2026

Copy forwarded to the Special Secretary to Gov. Department of Higher Education for information /Vice Chairman, OSHEC, Bhubaneswar for information.


20/3/26

CONTROLLER OF EXAMINATIONS

Memo No. 1395 /FMU

Dt. 20-03-2026

Copy forwarded to M/S IVY Baron, Bhubaneswar for information and necessary action.


20/3/26

CONTROLLER OF EXAMINATIONS

MODEL FORMAT FOR STUDENT'S INTERNSHIP REPORT

I. Cover Page

Name of the University

Name of the College

INTERNSHIP / COMMUNITY ENGAGEMENT REPORT

4th Semester UG Programme

Name of Student:

Roll No.:

Registration No.:

Programme/Subject:

Semester:

Name of Organization:

Duration:

Total Hours Completed:

Name of Faculty Supervisor:

II. Declaration

I do hereby declare that this report is based on the actual work carried out by me during the Internship/Community Engagement programme and is submitted in partial fulfillment of the UG 4th Semester requirements. Further, this project has been written by me.

Signature of the Student

Date:

III. Certificate from Host Organization

(To be printed on letterhead of Organization)

This is to certify that Mr./Ms. _____ completed Internship/Community Engagement from _____ to _____ for _____ hours. His / Her performance was _____.

Signature

Name

Designation

(Seal of the Organisation)

IV. Acknowledgement

I sincerely thank the Organization (name), faculty (name), internship supervisor (name), or anyone who helped during the internship work.

Signature of the Student

TABLE OF CONTENTS

Chapter 1: Introduction
Chapter 2: Work Description
Chapter 3: Skills and Learning Outcomes
Chapter 4: Student's Contribution to the Organisation
Chapter 5: Challenges Faced & Solutions
Chapter 6: Conclusion & Suggestions
Annexure
References

REPORT IN DETAIL

Chapter 1: Introduction

Objective of the internship
Motivation behind choosing the topic
About the host organization
Nature of work with exact locations and time durations
Learning goals

Chapter 2: Work Description

Detailed description of the work
Method and technology used
If Training needed for internship work
If Special expertise needed for the work

Chapter 3: Learning Outcomes

Skill developed by the work
Important insights gained through working
Real future applications of the work done

Chapter 4: Student's Contribution to the Organisation

Academic & Technical Contribution
Innovation & Fresh Perspectives
Operational Support
Teamwork & Collaboration
Community & Outreach Support (if applicable)
Professional Conduct
Documentation & Knowledge Creation

Chapter 5: Challenges Faced & Solutions

Challenges faced in the field of work
How the challenges were tackled
Any special experience gained through the challenges

Chapter 5: Conclusion and Future application

Assessment of experience
Suggestions to improve the experience in future

Annexure

- Daily Log Book
- Attendance Sheet
- Photographs (if applicable)
- Feedback Form

REFERENCES

Type Formatting

Font : Times New Roman or Calibri
 Size of Fonts : 12 pt (Heading 14 pt bold)
 Spacing : 1.5 lines
 Margins : 1.5 inches
 Alignment : Justified
 Word Count : 4000 – 5000 words
 Number of Pages : around 20 pages

EVALUATION SHEET

University Name

Internship / Community Engagement Evaluation Sheet
 4th Semester UG
 Student Name:
 Roll No.:
 Programme:
 Name of Organization:
 Duration:

- | | |
|---------------------------------|---------------------------|
| 1. Attendance | (Out of 20): _____ |
| 2. Workplace Performance | (Out of 20): _____ |
| 3. Report Evaluation | (Out of 30): _____ |
| 4. Presentation/Viva | (Out of 20): _____ |
| 5. Log Book | (Out of 10): _____ |

Total Marks: _____ / 100
Grade: _____

Name of Examiner 1: _____

Signature:

Name of Examiner 2: _____

Signature:

Faculty Supervisor: _____

Signature:

Date: _____