

School of Science, Birsa Munda Tribal University, Rajpipla.

Standard Operating Procedure (SoP) for Internship in Chemistry

(These guidelines will be effective from the Academic Year 2026-27 and are subject to periodic review and updates as per University regulations and NEP-2020 requirements.)

1. Introduction:

NEP-2020 emphasizes on vocationalization of Education. A key aspect of the new UG programme is its utility into a real-life situation. All students of UG (except programs regulated by the apex bodies) are expected to do Internships in a firm, industry, or organization. Students will be provided opportunities to undertake Internships with local industries, business organizations, health, and allied areas, local governments (such as panchayats, and municipalities), local Police Stations, Parliament or elected representatives, media organizations, artists, crafts persons, and a wide range of organizations so that students may engage with the practical side of their learning, which will improve their employability. As per the Standard Operating Procedure (SoP) of the Government of Gujarat, every undergraduate student is required to undergo a 4-credit internship of 4–6 weeks duration during the Sixth Semester, except in undergraduate programmes governed by statutory councils. This internship is designed to align with the student's major field of study, providing an opportunity to apply the theoretical knowledge acquired in the classroom to real-world professional settings.

2. Objectives:

- 1) **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.
- 2) **Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
- 3) **Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of

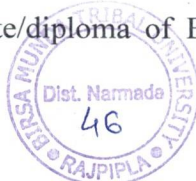


integrating workshop / classroom / lab/research lab learnings with the workplace (organisation / enterprise / start-ups / corporate / farmlands / artisans / gig workers / Non-government organisations (NGOs)/research & development organisations, higher education institutions (HEIs), etc).

- 4) **Hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.
- 5) **Enhance entrepreneurial capabilities:** Understand how organisations / enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.
- 6) **Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.
- 7) **Exposure in emerging technologies:** To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve and reinforce work processes/ culture/ job roles/art and craft, including the traditional areas of art-craft/ heritage skills, agriculture, etc.
- 8) **Stimulate collaborative influence:** To promote HEIs collaboration, industry-academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organisations, academicians, and students to collaborate on how to learn with one another.
- 9) **Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
- 10) **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

3. Types of Internships:

1. Internship as part of curriculum of UG Programme during Semester-VI
2. Internship for earning certificate/diploma of Bachelor degree (UG) programmes



after completion 1st/2nd year of study.

4. Schedule (Internship/Apprenticeship)

The internship may be scheduled:

Students who wish to exit after 1st year or 2nd year of UG programmes

- 1) During the Summer Break, immediately following the completion of the even Semester examinations for earning certificate/diploma of Bachelor degree (UG) programmes after completion 1st/2nd year of study.
- 2) During the Winter Vacation, immediately following the completion of the odd Semester examinations for earning certificate/diploma of Bachelor degree (UG) programmes after completion 1st/2nd year of study.

Students can continue for 5th Semester/3rd year of study

- 1) During the 6th Semester, provided that the internship activities do not interfere with regular classroom teaching or academic schedules of the College.
- 2) Internship should be completed upto February end of every year.
- 3) The internship completion certificate should be submitted to Controller of Examination, Birsa Munda tribal university, Rajpipla by end of the month of February.

5. Credit Weightage

Every undergraduate student is required to undergo an internship as part of the programme, carrying a weightage of 4 credits, with aduration of 4–6 weeks (**approximately 120 hours**), before opting for an exit or completing the degree programme.

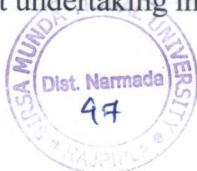
The credit allocation is suggested at 30 hours per credit in cases where the internship involves practical exposure or laboratory-based activities. Accordingly, students must dedicate the prescribed number of hours to meet the credit requirements.

6. Duration:

The internship shall comprise approximately 120 hours, inclusive of time spent with the mentor from Skill Knowledge Provider (SKP) and internship-related work.

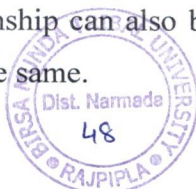
7. Internship Pathway:

- 1) Principal of each HEIs should appoint the Nodal Officer for Internship.
- 2) All students should register themselves for the internship in the prescribed format.
(Annexure-I)
- 3) The Nodal Officer, in consultation with the principal of the college will appoint Internship Supervisor (IS). A student undertaking internship shall be called 'Intern' and



he/she shall be attached to an Internship Supervisor.

- 4) The Internship Supervisor will prepare the core areas, objectives and learning outcomes of internship which align with the major discipline of the study of the students.
- 5) Based on the subject and learning outcomes, institute/college should look for concerned industry who shall provide internship to students. The concern HEI/student can also choose the mentor from HEIs/research organizations/industrial R & D labs/Universities/other national reputed institutions/ organizations / industries/emergency professionals / NGOs / local government officials/outside India experts working at the international levels/social networking sites (e.g. LinkedIn etc) etc.
- 6) Exchange the MOU with the concerned industry/employer (also called Skill Knowledge Provider-SKP). The MOU should outline the assignments for students, the nature and duration of the work, stipends or honorariums (if any), the evaluation process, and certification procedures. **(Annexure-II)**
- 7) The institute should write recommendation letter to the SKP/IPO with whom MoU has been signed with details of the students who are going to undertake internship. **(Annexure-III)**
- 8) Exchange a letter of Intent (Consent) with the concerned industry/employer (also called Skill Knowledge Provider-SKP) with name of the Mentor. The LoI should outline the assignments for students, the nature and duration of the work, stipends or honorariums (if any), the evaluation process, and certification procedures. **(Annexure-IV)**
- 9) Students are assigned to SKP based on their profiles and the industry's requirements.
- 10) Continuous evaluation of students during their assignments, both throughout the experience and upon completion, is conducted collaboratively by SKP/IPO mentor and Internship Supervisor (Faculty) from the Higher Education Institution (HEI). **(Annexure-V)**
- 11) Issue of Internship Completion Certificate, based on result of the evaluation which should be endorsed by Internship Supervisor and Mentor. **(Annexure-VII)**
- 12) Internship can be undertaken in online mode as well. It can also be undertaken in the group of students as per the availability of Internship Supervisor in the institute/college. Individual internship can also be undertaken by the student. In all these cases, the process will be the same.



8. CORE AREAS/FIELDS OF INTERNSHIP AND POTENTIAL PARTNERS

Various promising areas/sectors for undertaking internships and their potential MoU partners are given in Annexure - IX. This annexure is indicative. Students/internship supervisors/mentors may adopt more areas/fields of internship based on their need/interest/ability etc.

9. ROLE OF SKILL KNOWLEDGE PROVIDER (SKP), NODAL OFFICER, INTERNSHIP SUPERVISOR AND MENTOR:

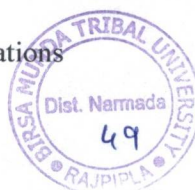
9.1 : Role of Skill Knowledge Provider (SKP)

Skill Knowledge Provider (SKP) which can also be called Internship Providing Organisation (IPO) in any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme. Its roles are given below:

- Skill Knowledge Provider (SKP)/Internship providing organisation will connect with a nodal officer to look into the matter of facilitating the interns on arrival with registration, issuing identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc.
- Skill Knowledge Provider (SKP)/the IPO provides a mentor who is responsible for providing regular guidance to the student, helping them gain exposure to both research environment and employability skills, and ensuring the student benefits from the real-world work environment. They will give opportunity to students to apply the knowledge gained during their academic studies to practical situations, enhancing their employability.

❖ Different categories and types of Skill Knowledge Provider/internship providing organizations include:

- Local industry
- Government or Private Organizations/Institutions
- Business establishments (micro, small and medium)
- Media organizations
- Gruh Udhogys
- Start-up Entities
- Social organizations
- Research laboratories, R & D Institutions
- Farmlands
- Research & development organizations



- Educational institutions

9.2 Role of Internship Supervisor (From College/Institute)

- An internship supervisor is any individual who will be nominated by the institution for monitoring, supervising, and evaluation of the student during the internship duration.
- Internship Supervisor will be nominated at the beginning of the academic year for each batch.
- Internship Supervisor from the host institute should monitor the regularity of the intern at his/her workplace. Students should preferably inform the Internship Supervisor at least one day prior to availing leave during the internship except for emergency. Any shortfall of the total hours of internship should be met with extra hours/days.
- At the end of the internship, the Internship Supervisor will ensure issuing of completion certificates to the intern.
- Internship offered by the organization should be followed by one project report and the assessment on the evaluation can be judged based on the innovativeness of that particular project, presentation and attendance by HEIs.
- Internship supervisor will keep all the data of the students who are undertaking the Internship. After completion of the internship evaluation, all data should be submitted to the Nodal officer.
- He/She will prepare the objectives and learning outcomes of the internship.
- HEIs may integrate the job assigned to faculty with workload assessment.

9.3 Role of Mentor (From Industries/ SKP)

- ❖ A mentor is an individual professional who is identified from the SKP/IPO by the HEI or by students himself/herself through their network. The mentor should be identified and his/her concurrence should be conveyed to the internship supervisor.
- ❖ He/she will be providing professional/research guidance to the student during the internship. The mentors will also facilitate networking with other subject matter experts/professionals, which will enhance the internship experience and learning of the intern.
- ❖ They shall be making the timely evaluation of a student and provide him completion certification/report for submission in HEI. On completion of Internship, intern will prepare internship report and get it endorsed by mentor.
- ❖ The mentor needs to provide guidance to the students digitally or physically throughout the internship duration.



- ❖ The mentor needs to check and validate the performance of students fortnightly and after the completion of the internship, issue the certificate/report.
- ❖ The mentor must ensure the learning of competencies with research orientation among the students during the internship duration.
- ❖ At the end of the internship, Supervisor shall share the feedback of the students and may provide suggestion which can be incorporated for future batches.

10. Indicative Activities during Internship and Research Projects:

Common Categories:

- ✓ Hands on Training and Practical
- ✓ Attending Seminar
- ✓ Study of Entrepreneurs and Enterprise
- ✓ Field Visit
- ✓ Exposure Learning
- ✓ Assignment Writing
- ✓ Project Reporting
- ✓ Short Research Project
- ✓ Laboratory Experiments and Techniques Training
- ✓ Internships in Research Institutes, Industries, or Hospitals
- ✓ Designing Models, Prototypes, or Experiments
- ✓

11. Internship Evaluation

The evaluation of internship shall be done by the Internship Mentor of Skill Knowledge Provider/Internship Providing Organization and Internship Supervisor of the Department/College/Institute separately, 50 marks each.



Internship Evaluation Rubrics (Total 100 Marks)

A: Internal Evaluation Rubrics (50 Marks) by Internship Supervisor & Mentor during internship period:

Criteria	Marks	Excellent (9–10)	Good (7–8)	Average (5–6)	Poor (0–4)
Attendance & Regularity	10	Always punctual, full attendance	Mostly punctual, few absences	Irregular, but manages tasks	Frequently absent/late
Discipline & Professional Attitude	10	Highly disciplined, professional, team player	Usually disciplined, cooperative	Sometimes careless, needs reminders	Indisciplined, unprofessional
Daily Diary Maintenance to record activities and learning experiences, which may include tasks, activities, and suggestions provided by their supervisor/Mentor	10	Very detailed, systematic, error-free	Clear, well-maintained with minor lapses	Incomplete, lacks clarity	Negligent, poorly maintained
Learning Attitude	10	Very curious, takes initiative, applies feedback	Interested, accepts guidance	Passive, limited effort to learn	Shows disinterest, ignores feedback
Mid-Term Review / Interaction	10	Excellent progress, confident explanation	Clear progress, satisfactory explanation	Limited progress, vague explanation	Poor progress, cannot explain
Total	50				

B. External Evaluation Rubrics (50 Marks) by Internship Supervisor & Internship Mentor at the end of internship):

Evaluation Component	Sub-Components	Marks	Description / Criteria
A. Internship Report (25 Marks)	1. Introduction & Objectives	5	Clear statement of the purpose of the internship, scope of work, and objectives aligned with the major area of study.
	2. Description of Work / activities	5	Detailed explanation of tasks, projects, or assignments undertaken during the internship. Relevance to the field should be evident.
	3. Analysis & Problem-solving	5	Shows critical thinking, analysis of tasks, solutions implemented, or challenges overcome during the internship.
	4. Learning Outcomes/Skill Development	5	Demonstrates what the intern learned, skills gained, and how it connects to academic knowledge.
	5. Presentation, Organization & References	5	Well-structured, coherent report with clarity, proper formatting, figures/tables if necessary, and accurate referencing.
B. Final Presentation & Viva-Voce (25 Marks)	1. Understanding of Work	5	Shows clear knowledge of internship tasks, concepts, and the practical relevance of the work.
	2. Communication Skills	5	Clarity, confidence, and logical flow in oral presentation.
	3. Presentation Aids /Visuals	5	Use of slides, charts, tables, or diagrams to support explanation; visually organized.
	4. Response to Questions	5	Ability to answer questions thoughtfully, demonstrating depth of understanding.
	5. Contents/Research Findings	5	Overall presentation style, time management, interaction with evaluators, and professional demeanor.

➤ **Minimum Requirements:**

- Students must obtain minimum 36% marks each (18 marks in Internal Evaluation and 18 Marks in External Evaluation) in evaluation by Internship Mentor and Internship Supervisor.
- A candidate who could not complete the internship or has failed the overall internship evaluation will be given one more chance to repeat the entire internship or cover the shortfall hours during vacations, holidays, or in the next batch.



- If a candidate fails only the external evaluation, they will be required to resubmit the internship report and/or appear for reassessment of the viva/presentation; however, they do not need to repeat the internship itself.
- If a candidate fails the internal evaluation, they will be required to complete the pending tasks or shortfall work as advised by the supervisor and submit the report for reassessment.

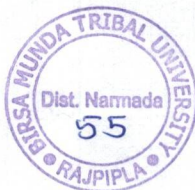
12. Guidelines on how to calculate the internal 50% and external 50% weightage of supervisor (Mentor/SKP) (60%), faculty (Internship Supervisor) (40%) for internship/apprenticeship evaluation in UG courses under National Education Policy-2020

- ❖ Under the National Education Policy-2020, in the internship evaluation for internship/apprenticeship in semester-6 of (UG) graduate courses, 60% evaluation will have to be done by the supervisor (Mentor/SKP) of the industry/company/institution and 40% evaluation will have to be done by the faculty guide (Internship Supervisor) of the college/department.
- ❖ In the above item no. 12-A Internal Evaluation Rubrics (50 Marks), 30 marks (60 %) will be given by the supervisor (Mentor/SKP) of the industry/company/institution as per 6 marks out of 10 in each criterion and 20 marks (40 %) will be given by the faculty (Internship Supervisor) of the college/department (4 marks out of 10 in each criterion).
- ❖ In the above item no. 12-B External Evaluation Rubrics (50 Marks), 30 marks (60 %) will be given by the supervisor (Mentor/SKP) of the industry/company/institution as per 3 marks out of 5 in each criterion and 20 marks (40 %) will be given by the faculty (Internship Supervisor) of the college/department (2 marks out of 5 in each criterion).
- ❖ The list of students for 12-A Internal Evaluation Rubrics (50 Marks) and 12-B External Evaluation Rubrics (50 Marks) will have to be sent to the Examination Department of the University duly signed by the Principal of the College/Department.



Annexure-I: Application for registration for Internship Programme

S.No.	Item	Intern Details
1	Name of Student	
2	Father's Name	
3	Semester	
4	Major Subject	
6	Category of Internship (Employability or Research Internship)	
7	College Roll No	
8	SPU ID	
9	Mobile No	
10	Email ID	
11	Address	
12	Signature of the Student	
Following details to be filled by the Host Institute's Internship Supervisor:		
1	Batch No.	
2	Period of Internship (from__to__)	
3	Total Hours assigned for internship	
4	Name of the SKP/IPO	
5	Core-Area of Internship (For students of English Literature, Content Creation, Translation are core areas)	
6	Location of SKP/IPO	
7	Name of the Internship Supervisor	
8	Name of the Mentor from SKP/IPO	
9	Name & Signature of the Supervisor	



Annexure-II: MEMORANDUM OF UNDERSTANDING (MoU)

Between

[Birsa Munda Tribal University, Rajpipla]

And

[Name of Industry/Organization]

1. Preamble

This Memorandum of Understanding (MoU) is made and entered into on this ____ day of _____, 2026 between:

- **[Birsa Munda Tribal University, Rajpipla]**, located at Jitnagar, Rajpipla and
- **[Name of SKP/IPO]**, having its office at [address] (hereinafter referred to as the "*Organization*").

Both parties hereby agree to collaborate for providing internship opportunities to undergraduate students of the Institution.

2. Objectives of the MoU

The primary objectives of this MoU are:

1. To provide students with exposure to real-life professional practices.
2. To enhance employability skills and/or research competencies.
3. To strengthen industry-academia linkages.
4. To promote mutual cooperation in areas of knowledge exchange, skill development, and experiential learning.

3. Scope of the MoU

- The Organization shall provide internship opportunities (4–6 weeks as per NEP/UGC framework) to students of the Institution.
- The internship may include employability training, project-based learning, or research exposure depending on the nature of the Organization.
- The Institution shall nominate students, monitor internship progress, and coordinate with the Organization for smooth functioning.

4. Responsibilities of the Institution

- To appoint Internship Supervisor
- To recommend suitable students for internship based on eligibility and interest.



- To provide necessary academic support, documents, and guidelines.
- To evaluate student performance jointly with the Organization through reports, presentations, viva-voce etc.

5. Responsibilities of the Organization

- To provide valuable learning experiences for students and assisting them in achieving learning outcomes.
- To provide facilities and resources required for student work during tenure of internship.
- To facilitate a minimum of 120 hours of internship engagement for each student, spread across the stipulated internship duration.
- No stipends and honorariums will be paid to students **or** Rs. _____ per month will be paid to the students as stipends.
- To provide a structured internship programme aligned with student learning objectives.
- To designate a Mentor for guiding interns.
- To certify internship completion and provide feedback/evaluation in the prescribed format.
- To ensure a safe and conducive learning environment for students.

6. Duration and Validity

This MoU shall remain valid for a period of **three (03) years** from the date of signing, unless terminated earlier by either party with one month's written notice.

7. General Terms

- This MoU is non-binding and does not involve any financial obligations.
- Any dispute arising out of this MoU shall be resolved amicably by both parties.
- The student must cooperate and report the activities performed to the mentor from the IPO throughout the duration of the internship.
- Students are required to maintain the Activity Logbook.
- The student is required to abide by the rules and regulations of the SKP/IPO. If any student does not abide by the rules and regulations, his/her internship will be discontinued.
- All personal expenses related to the internship (such as travel, accommodation, food, and other incidental costs) shall be borne by the student. In case of any damages caused to the property of the Organization due to negligence or misconduct, the student shall be liable to bear the cost of such damages.



8. Signatories

In witness whereof, the undersigned have signed this Memorandum of Understanding on the day, month, and year first written above.

For
Birsa Munda Tribal University, Rajpipla

(Signature of the Principal)

Name: _____

Designation: _____

Seal of Institution

For [Industry/Organization]

(Signature)

Name: _____

Designation: _____

Seal of Organization

Witnesses:

SN	Name of the Witness	Signature
1		
2		



Annexure-III: Recommendation Letter Format

To,

(Company /SKP Name)

Address

Dear Sir/Madam,

This is to inform you that, as per NEP-2020, internship has been made mandatory for all undergraduate students of Semester-VI. Accordingly, several students from our department have expressed their interest in undertaking an internship at your esteemed organization, recognizing its importance and potential impact on their learning.

We kindly request your permission to allow the following students to undertake their internship in your organization:

S. No.	Name	Roll No.	Year	Faculty	Subject

We would be grateful if you could convey your consent in the prescribed format at the earliest. It would be highly appreciated if students are given one week's time to join the internship after confirmation.

A line of confirmation from your side will sincerely be appreciated.

With warm regards

Yours sincerely

Principal/Internship Nodal Officer



**Annexure-IV: Consent (Letter of Intent) of Internship Mentor
(To be issued on Organization Letterhead)**

I, [Name], holding the designation [Designation] in the organization [SKP/IPO Name], hereby extend my consent to allow the following students of Semester-6, **Department of Chemistry, School of Science, Birsa Munda Tribal University** to undertake their internship in this organization during the period from [Start Date] to [End Date]. I shall act as the Internship Mentor for these students.

List of Students Covered:
(Attach separate sheet if required)

S. No.	Student Name	Roll Number	Stipend, if any	Remarks (if any)
1				
2				
...				
25				

Note: Each student shall receive a copy of this consent confirming his/her inclusion.

Signature of Internship Mentor: _____

Name: _____

Designation: _____

Address: _____

Mobile No.: _____

Email ID: _____

Seal of the Organization:

Authorized by the Head of the Company

Name: _____

Signature: _____

Designation: _____

Seal of the Company

Forwarded to: The Principal/ Dean/ Head of Department, (College – Institute Name)



Annexure-V: Intern's Evaluation Report Format**Birsa Munda Tribal University, Rajpipla**

S.No.	Item	Intern Details
1	Full Name of Student	
2	Semester	
4	Major Subject	
5	College Roll No	
6	SPU ID	
7	Batch No.	
8	Period of Internship (from__to__)	
9	Total Hours assigned for internship	
10	Name of the SKP/IPO	
11	Core-Area of Internship (For students of English Literature, Content Creation, Translation are core areas)	

A: Internal Evaluation (50 Marks)**(Supervisor and faculty guide in the ratio of 60% and 40% respectively)**

S N	Criteria	Maximum Marks	Marks Obtained		
			Supervisor (Out of 6)	Faculty (Out of 4)	Total (Out of 10)
1	Attendance & Regularity	10			
2	Discipline & Professional Attitude	10			
3	Daily Diary Maintenance to record activities and learning experiences, which may include tasks, activities, and suggestions provided by their supervisor/Mentor	10			
4	Learning Attitude	10			
5	Mid-Term Review / Interaction	10			
	Total	50			



B. External Evaluation (50 Marks)

(Supervisor and faculty guide in the ratio of 60% and 40% respectively)

Evaluation Component	S N	Sub-Components	Marks	Marks Obtained		
				Supervisor (Out of 3)	Faculty (Out of 2)	Total (Out of 5)
A. Internship Report (25 Marks)	1	Introduction & Objectives	5			
	2	Description of Work/ Activities	5			
	3	Analysis & Observations	5			
	4	Learning Outcomes / Skill Development	5			
	5	Presentation, Organization & References	5			
B. Final Presentation & Viva-Voce (25 Marks)	1	Understanding of Work	5			
	2	Communication Skills	5			
	3	Presentation Aids / Visuals	5			
	4	Response to Questions	5			
	5	Contents/Research Findings	5			
		Total	50			
		Total (A+B) (50+50=100)	100			

Signature of the Internship Supervisor

(College – Institute Name)

Signature of the Internship Mentor

(Industries / SKP Name)



Annexure-VI: Format of Internship Report

1. Cover Page

- Title of Report
- Student Name, Roll No., Semester, Department of Chemistry, Faculty of Science, Birsa Munda Tribal University, Rajpipla
- Internship Period (From – To)
- Name of Internship Supervisor, Mentor, SKP/IPO

2. Certificate

- Internship Completion Certificate from the organization (signed by Internship Supervisor and Internship Mentor).

3. Acknowledgments

- A note of thanks to the organization, internship supervisor, mentor, department, and university.

4. Index / Table of Contents

5. About the Organization

- Brief history, mission, vision, structure, major activities, relevance to the field.

6. Objectives of the Internship

- Purpose of choosing this organization.
- Expected learning and employability skills to be gained.

7. Internship Work / Learning Experiences

- Tasks undertaken, responsibilities handled.
- Projects, observations, and practical exposure.
- Challenges faced and solutions learned.

8. Learning Outcomes

- List of learning outcomes and how they are achieved with reference to:
 - Knowledge gained (subject-specific and interdisciplinary).
 - Skills developed (communication, teamwork, technical, analytical).
 - Employability enhancement (career readiness, problem-solving ability).

9. Conclusion / Summary

- Reflection on overall experience.
- Key takeaways for future career or academic growth.

10. Attachments / Annexures (if necessary)

- Daily/weekly work diary.
- Certificates, brochures, reports, charts, or photographs of work



Annexure-VII: Internship Completion Certificate



बिरसा मुंडा ट्रायबल युनिवर्सिटी
Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

Birsa Munda Tribal University, BMTU Main Campus At. Jitnagar Rajpipla

Ta - Nandod Dist - Narmada Gujarat

Email Us: info@bmtu.ac.in; Phone: 02640-299682

Certificate Issue Date:

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that **Mr./Ms./Mrs. [Name]**, Son/Daughter of **[Parent's Name]**, pursuing Semester-VI, in B.Sc. and his/her Major discipline is **Chemistry**, Roll No. **[Roll Number]**, of **School of Science**, has successfully completed an internship and obtained _____ marks out of 50 and obtained _____ marks out of 50. The total marks obtained are _____ with grade _____ in **Birsa Munda Tribal University, Rajpipla** from **[Start Date]** to **[End Date]**.

Based on **internal evaluation rubrics and external evaluation rubrics prescribed by the Birsa Munda Tribal University, Rajpipla**, the student has been evaluated and completed the internship of four credits (120 Hours) successfully.

Signature of the Internship Supervisor

Signature of the Internship Mentor

Seal of the Institution

Seal of the SKP/IPO

Grading for performance are as follows:

Letter Grade	Marks (In %)	Letter Grade	Marks (In %)
O (Outstanding)	97.0 - 100	A (Very Good)	77.0 - 86.99
A+ (Excellent)	87.0 - 96.99	B+ (Good)	67.0 - 76.99



Annexure-VIII: Cover page of the Internship Report

INTERNSHIP REPORT

ON

(Title of the Internship Program Report in capital letters)

By (Name of the Student)

Major Discipline Name: _____ (Roll No: _____)

School of Science

Birsa Munda Tribal University, Rajpipla

Name of the Internship Supervisor

Name of the Internship Mentor

Name of the Skill Knowledge Provider

Year of submission



Annexure-IX

Various promising areas/sectors for undertaking internships and their potential MoU partners (for reference)

	Core Internship Area	Potential Partners
B.Sc. Chemistry	Laboratory Analysis & Research	Industries, Research Labs, Environmental Labs
	Quality Control & Pharma	Pharmaceutical Companies, Food Testing Labs

Note:

The above-mentioned list is an indicative one. The students/internship supervisors/mentors may adopt more areas/fields of internship based on their requirement/interest/capability etc.

