



સૌરાષ્ટ્ર યુનિવર્સિટી

એકેડેમિક વિભાગ

યુનિવર્સિટી કેમ્પસ, યુનિવર્સિટી રોડ, રાજકોટ-૩૬૦૦૦૪

ફોન નં.(૦૨૮૧)૨૫૭૮૫૦૧ એક્સ્ટે. નં.૨૦૨, ૩૦૪ ફેક્સ નં.(૦૨૮૧)૨૫૭૬૩૪૭ ઈ-મેઈલ : academic@sauuni.ac.in

નં.એકે/૨૫૨૫૬૨૦/૨૦૨૫

તા. ૧૮ /૧૨/૨૦૨૫

પરિપત્ર:-

આથી સૌરાષ્ટ્ર યુનિવર્સિટી સંલઘ સર્વે નોન-કાઉન્સિલ વિદ્યાશાખા હેઠળના NEP-2020 મુજબના અભ્યાસક્રમો ચલાવતી તમામ કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, કે.સી.જી. ના તા.૨૬/૦૭/૨૦૨૩ના પત્રથી પ્રસિદ્ધ કરાયેલ SOP તેમજ UGC ની Guidelines for a Internship / Research Internship for Under Graduate Students અનુસાર Internship બાબતેની Guidelines અંગે તા.૦૮/૧૨/૨૦૨૫ના રેજ નોન-કાઉન્સિલ વિદ્યાશાખા હેઠળની સર્વે કોલેજોના આચાર્યશ્રીઓ, નોન-કાઉન્સિલ વિદ્યાશાખાના ડીનશ્રીઓ અને નોન-કાઉન્સિલ વિદ્યાશાખા હેઠળની સર્વે અભ્યાસ સમિતિઓના ચેરપર્સનશ્રીઓની યોજાયેલ સભામાં થયેલ ચર્ચા વિચારણાના અનુસંધાને Internship માટેના યુનિવર્સિટીના નોડલ ઓફિસરશ્રી દ્વારા Internship અંગેની Standard Operating Procedure (SOP) તૈયાર કરી રજુ કરવામાં આવેલ. જે અધિકાર મંડળોની બહાલીની અપેક્ષાએ મંજુરી આપવા માન.કુલપતિશ્રીને ભલામણ કરવામાં આવેલ. જે માન.કુલપતિશ્રીએ મંજુર કરેલ છે. જેથી સંબંધિત સર્વેએ તે મુજબ તેની અમલવારી કરવી.

નોંધ: નોન કાઉન્સિલ વિદ્યાશાખા હેઠળની વિવિધ વિષયોની અભ્યાસ સમિતિઓ દ્વારા જે ક્ષેત્રો કચેરીઓમાં વિદ્યાર્થીઓ ઇન્ટરન્શિપ કરી શક્શે તેની ચાદી અભ્યાસ સમિતિઓ દ્વારા તૈયાર થઈ ગયા બાદ સંબંધિત સર્વેને મોકલી આપવામાં આવશે.

(મુસદ્દો કુલસચિવક્ષીએ મંજુર કરેલ છે.)

બીડાણ :- Internship અંગેની Standard Operating Procedure (SOP)

સહી/-

(ડૉ. એમ.વી. ધારેચા)

કુલસચિવ

રવાના કર્યું

18/12/25
એકેડેમિક ઓફિસર

પ્રતિ,

(૧) સૌરાષ્ટ્ર યુનિવર્સિટીની નોન-કાઉન્સિલ વિદ્યાશાખા હેઠળની તમામ કોલેજોના આચાર્યશ્રીઓને તરફ.

(૨) નોન-કાઉન્સિલ વિદ્યાશાખાના તમામ ડીનશ્રીઓ.

(૩) નોન-કાઉન્સિલ વિદ્યાશાખા હેઠળની તમામ વિષયની અભ્યાસ સમિતિઓના ચેરપર્સનશ્રીઓ.

નકલ જાણ અર્થરવાના:-

૧. માન.કુલપતિશ્રી/કુલસચિવક્ષીના અંગત સચિવ

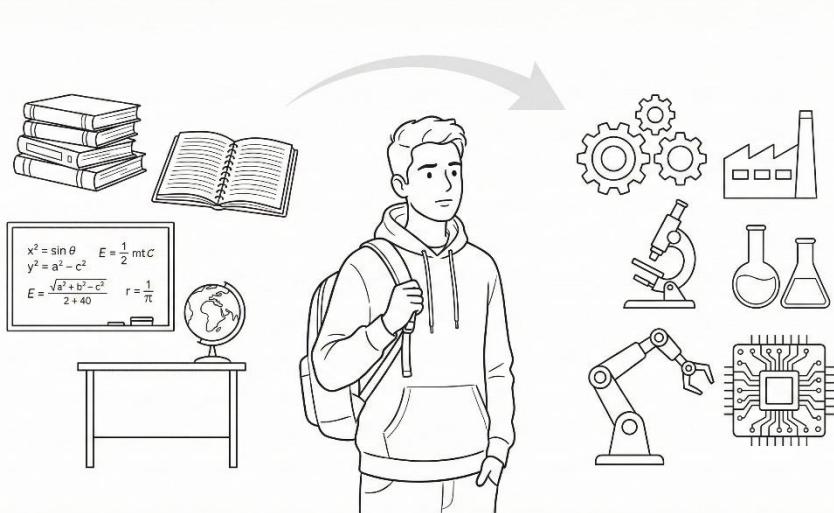
નકલ રવાના (યોગ્ય કાર્યવાહી અર્થે):-

૧. પરીક્ષા વિભાગ
૨. પી.જી.ટી.આર.વિભાગ
૩. જોડાણ વિભાગ



Internship

Standard Operating Procedure (SOP)



Saurashtra University

Saurashtra University

www.saurashtrauniversity.ac.in

Internship

Standard Operating Procedure (SOP)



Internship

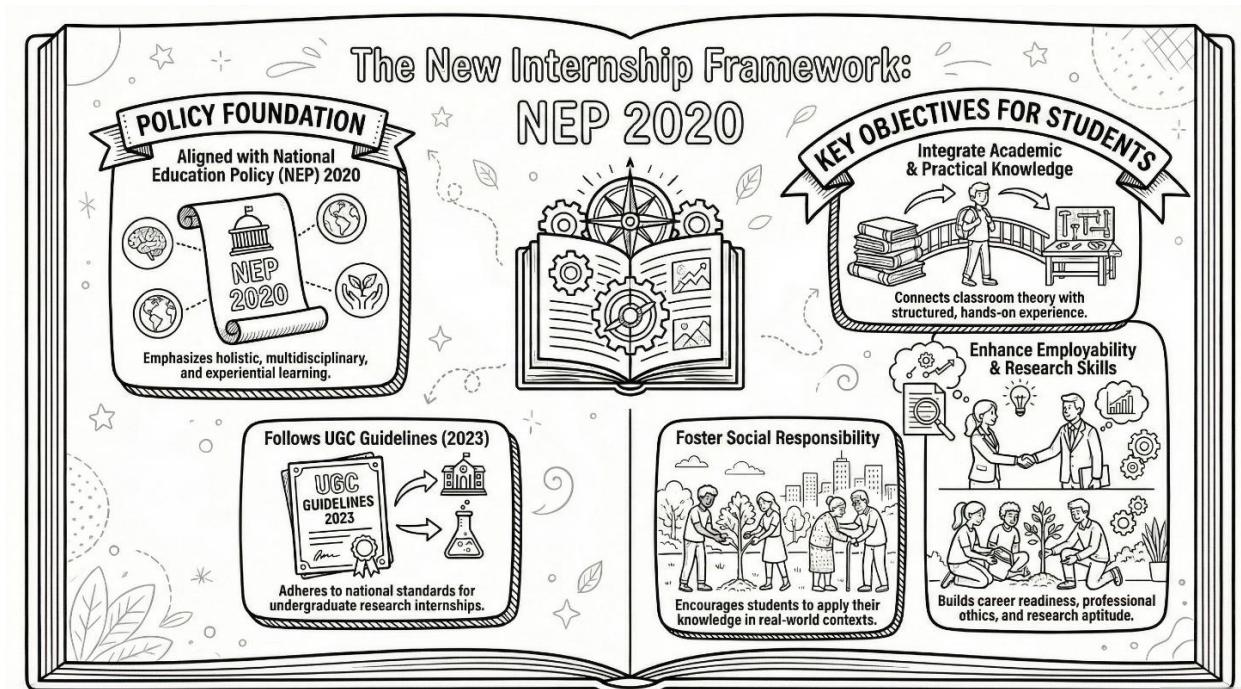
Sixth Semester – Undergraduate Programmes

Saurashtra University, Rajkot, Gujarat

Preamble

In pursuance of the National Education Policy (NEP) 2020, which emphasizes holistic, multidisciplinary, and experiential learning, and in accordance with the University Grants Commission (UGC) “Guidelines for Internship / Research Internship for Undergraduate Students – 2023”, Saurashtra University, Rajkot hereby adopts this comprehensive Standard Operating Procedure (SOP) for the effective implementation of Internship and Research Internship components within Undergraduate programmes.

This SOP aims to institutionalize structured experiential learning by integrating academic knowledge with practical exposure, thereby enhancing employability, research aptitude, professional ethics, and social responsibility among undergraduate students.



Objectives of the Internship Programme

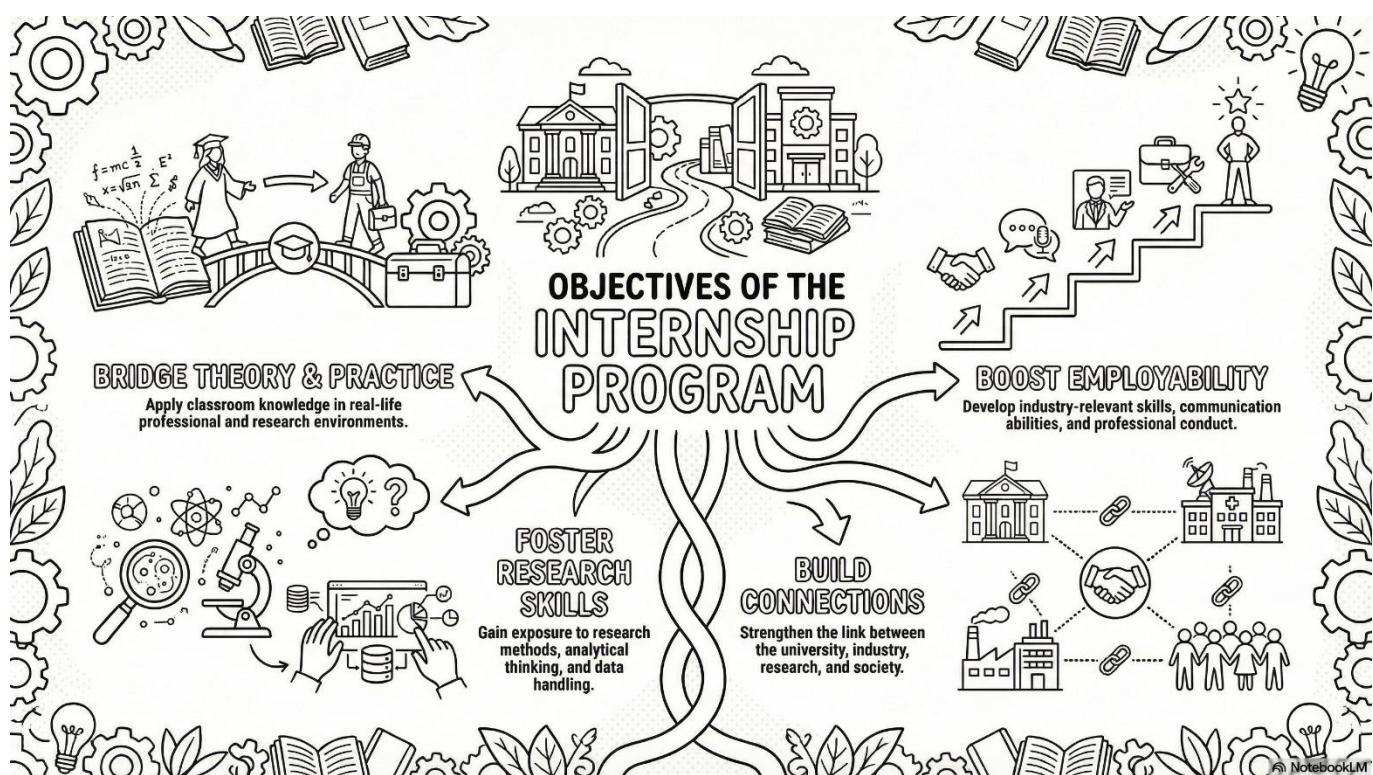
The Internship programme under this SOP is designed to achieve the following objectives:

The primary objective is to bridge the gap between theoretical knowledge imparted in classrooms and its application in real-life professional and research environments.

The programme seeks to enhance students' employability by developing industry-relevant skills, professional competencies, workplace discipline, teamwork, communication abilities, and ethical conduct.

Another important objective is to promote research orientation among undergraduate students by exposing them to research methodologies, analytical thinking, data handling, experimentation, and academic documentation.

The internship also aims to strengthen University–Industry–Research–Society linkage by fostering collaboration with industries, government bodies, research institutions, non-government organizations, and community-based organizations.

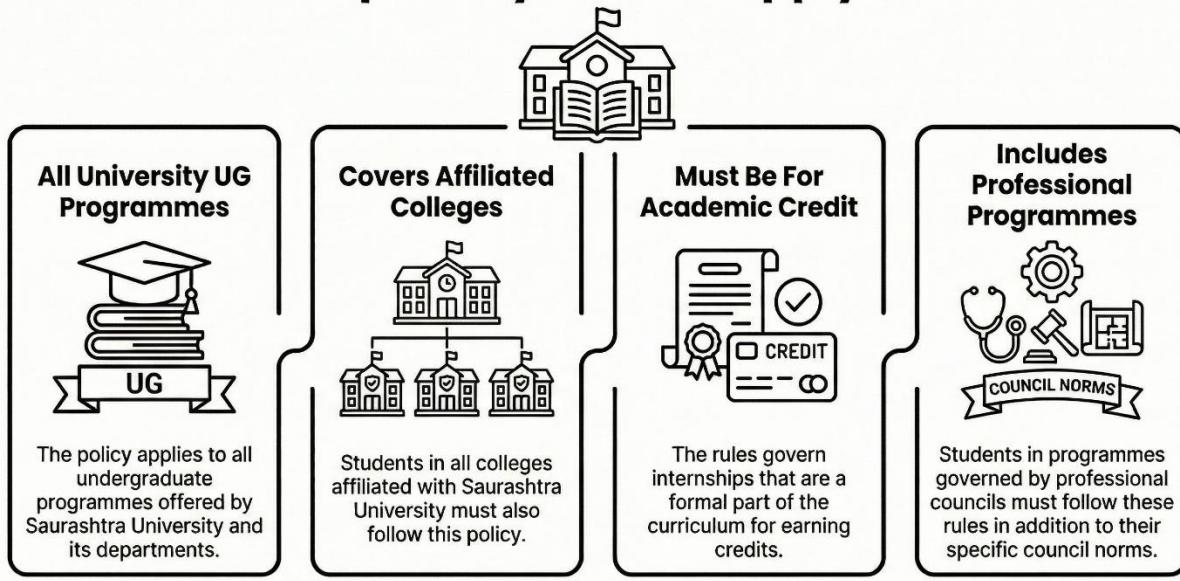


Scope and Applicability

This Standard Operating Procedure shall be applicable to:

- All Undergraduate programmes are offered by Saurashtra University, Rajkot, and its affiliated colleges and constituent departments.
- All Internship activities are undertaken for the purpose of earning academic credits as part of the Undergraduate curriculum.
- Undergraduate programmes governed by statutory or professional councils shall follow this SOP in addition to the norms prescribed by the concerned regulatory bodies.

Internship Policy: Does It Apply to You?



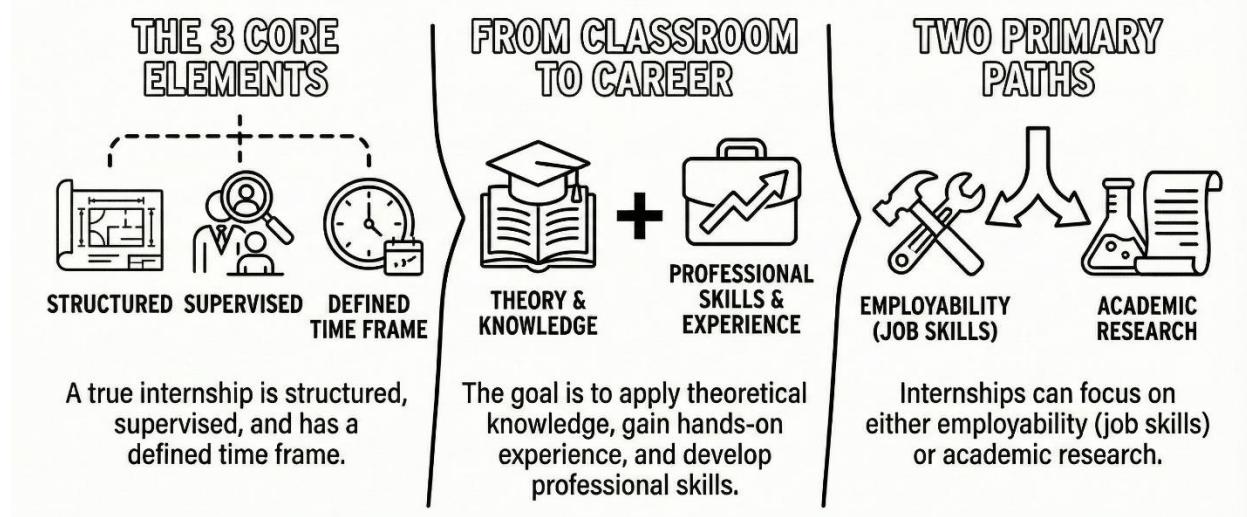
Definition of Internship

For the purpose of this SOP, an internship refers to a structured, supervised, and time-bound experiential learning activity undertaken by a student in an external organization or research environment under the guidance of qualified professionals or mentors.

The internship shall provide opportunities for students to apply theoretical knowledge, acquire hands-on experience, understand professional practices, and develop competencies relevant to their discipline.

Internships may be employability-oriented or research-oriented, depending upon the nature of the organization, learning outcomes, and academic requirements.

WHAT IS A REAL INTERNSHIP?



Credit Structure, Duration and Timing

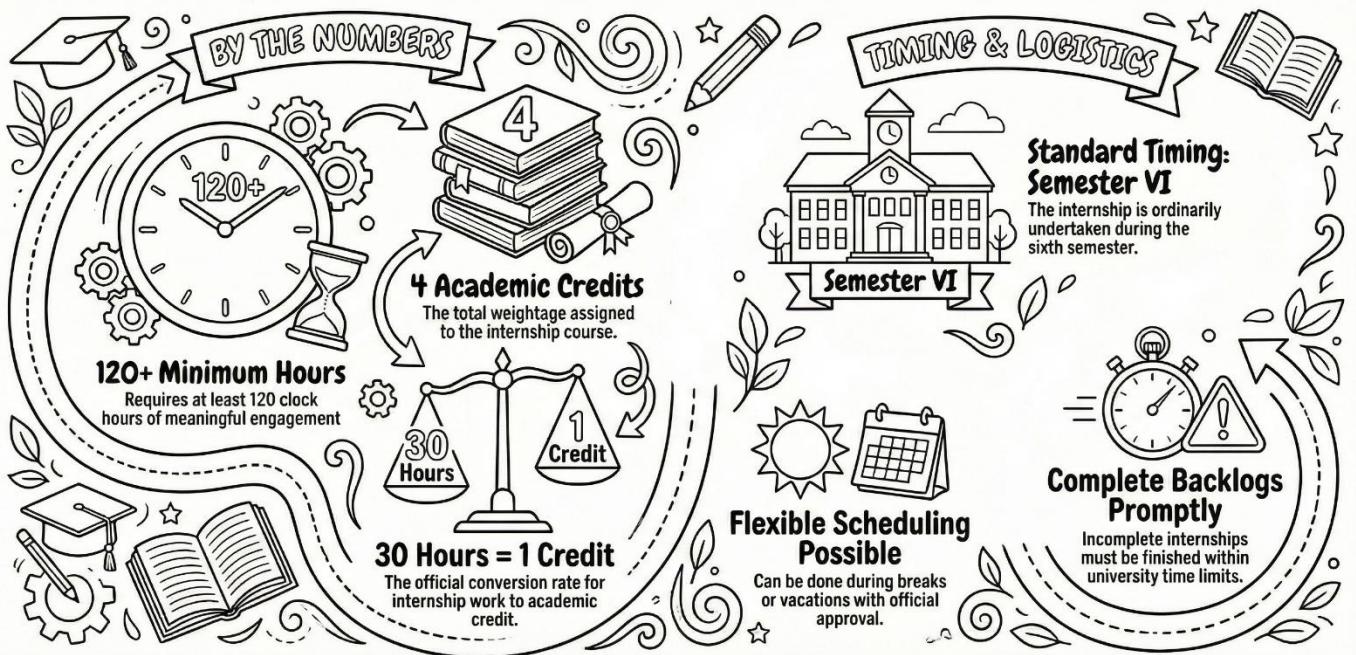
The Internship / Research Internship shall carry a total weightage of four (4) academic credits, which corresponds to a minimum of 120 clock hours of meaningful engagement. As per the National Credit Framework, approximately 30 hours of internship work shall be equivalent to one academic credit.

The internship shall ordinarily be undertaken during Semester VI of the Undergraduate programme. However, subject to approval by the concerned authorities, the internship may also be conducted during semester breaks or vacation periods without affecting regular academic activities.

All backlog or incomplete internships must be completed within the time limits prescribed by the University.

Component	Specification
Semester	Six
Credits	04
Workload Norm	30 hours per credit
Total Duration	Minimum 120 hours
Category	Core – Major Course
Mode	Offline / Hybrid / Approved Online (where applicable)

Undergraduate Internship Requirements



Types of Internships

Employability-Oriented Internship

Employability-oriented internships are designed to provide students with exposure to real workplace environments such as industries, businesses, government offices, start-ups, service organizations, media houses, healthcare institutions, and social organizations.

Such internships focus on the development of practical skills, professional behavior, workplace ethics, problem-solving abilities, and understanding of organizational structures and processes.

Research-Oriented Internship

Research-oriented internships aim to develop research aptitude among undergraduate students.

These internships may be undertaken at universities, research institutions, laboratories, R&D centers, think tanks, or under recognized researchers where students are exposed to research tools, methodologies, experimentation, data analysis, and academic writing.

TWO PATHS OF INTERNSHIPS

Student internships provide valuable experience, following two distinct paths for workplace or research.

EMPLOYABILITY-ORIENTED



GOAL: REAL WORKPLACE EXPERIENCE

- Provides exposure to industries, businesses, and government organizations.



DEVELOPS: PRACTICAL JOB SKILLS

- Focuses on professional behavior, problem-solving, and workplace ethics.

RESEARCH-ORIENTED



GOAL: DEVELOP RESEARCH APTITUDE

- Undertaken at universities, research labs, and R&D centers.



DEVELOPS: ACADEMIC & ANALYTICAL SKILLS

- Focuses on research tools, data analysis, and academic writing.

Institutional Framework for Implementation

To ensure smooth and uniform implementation, each affiliated college or institution shall establish a structured Internship Implementation Mechanism.

This mechanism shall consist of a Nodal Officer for Internship, Internship Supervisors (Faculty Members), and collaboration with suitable Skill Knowledge Providers (SKP) or Internship Providing Organizations (IPO).

The University shall provide overall policy guidance and evaluation oversight through its designated academic and administrative authorities.

The College Internship Team



University Provides Oversight

The University sets the overall policy and evaluation standards for the program.



Nodal Officer Leads

Each college must appoint a Nodal Officer to manage the internship mechanism.



Faculty Members Supervise

Faculty act as Internship Supervisors to guide students.



Partner with External Organizations

Collaborate with Skill Knowledge Providers (SKP) or Internship Providing Organizations (IPO).

Role and Responsibilities of the Nodal Officer

The Nodal Officer for Internship shall be appointed by the Principal or Head of the Institution.

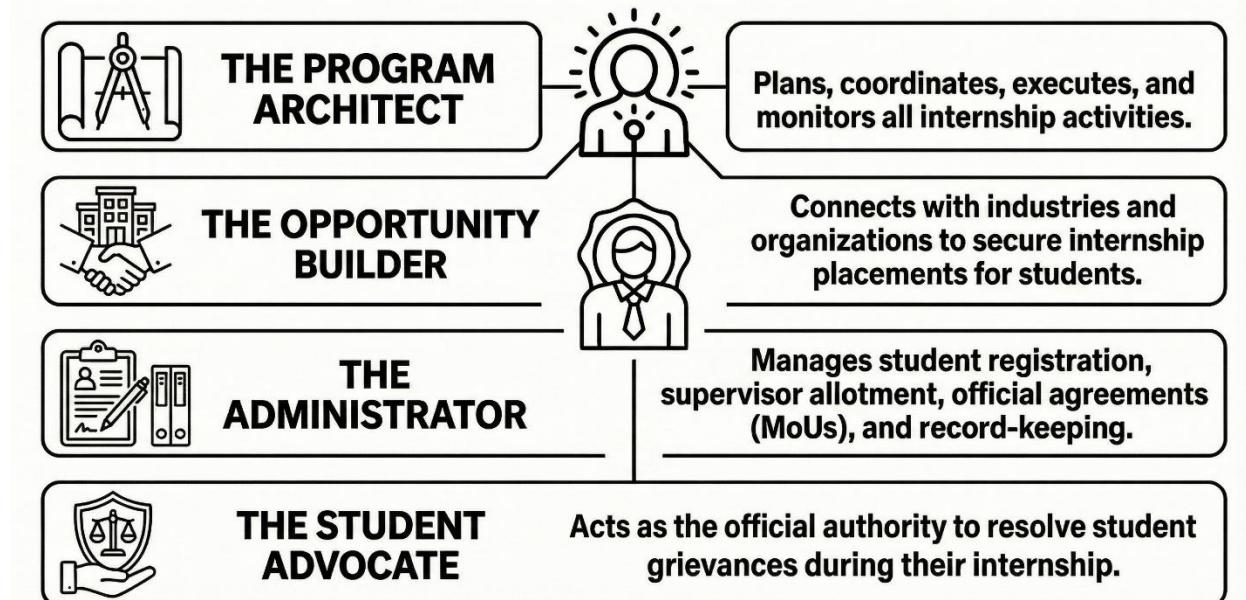
The Nodal Officer shall be responsible for planning, coordination, execution, and monitoring of internship activities at the institutional level.

The Nodal Officer shall establish and maintain liaison with industries, research organizations, government departments, NGOs, and other potential internship providers for securing internship opportunities for students.

The Nodal Officer shall ensure registration of students, allotment of Internship Supervisors, execution of Memoranda of Understanding (MoUs) or Letters of Intent (LoIs), maintenance of records, and submission of consolidated reports to the University with the approval of Principal only.

The Nodal Officer shall also act as a grievance redressal authority for students during the internship period.

THE INTERNSHIP NODAL OFFICER: KEY RESPONSIBILITIES



Role and Responsibilities of Internship Supervisor (Faculty)

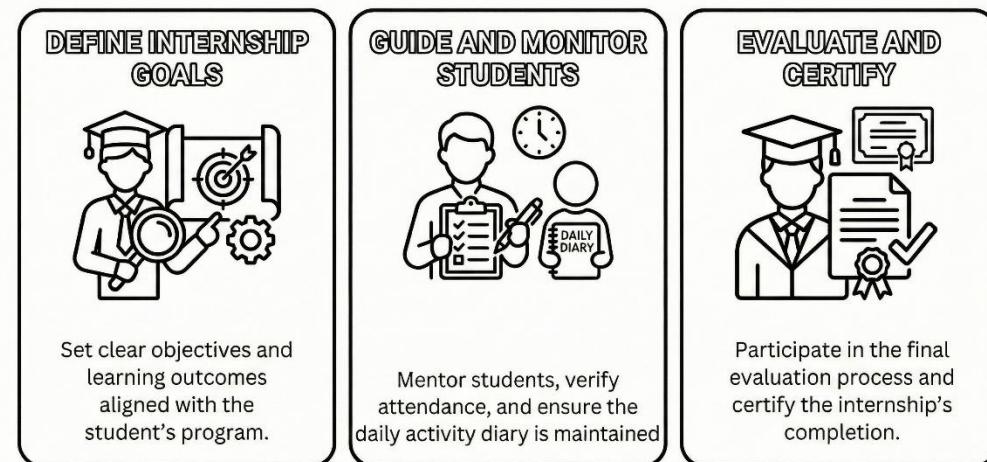
The Internship Supervisor shall be a faculty member nominated by the college/institution.

The Supervisor shall define internship objectives and learning outcomes aligned with the student's programme and discipline.

The Supervisor shall guide, mentor, and monitor students throughout the internship period, verify attendance and progress, and ensure maintenance of the daily activity diary.

The Supervisor shall participate in evaluation and certification of internship completion.

THE FACULTY SUPERVISOR'S ROLE



Role of Host Organization and Mentor

The Host Organization or Skill Knowledge Provider shall provide a safe, professional, and conducive learning environment for interns.

A qualified Mentor shall be assigned by the Host Organization to guide and supervise the intern.

The Mentor shall provide hands-on guidance, monitor performance, evaluate learning outcomes, and issue an Internship Completion Certificate upon successful completion.

YOUR INTERNSHIP SUPPORT SYSTEM



THE HOST ORGANIZATION'S ROLE

Provides a safe, professional, and supportive learning environment for the intern.



THE MENTOR'S ROLE

A qualified guide assigned by the host to supervise and support you directly.

MENTOR'S KEY RESPONSIBILITIES



Provide hands-on guidance



Monitor your performance



Evaluate learning

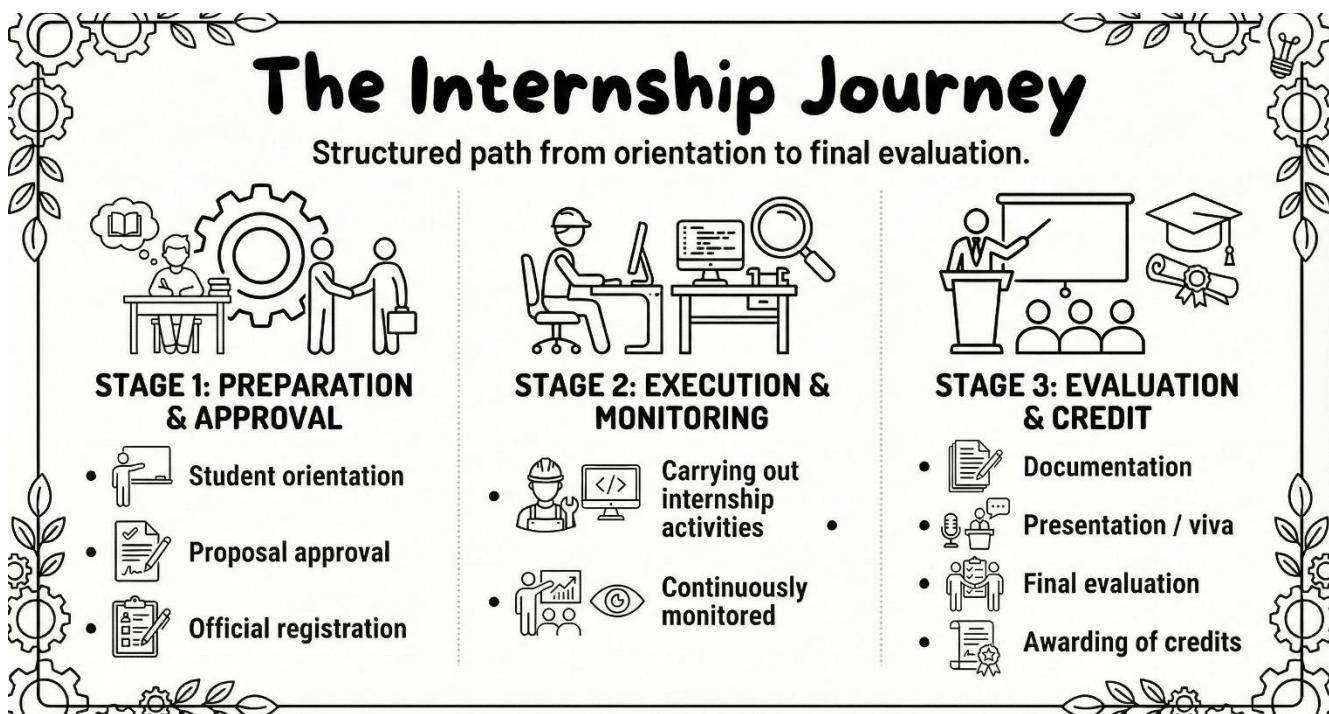


Issue your completion certificate

Internship Implementation Process

The internship implementation process shall include orientation of students, approval of internship proposals, registration and allotment, execution of internship activities, continuous monitoring, submission of documentation, presentation and viva-voce, evaluation, and award of credits / marks.

All activities shall be conducted in a transparent and accountable manner in accordance with this SOP.



Steps	Activity	Details and Requirements	Supporting Source
1.	Understand Internship SOP	The Principal/Head of the Institute, along with the Heads of Major Subjects, shall thoroughly review and understand the Standard Operating Procedure (SOP) issued by KCG, Government of Gujarat.	Annexure 1: KCG SOP 3.4.1 to 3.4.8 (pp. 71-74)

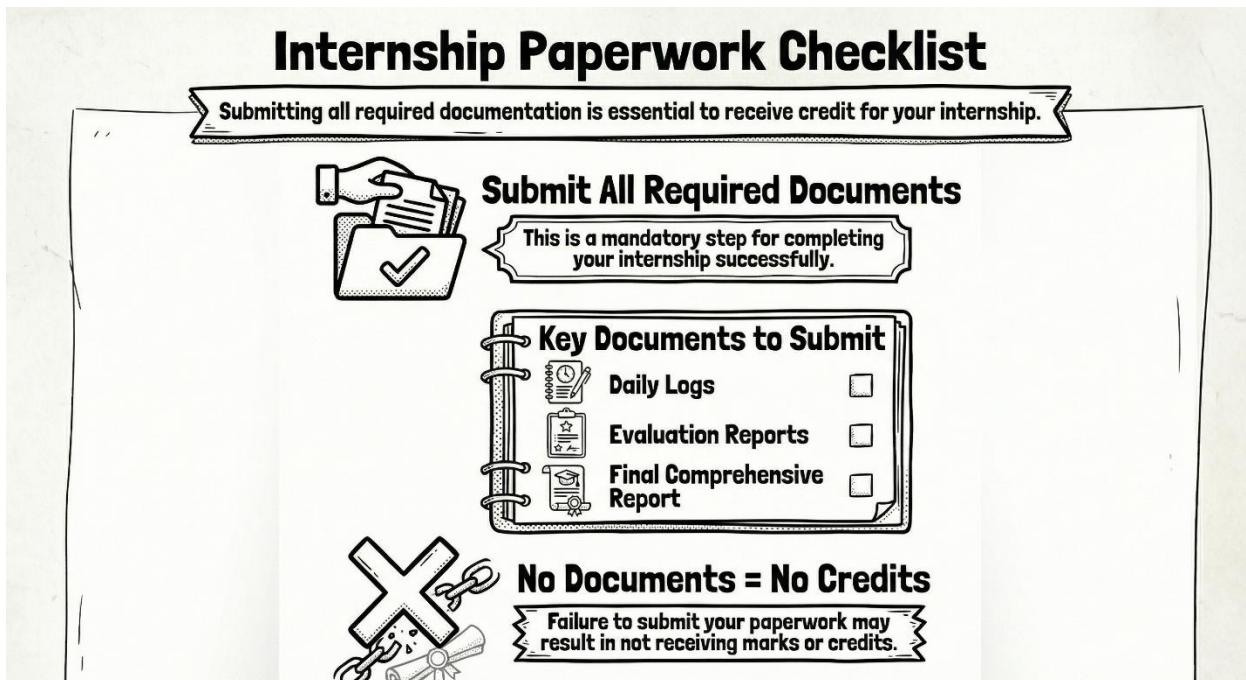
2.	Subject and Learning Outcome (LO) Definition	<p>The University/Institute shall identify and approve the subjects to be offered under the Internship/Apprenticeship programme. For each subject, clearly defined Learning Outcomes (LOs) shall be framed in alignment with the prescribed Internship requirements.</p>	<p>Annexure 2: KCG SOP 3.3.5 (pp. 53–60) and/or approval by the relevant Boards of Studies</p>
3.	Industry / Skill Knowledge Partner (SKP) Identification	<p>The Institute/College shall systematically identify and empanel suitable industries and Skill Knowledge Partners (SKPs) capable of providing Internship opportunities. Such identification shall be based on the approved subjects and the defined Learning Outcomes.</p>	<p>The Institute/College shall formally execute a Letter of Intent (LOI) or a Memorandum of Understanding (MoU) with each selected industry/employer, hereinafter referred to as the Skill Knowledge Partner (SKP).</p>
4.	Official Engagement (LOI / MoU)	<p>The Institute/College shall formally execute a Letter of Intent (LOI) or a Memorandum of Understanding (MoU) with each selected industry/employer, hereinafter referred to as the Skill Knowledge Partner (SKP). The LOI/MoU must clearly specify student assignments, scope of work, duration of engagement, stipend/honorarium (if applicable), evaluation methodology, and certification procedures.</p>	<p>Annexure 3: As per the format prescribed in KCG SOP (p. 182)</p>
5.	Student Assignment	<p>Students shall be assigned to the approved Skill Knowledge Partners strictly</p>	<p>Annexure 4: As per the format</p>

		on the basis of their academic profile, subject relevance, and the specific requirements of the industry. The Institute/College shall ensure transparency and suitability in the allocation process and maintain proper records of student assignments.	prescribed in KCG SOP (p. 183)
6.	Certification Completion and	Upon successful completion of the Internship and based on the evaluation outcomes, Certificates or Letters of Completion shall be issued to the students. The respective Skill Knowledge Partner (SKP) shall be responsible for issuing the completion certificate or letter, in accordance with the approved evaluation and certification norms.	Annexure 5: As per the format prescribed in KCG SOP (p. 184)
7.	Continuous Evaluation	Evaluation of the Internship shall be continuous and formative , carried out throughout the engagement period and upon its completion. The evaluation shall be jointly conducted by the industry supervisor and the faculty mentor appointed by the Higher Education Institution (HEI). Proper documentation of evaluation outcomes shall be maintained for academic records and audit purposes.	Annexure 6: Internship Evaluation Sheet – Saurashtra University

Documentation and Reporting

Students shall be required to submit prescribed documents including registration forms, undertakings, daily activity logs, attendance records, evaluation reports, internship completion certificates, and a comprehensive final internship report.

Failure to submit required documents may result in non-award of credits/marks.



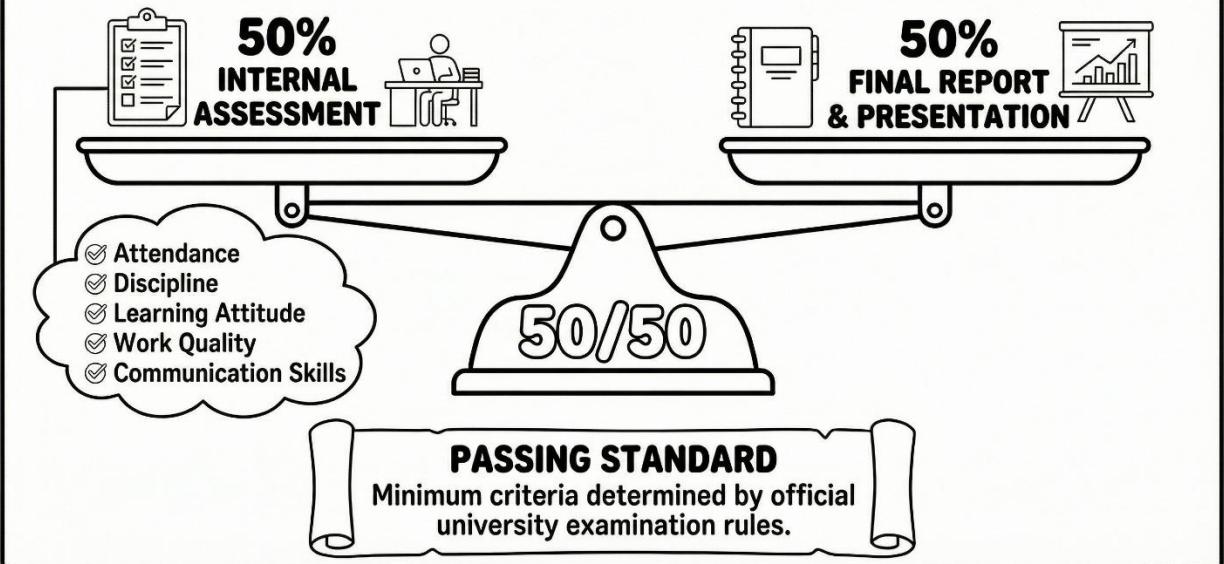
Evaluation and Assessment

The evaluation of internship shall consist of Internal Assessment (50%) and Final Report & Presentation (50%).

Evaluation shall assess attendance, discipline, learning attitude, quality of work, documentation, understanding of concepts, and communication skills.

Minimum passing criteria shall be as per university examination rules.

INTERNSHIP EVALUATION BREAKDOWN



Discipline, Ethics and Conduct

Students shall strictly adhere to the rules and regulations of the Host Organization, College and the University.

Students shall maintain confidentiality, academic integrity, and ethical conduct. Any form of misconduct, plagiarism, or misrepresentation may lead to cancellation of internship and disciplinary action.

Internship Code of Conduct

Adhere to All Rules  Host Organization College University	Maintain Professional Integrity  Uphold confidentiality, academic integrity, and ethical conduct at all times.	Misconduct Has Consequences  Plagiarism or misrepresentation can lead to internship cancellation and disciplinary action.
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Review and Amendments

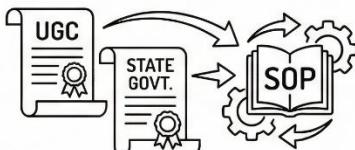
This SOP shall be reviewed periodically by the University authorities and may be amended as per UGC directives, State Government instructions, and decisions of the competent academic bodies.

HOW OUR SOP EVOLVES



REVIEWED ON A PERIODIC BASIS

University authorities regularly assess the effectiveness and relevance of the SOP.



DRIVEN BY OFFICIAL DIRECTIVES

Amendments are guided by UGC directives and State Government instructions.



SHAPED BY ACADEMIC BODIES

Decisions from competent academic bodies also lead to updates and changes.

References

<https://kcg.gujarat.gov.in/standard-operating-procedure-implementation-national-education-policy-2020>

https://www.ugc.gov.in/pdfnews/0063650_Draft-Guidelines-for-Internship-and-Research-Internship-for-Under-Graduate-Students.pdf

Annexures

Annexure 1: <https://kcg.gujarat.gov.in/standard-operating-procedureimplementation-national-education-policy-2020> - KCG-SOP: 3.4.1 to 3.4.8 – pg. no. 71 to 74

Annexure 2: KCG-SOP: 3.3.5 – pg. no. 53 to 60 and/or as approved by relevant Boards of Studies

Annexure 3: As per the format given by KCG-SOP pg no. 182

Annexure 4: As per the format given by KCG-SOP pg no. 183

Annexure 5: As per the format given by KCG-SOP pg no. 184

Annexure 6: Internship Evaluation Sheet | Saurashtra University

Annexure-3: Format of Letter of Intent (LoI) for Skill Knowledge Partner (SKP)

To,

The Principal/ Dean/ Head of Department,
(College-Institute Name)

Address-

Subject - Letter of Intent to be a Skill Knowledge Provider.

Dear Sir/ Madam,

1. _____ (Name Of Organization) is desirous to become a Skill Knowledge Partner of _____ (Institute/University) and providing OJT/ Internship/ Apprenticeship opportunity to students at University.
2. We would be providing OJT/ internship/apprenticeship opportunity to up to _____ (number of students) for the _____ course/s.
3. We understand that the course is commencing on _____ and will be for the duration of _____ (number of semesters) divided into _____ semesters.
4. As an organization, we shall provide opportunities to the students towards achieving the desired learning outcomes. We understand the minimum number of hours the student needs to spend on the learning outcome should be _____ (as per the credit assigned for internship) hours per semester.
5. We shall share the Completion letter with the names of the student and course, once the batch is finalized.

Yours Sincerely,

ABC Company

Address

Contact person Name

Designation

Phone number

Annexure 4: Format of ‘Letter of Intent’ to the student

To,
(Name of the Student)
(Name of the Institution)
(Residential Address)
(Mobile Number)

Dear (Name of the student)

It gives me great pleasure to inform you that you have been selected by
M/s. _____ (Name of the company) as a _____ (Designation)
to be located at _____ (Location of OJT/internship/Apprenticeship). You will
be paid
a stipend of Rs. _____ Per month (_____ In words).

Yours sincerely,

(Signature and name of authorised signatory)
(Seal of the company)

Student declaration and acceptance of offer:

I have read the terms and conditions and information regarding my OJT/ internship/
Apprenticeship offer letter. I affirm that I accept the offer and will join the above-mentioned
company on said date.

Signature:

Date:

Annexure 5: OJT/ Internship/ Apprenticeship completion certificate for candidates

Company letter head

Issued on:

ID No.:

OJT/internship/ Apprenticeship completion certificate

This is to certify that Ms. / Mr. _____ D/o, W/o, S/o _____ has successfully completed the job / internship/ Apprenticeship training course with grade _____ for _____ (Course name) conducted by _____ (Company name) facilitated by _____ (Institution name) from _____ (DD/MM/YY) to _____ (DD/MM/YY) at _____ (Name of company, address).

Certified by:

(Company name)

Sign and seal

(Designation)

Grading for performance is as follows:

Grade O- Outstanding

Grade A+ Excellent

Grade A- Very good

Grade B+ Good

Annexure-6: Internship Evaluation Sheet | Saurashtra University**Name of the College:** _____

Name of the student	
Programme	B.A./ B.Com./ BBA/ BCA/ B.Sc./ B.Sc. (IT)/ B.R.S./ BSW/ if _____ (Any other)
Semester	VI - Internship
Major Subject	
Roll No	
Aadhar/ ABC ID	
Registration ID	
Internship Organization / SKP	
Duration	From: _____ to: _____

A: Internal Evaluation (CCE) (50 Marks)

Criteria	Marks by SKP Supervisor	Marks by college faculty
Attendance & Regularity	10	
Discipline & Professional Attitude	10	
Diary / Logbook Maintenance	10	
Learning Attitude		10
Mid-Term Review		10
Total	_____/30	_____/20
Earned Marks / 50		

B: External Evaluation (SEE) (50 Marks)

Component	Marks by SKP Supervisor	Marks by college faculty / guide
Internship Report with learning outcomes	30	
Presentation & Viva		20
Total	_____/30	_____/20
Earned Marks / 50		

Name & Signatures:

Internship Supervisor (College Faculty) _____

Internship Mentor (Organization) _____

* The intern shall earn minimum 18 aggregate marks out of 50 in internal (CCE) as well as external (SEE) evaluation