<u>Internship Policy</u>
<u>Madhab Choudhury College, Barpeta</u>

1. Introduction

The internship program in Madhab Choudhury College, Barpeta, is designed to provide students with practical exposure, skill development, and real-world experience in various professional fields. This policy ensures a structured approach to selecting, implementing, and assessing internships to enhance students' skill and research aptitude for future.

2. Objectives

- To bridge the gap between academic learning and practical application.
- To provide hands-on experience in relevant industries and organizations.
- To develop professional skills and industry-specific knowledge.
- To encourage research aptitude and innovative contributions.
- To enhance students' employability and career readiness.

3. Selection of Internship Providers

Madhab Choudhury College will facilitate internships in collaboration with a diverse range of organizations to provide students with maximum exposure and industry relevance. This will be done through the Research and Development Cell (RDC) of the college with proper mechanism. Here are some list of internship providers which may be considered as probable partners of Madhab Choudhury College to enhance the internship programme of the students.

- Local Industries (MSME and Heavy Industries): Small and Medium Enterprises (SMEs) and large-scale industries play a crucial role in economic development. Students may gain experience in sectors such as manufacturing, textiles, agro-industries, food processing, and engineering firms. Examples include:
  - Local textile mills and handloom industries.
  - Agricultural processing units and nursery.
  - Engineering and automobile workshops.
  - Fishery industries and aquaculture farms.
  - Concrete block making industries and construction material production units including Brick Kilns.
  - Local registered firecracker industry

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- Diagnostic Laboratories, Nursing Homes etc.
- Government and Private Organizations: Students can intern in various public and private sector enterprises, learning about governance, administration, and business operations. Examples include:
  - District administration offices.
  - Banks and financial institutions.
  - NGOs and social welfare organizations.
  - Registered Local diagnostic centres for medical purpose
- Local Self-Government Bodies: Internships in local governance will provide students with insights into public administration and community development. Examples include:
  - Gaon Panchayat (Village Council) offices.
  - Zila Parishad (District Council) administrative units.
  - Municipal corporations and rural development programs.
- Business Organizations: Business enterprises provide students with experience in areas like management, marketing, finance, and operations. Examples include:
  - Retail and wholesale businesses.
  - Startups and entrepreneurial ventures.
  - Hospitality and tourism sectors.
- Artists and Craftspersons: Internships in arts and crafts will help students understand traditional skills and their economic significance. Examples include:
  - Handicraft and artisan workshops.
  - Traditional pottery and weaving centres.
  - Cultural and heritage-based institutions.
- Computer and Digital Technology Services: Digital literacy and technology-based internships help students gain expertise in computing and office automation. Examples include:
  - Computer DTP (Desktop Publishing) and graphic design services.
  - IT support and software development firms.
  - Cyber cafés and digital service centers.

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- Research and Development (R&D) Institutions: Research internships help students develop analytical and investigative skills in academic and industrial research settings. Examples include
  - University-affiliated research centres
  - Government research organizations such as CSIR, ICAR, and DRDO
  - Private R&D laboratories focusing on technology and innovation
- Teaching is a career which is opted by a large number of students of the college. The students may gain valuable teaching experience through internship programmes with various schools of the locality. Examples Include
  - Private sector schools.
  - Public sector schools where the is lack of teachers.
  - Training Institutes.

By engaging with a broad spectrum of internship providers, students will gain relevant industry experience, develop interdisciplinary skills, and enhance their career prospects.

4. Implementation through the Research and Development Cell (RDC)

- The Research and Development Cell (RDC) of the college will coordinate the internship program with internal mechanism.
- RDC will communicate between the students, host organizations, and the Controller of Examinations.
- It will ensure that the internship aligns with academic requirements and career goals.
- Formal agreements will be established with host organizations to streamline the internship process.

5. Assessment of the Internship Program

The evaluation of students' internship performance will be based on the following:

a) Completion Certification:
- A certificate of successful completion from the host organization.
- An activity logbook detailing the intern's daily tasks and learnings.
- An evaluation report from the Internship Supervisor at the host organization.

b) Work Demonstration:
- Submission of a detailed internship report.

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- A seminar presentation by the intern, evaluated by a committee of teachers/experts appointed by the Controller of Examinations.

c) Evaluation Criteria:

- Format and quality of the internship report.
- Acquisition of skill sets relevant to the internship domain.
- Originality and innovative contributions demonstrated during the internship.
- Significance of research outcomes and practical implications.

6. Credit Transfer Process

- The completion report and internship certificate must be submitted to the Controller of Examinations through the RDC.
- The RDC will coordinate with the Controller of Examinations to ensure the smooth transfer of internship credits.

7. Conclusion

The internship program at Madhab Choudhury College, Barpeta, aims to enhance students' professional skills, research capabilities, and industry readiness. By integrating academic learning with real-world experience, this policy ensures a structured, transparent, and impactful internship process.

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