

Phone & Fax :- 01250-220076
Email ID:- jvmgrrcollege@rediffmail.com
Website: -jvmgrr.ac.in



JANTA VIDYA MANDIR GANPAT RAI RASIWASIA COLLEGE
(Affiliated to CBLU, Bhiwani)
(NAAC Accredited B Grade with CGPA 2.78)
Ram Krishan Gupta Marg, CHARKHI DADRI, (Haryana)

Ref. No. JVM/2025/.....

Dated: 8-Oct-25

As per the ordinance of CBLU, Bhiwani the following staff members who are the members of Internship Cell also have been appointed as Teacher-in-charges and Internship Supervisors to implement the internship programme at UG level. Kindly note that the necessary guidelines and procedural information issued by CBLU, Bhiwani regarding the duties of the Teacher-in-charge and Internship Supervisors are shared herewith for the necessary implementation.

Principal

Teacher-in-charges

- Arts: Dr. Manjeet Mann
- Science: Dr. Sushila
- Commerce: Dr. Priti Gupta

Co-ordinator

[Handwritten Signature]
08/10/2025

Duties and Responsibilities of Teacher In charges

- The Teacher In charges of different UG programmes in college will coordinate with the Internship Supervisor.
- The role of Teacher In charges shall be to facilitate and to guide students for internship. The internship should be well-defined and with clear outcomes. It is important to explore, reach out to, and sign a Memorandum of Understanding (MOU) with local businesses, Govt./Semi- Govt./PSUs, research organizations, NGOs, HEIs, etc. as this will aid in training, research, employment, and start-ups.
- The Teacher In charges shall also keep a record of students' internship enrollment, place of internship, evaluation of internship and will submit the final awards of internship course to Internship coordinator. So, the same record could be submitted on the university portal.
- Teacher In charges can enter MOUs with different organizations for providing internships through coordination of Internship cell on behalf of College/Institute.
- Teacher In charges will also allocate internship supervisors depending upon the number of students and regular faculty members available in the college.

Internship Supervisors

- **Arts:**

1. Dr. Raj Kumar,
2. Dr. Bhupender Singh,
3. Dr. Vipin Pal,
4. Sh. Amarjeet,
5. Dr. Surender Singh,
6. Ms. Hemlata,
7. Dr. Deepak Dhillon

- **Science (Medical & Non-Medical):**

1. Dr. Shamina,
2. Dr. Sunita,
3. Sh. Chajju Ram,
4. Dr. Arun Kumar

- **Commerce:**

1. Dr. Garima

Duties & Responsibilities of Internship Supervisor

- The Internship Supervisor will guide, counsel, facilitate the students during the process of exploring the interest areas of internship and possible places for doing the internship accordingly. S/he will monitor and supervise the student(s) during the internship period.
- The Internship Supervisor will also keep the record of the consent of Internship Mentor and the organization, awards submitted by Internship Mentor and the report of the internship submitted by the student(s).
- S/he will also evaluate the internship reports of the students allotted to her/him for rest of 50% of

the score and shall submit the total awards of internship course to the concerned Teacher In charge of the internship cell.

- It is desirable that the Internship Supervisor should conduct a short duration formal meeting, either in online or offline mode, at least once during the internship with the Internship Mentor.

Important information:

1. Credits and Duration of Internship

Every student for the UG Programme is required to undergo internship as a course of 4 credits of 4-6 weeks duration (120 hours) before taking an exit or completing the degree programme. A student for the UG Programme shall be required to undergo internship during summer vacation either after the second semester examination or after the fourth semester examination.

If she/he opts to exit with Undergraduate Certificate/Diploma in the discipline, then it shall be obligatory to complete the internship before exit.

2. Internship Procedure

- (i) **Internship Cell/Teacher-in-charges** of the college/faculty will notify a list of different internship areas, internship providing organizations, internship positions, internship projects arranged by the college or where a student can apply for on its notice boards at the onset of even semester. That list can be either in the form of **Appendix-I** or as drawn by the college.
- (ii) The student shall apply for internship in response to the notice of the internship cell in the prescribed format (**Appendix-II**). It is the responsibility of the student to apply for the internship well in time.
- (iii) The Internship Coordinator will allocate the received applications of internships to the Teacher Incharges of different UG programmes in the college.
- (iv) The concerned Teacher Incharge of the UG programme in the college will allocate the student(s) to the Internship Supervisors from the list notified by the Principal.
- (v) The Internship Supervisor will provide the recommendation letter (**Appendix-V**) in the name of internship providing organization to the student.
- (vi) The student will contact internship providing organization/Internship Mentor to get the consent for guiding internship (**Appendix-III**) and shall submit the same to internship supervisor along with the tentative schedule of the internship.
- (vii) The student will move for internship with the intimation to the Internship Supervisor.
- (viii) After completion of the internship, the student(s) will submit the internship report (including- introduction about the organization, objectives of the internship, details of the work done, observations and learning outcomes/experiences, other forms of presentation, if any) within 15 days of the completion of internship to the Internship Supervisor at the college. An indicative format of the internship report is given in the

Appendix -VI.

- (ix) The student will collect the completion certificate duly signed by the Internship Mentor (**Appendix-IV**) and shall submit the same along with internship report to the Internship Supervisor. Internship report without completion certificate shall not be entertained.
- (x) If a student fails to get an internship in physical mode, then the host institute should have a provision for digital or group internship.

3. Internship Evaluation

The evaluation of the internship shall be done by the Internship Mentor of IPO and Internship Supervisor of the college separately and of 50 marks each.

- (i) Internship Mentor will evaluate the student on the basis of regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives. The internship mentor will give the awards at the completion of internship in the given format of **Appendix-IV**.
- (ii) The internship supervisor will evaluate the intern for 50 marks based on internship report and viva-voce. The internship report will be evaluated in terms of its contents and presentation in the context of relevant sections of the **Appendix-VI**.
- (iii) Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

A student has to obtain minimum 40% marks (Grade 'P') each in the evaluation by Internship Mentor and Internship Supervisor.

The Internship Supervisor will submit the cumulative awards and records (**Annexure-VII**) to the Teacher Incharge of respective UG programmes in college for onward submission on the university portal.

A candidate who could not complete or has failed in internship evaluation by the Internship Mentor, then s/he will get one more chance to repeat that part of internship during vacations/holidays. If a candidate gets failed in the evaluation of the Internship report, then she/he will submit the Internship report again and that revised report will be assessed again but the candidate need not to repeat the internship in that case.

4. Internship Providing Organization

The internship can be done by a student to get the opportunities for active engagement in on-site experiential learning preferably in their respective discipline at an Internship Providing Organization (IPO) with the permission of the college. Internship Providing Organization is an organization, HEI, philanthropy, farmer, government organization, R&D institutions, research

labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme.

Different categories and types of the internship providing organizations are mentioned below:

- Local industry;
- Government or Private Organizations/Institutions;
- Business establishments (micro, small and medium);
- Local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities);
- Media organizations;
- Social organizations;
- Artists, craft persons, or a professional (individual/organization);
- Research laboratories;
- HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects;
- Placement cell;
- Alumni;
- Libraries;
- Organizations working for adult education;
- Community service;
- Organization/enterprise/start-ups/corporate;
- Farmlands;
- Gig workers;
- Non-government organizations (NGOs);
- Research & development organizations, and
- Educational institutions

Training/Skill Development Certificate courses/programmes from Govt./Govt. approved agencies/bodies, of equal duration i.e., minimum 4-6 weeks will also be considered as internship courses.

Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.

The internship cell/ Teacher-in-Charge will explore the possible internship positions in different areas in different organizations and make the students aware about the same through regular notifications, mentor-mentee meetings, counselling sessions and other such programmes organized at their college. Local organizations should be given preference for doing the internship. Students should be encouraged to choose the organization for doing internship and to seek the consent from that organization.

A suggestive list of possible areas of internship and the organizations, in context of CBLU Campus programmes, is given in the **Appendix-I**. This list is not exhaustive but indicative. The different areas and internship providing organizations can be included at the level of college according to requirements and opportunities at the local level.

A Teacher-in-Charge can also explore at their level the National Qualification Register and check the possible job roles across sectors for exploring the internship areas (<https://nqr.gov.in/>).

The Teacher-in-charge can also search the internship platforms such as Internshala, Lets Intern, Killer Launch, Hello Intern etc. where internships are offered by many reputed organizations.

The students can also generate internship projects based on their own contacts. Students can choose industry mentor from HEIs/ research organizations/industrial R&D labs/Universities/other national reputed institutions/organizations/industries/ emergency professional/NGOs/local government officials/outside India experts working at the international level/social networking sites (e.g., LinkedIn).

Principal of a college shall be competent for allocation of internship to its students.

5. Internship Mentor

The Internship Mentor is an individual professional or owner or an employee working in an internship providing organization where a student wants to do the internship. The internship providing organization can be chosen by the student oneself through her/his own sources/network with the permission of college or as allocated by the college. The consent of the identified Internship Mentor shall be submitted to the Internship Supervisor by the student (**Appendix-III**). The Internship Mentor will provide guidance to the students online/offline throughout the internship duration (4-6 weeks).

The Internship Mentor will validate the participation and performance of the student(s) after the completion of the internship and will issue the completion certificate (**Appendix-IV**). Internship Mentor will evaluate the student on the basis of attendance, punctuality, learning, meeting objectives and time line and will award the marks out of 50 in the completion certificate

Appendix-I

List of Internship Providing Organizations

S. No.	Type of Internship	Objectives	Organizations/ Establishments	No. of Internship Positions
Internships in the field of Business/Commerce/Management/Tourism				
1.	Financial Analysis and Reporting	Internships focused on financial analysis involve tasks such as interpreting financial statements, conducting ratio analysis, and evaluating investment opportunities. Students can develop skills in financial modelling, forecasting, risk assessment and effective reporting.	Companies/business organizations (Manufacturing/Trading)	
2.	Data Analysis and Visualization	Internships that involve data analysis and visualization allow students to work with large datasets, perform statistical analysis, and create visualizations using tools like Excel, Tableau, or Power BI. This develops skills in data interpretation, pattern recognition, and communication of insights.	Banks (Commercial/Cooperatives) Advertising Agencies Insurance Companies Stock Investment Companies/Agencies	
3.	Accounting Software Proficiency	Internships that emphasize proficiency in accounting software such as QuickBooks, SAP, Tally or Oracle offer hands-on experience in data entry, reconciliation, and generating financial reports. Students can enhance their technical skills and familiarity with industry-standard software.	Accounts service providers/Banks (commercial and cooperative)	

4.	Tax Preparation and Compliance	Internships in tax preparation and compliance provide exposure to tax law, regulations, and filing processes. Students can assist with preparing tax returns, conducting research on tax issues, and ensuring compliance with tax requirements.	Reputed CA, Account service providers, Income tax service providers/ advocates	
5.	Financial Planning and Wealth Management	Internships focused on financial planning and wealth management involve tasks such as client portfolio analysis, retirement planning, and investment strategy development. Students can gain experience in assessing financial goals, risk tolerance, and asset allocation.	Financial advisors/companies	
6.	Business Process Improvement	Internships that focus on business process improvement allow students to identify inefficiencies, streamline workflows, and implement best practices in finance and accounting operations. This develops skills in problem-solving, project management, and process optimization.	Financial advisors/companies, retail stores, Retail estate companies, trade associations, certified accounting agencies	
7.	Communication and Presentation Skills	Internships that emphasize communication and presentation skills involve tasks such as preparing financial reports, delivering presentations to stakeholders, and communicating complex financial information in a clear and concise manner.	Companies/Business Organizations (Manufacturing/trading)/ Banks (Commercial/Cooperatives)/Advertising Agencies/Insurance Companies/Stock Investment	

		Students can enhance their written and verbal communication skills, as well as their ability to convey technical concepts to non-experts.	Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations	
8.	Project Management	Internships that involve project management tasks such as coordinating financial audits, implementing accounting systems, or managing budgeting processes provide students with valuable experience in planning, organizing, and executing projects within finance or accounting context.	Companies/Business Organizations (Manufacturing/trading)/Banks (Commercial/Cooperatives)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations	
9.	Compliance and Regulatory Affairs	Internships focused on compliance and regulatory affairs involve tasks such as monitoring regulatory changes, conducting compliance audits, and ensuring adherence to financial regulations such as GST, Income Tax, and Duties etc. Students can develop skills in regulatory interpretation, compliance assessment, and risk management.	Reputed CA, Account service providers, Income tax service providers/advocates	
10.	Financial Reporting and Analysis	Internships that focus on financial reporting and analysis involve tasks such as preparing financial statements, analyzing financial performance, and communicating insights to stakeholders. Students can develop skills in financial reporting standards, data interpretation, and financial statement analysis.	Financial advisors/Companies	

11.	Marketing and Market Research	Internships in marketing involve tasks such as conducting market research, developing marketing strategies, and executing promotional campaigns. Students can gain skills in market analysis, consumer behaviour, and digital marketing techniques.	Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations	
12.	Sales and Business Development	Internships focused on sales and business development provide experience in prospecting clients, managing customer relationships, and negotiating deals. Students can develop skills in sales techniques, customer communication, and relationship management.	Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations	
13.	Human Resources Management	Internships in human resources involve tasks such as recruiting, onboarding, training, and employee relations. Students can gain experience in talent acquisition, performance management, and HR policy development.	Companies/Business Organizations (Manufacturing/trading)/ Banks (Commercial/Cooperatives)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	

14.	Operations and Supply Chain Management	Internships in operations and supply chain management involve tasks such as inventory management, logistics coordination, and process optimization. Students can develop skills in supply chain analysis, demand forecasting, and quality management	Companies/Business Organizations (Manufacturing/trading)/ Retail Stores/Real Estate Companies/Trade Associations	
15.	Entrepreneurship and Small Business Management	Internships in entrepreneurship and small business management allow students to work with startup companies or small businesses, gaining experience in business planning, market analysis, and operations management and Entrepreneurship skills	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
16.	Customer Service and Relationship Management	Internships in customer service involve tasks such as handling customer inquiries, resolving issues, and maintaining customer relationships. Students can gain experience in customer communication, problem-solving, and conflict resolution.	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGSs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies.	

17.	Strategic Planning and Consulting	Internships in strategic planning and consulting involve tasks such as conducting industry research, analyzing competitive landscapes, and developing strategic recommendations for clients. Students can develop skills in strategic analysis, business planning, and consulting methodologies.	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies.	
18.	Tourism agencies and tour operators	Gain hands-on experience in organizing tours, managing bookings, and coordinating travel arrangements	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
19.	Hospitality industry	Internships at hotels, resorts, or restaurants to learn about guest services, event management, and hotel operations.	Homestays/Hotels/resorts /restaurants/guesthouses/ hostels	
20.	Destination management organizations (DMOs)	Work with tourism boards or DMOs to promote tourist destinations, develop marketing strategies, and analyze tourism trends.	Tour and Travel Agencies	
21.	Event management	Assist in planning and executing events such as conferences, festivals, and exhibitions, which are often integral to the tourism sector.	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
22.	Ecotourism and sustainable tourism initiatives	Internships with organizations focused on promoting responsible travel practices and preserving natural and cultural heritage sites.	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies/Wildlife Sanctuaries/Resorts/Bird Sanctuaries/Forest Institutes/National Parks/ Homestays	

23.	Travel management	Gain insights into travel planning, itinerary design, and customer service by interning at travel agencies or online booking platforms.	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
Internships in the field of Sciences/Arts/Humanities				
24.	Bee Keeping	Bee keeping equipments, management of apiary& honey production	Integrated Beekeeping Development Centre (An Indo-Israel Project)	
25.	Fish Farming	Fish pond management, fish production & marketing	National Fish Seed Farm, Jyotisar (Kurukshetra)	
26.	Poultry Farming	Poultry farm management, poultry products production & marketing	Reputed Poultry Farming Units	
27.	Agricultural Farming	Types of crops, farm management & production	Krishi Vigyan Kendra CCS Haryana Agricultural University, Hisar	
28.	Vegetable Farming	Type of vegetables, farm management, production & marketing	Centre of Excellence for Vegetables, Gharaunda (Karnal) is an Indo-Israel Project	
29.	Fruit Farming	Fruit crops, farm management, crop production & marketing	Centre for Subtropical Fruits, Ladwa, Kurukshetra	
30.	Polyhouse farming	Cost, type of vegetables grown, Management	Progressive farmers/KVKs/Village Panchayats	
31.	Floriculture	Cost, Types of flowers grown, Management.	Progressive farmers/KVKs/Village Panchayats	
32.	Mushroom Culture	Cost, Types of mushrooms grown, establishment Management	Progressive farmers/KVKs/Village Panchayats	
33.	Nurseries	Cost, Types of plants grown, establishment Management	Established nurseries/KVKs	
34.	Dairy Farming	Understanding business model, processing, working establishment and management	Panchayats/Dairies/Milk Plants	

35.	Health Care Services	Working and management	Hospitals/ Pathological Laboratories/X-ray and Scanning Centers/Physiotherapy Centers/Nature Cure Centers
36.	Processing of agricultural products	Understanding business model, processing, working establishment and management	Rice Shellers/ Sugar Mills/Oil Plants
37.	Storage of agricultural products	Understanding business model processing, working establishment and management	Warehouses/Rice Shellers/Silos
38.	Catering	Various aspects of catering, assisting with work in the kitchen, assisting with food preparation & assisting with food service	Institute of Hotel Management, Catering Technology & Applied Nutrition, Jyotisar, Distt. Kurukshetra
39.	Astrology	Astrology, Palmistry, Numerology	Reputed Institutes
40.	Travel and Tourism	Tour and travel management, various aspects of tourism	Travels agencies
41.	Salesmanship	Business to Business (B to B) skills, Business to Consumer (B to C) skills	At various Organized Retail Outlets-Whole sale outlets
42.	Hotel & Hospitality Business	Learning skills of front office, back office and event management	At various reputed Hotels and Banquet Halls
43.	Fine Arts	Clay modelling, miniature painting	Reputed artists/Professional artists/Department of FineArts, K.U. Kurukshetra
44.	Printing & Publishing Business	Designing, graphics & printing skills	Reputed Printing & Publishing Houses
45.	Dairy Farming	Various aspects of Dairy farming business	Reputed Dairy Farming Units
46.	Performing Art	Singing, Dancing & Instrument play skills	Haryana Kala Parishad, Kurukshetra Reputed Performing Arts Academies
47.	Karamkand & Purohitya	Study of various rituals, mantras associated with rituals & correct ways to perform various ceremonies	Yogeshwar Gurukul, Kurukshetra Reputed Institutes

48.	Study of self-help groups	The students will be able to collect information regarding functioning of SHGs and analyze the women empowerment through SHGs	Gram Panchayats/Women Groups/Anganwadi Centers/District Rural Development Agency (DRDA)	
49.	Study the health status of women and children in rural areas	The students will be able to collect information regarding the health status of women and children and to find out the ways and means to improve the health status	Gram Panchayats/Women Groups/Anganwadi Centers/Primary Health Centers	
50.	Study of Anganwadi centers in a community	The students will be able to collect information regarding services provided by AWCs	Women Groups/Anganwadi Centers/Primary health centers	
51.	Study the Panchayati raj institutions in rural community	The students will be able to collect data regarding the formation of PRIs and role of Women in PRIs	Gram Panchayats/Women Groups/Anganwadi Centers/ Mahila Mandals	
52.	Study the functioning of district red cross society	The students will be able to collect information regarding functioning of Red Cross Societies, utilization of Services of DRCS and role of Volunteers if these societies	District Red Cross Societies at district levels	
53.	Study of old age homes	The students will be able to collect information regarding Infrastructure, functions and services provided by Old Age Homes	Government and Private Old Age Homes	
54.	Study the use of renewable energy sources at village	The students will be able to collect information regarding utilization of renewable sources like solar system or Bio Gas etc.	Gram Panchayats/Department of Renewable Energy/Development Agency	
55.	Study the solid and liquid waste management practices	The students will be able to understand the practices of solid and liquid waste management by the community people	Gram Panchayats/Department of Renewable Energy Development Agency	
56.	Study the Rejuvenation of ponds in villages	The students will be able to collect information regarding maintenance of ponds in the villages and rain water harvesting systems	Gram Panchayats/Ponds and Waste water management authority	
57.	Study the New India Literacy Programme	Volunteer teaching	Schools/Community Centers/Panchayats/NGOs working for education	

58.	Study the utilization of schemes available for farmers	Study of the farmer's welfare schemes by state and central governments, ease of accessibility to the benefits, challenges faced by farmers in availing the benefits.	Village Panchayats/ KVKs	
59.	Study of working women hostels	Study of objectives, working and management of Working Women Hostel. Facilities available, challenges faced and suggestive measures	Women and Child development department	
60.	Study the problems of women agriculture laborers	Study of proportion of women in agricultural sector labour force, challenges and discriminations faced and advocacy	Village Panchayats	
61.	Study of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY)	Empowering the Indian youth with employable skills that are in demand in the job market, thus facilitating their entry into the workforce and contributing to the economic growth of the nation. This scheme offers a range of skill development courses across various sectors, including manufacturing, healthcare, hospitality, retail, and information technology (IT), etc.	Unemployed youths at Municipal wards and Village Panchayats levels	
62.	Study of the Ayushman Bharat Yojana/ Pradhan Mantri Jan Aarogya Yojana (PM-JAY)	Provide financial protection to vulnerable families against catastrophic health expenditures and to ensure access to quality healthcare services without facing financial hardships. The scheme offers eligible families an insurance cover of Rs. 5 lakh per annum per family. The cover will include pre- and post-hospitalization expenses (3 days of pre-hospitalization and 15 days of post-hospitalization like medicines and diagnostics are covered).	Municipal wards/Village Panchayats	

63.	Study of the Pradhan Mantri Suraksha Bima Yojana (PMSBY)	Provide financial security and support to individuals and their families in the event of accidental death or disability. The scheme aims to offer affordable insurance coverage to all citizens, particularly those from economically vulnerable sections.	Municipal wards/Village Panchayats	
64.	Study of the Pradhan Mantri Ujjwala Yojana (PMUY)	Provide clean cooking fuel to households that still rely on traditional cooking fuels such as firewood, coal, dung cakes, and kerosene. The scheme aims to improve the health of women and children by reducing indoor air pollution caused by traditional cooking methods and to empower women by reducing the time they spend collecting firewood.	Women from Below Poverty Line (BPL) households at Municipal wards/Village Panchayats levels	
65.	Study of the Pradhan Mantri Mudra Yojana (PMMY)	Provide financial assistance to micro and small enterprises (MSEs) for their growth and development.	Micro and small enterprises (MSEs) engaged in manufacturing, trading, and services sectors	
66.	Study the Krishi Udaan Yojana	Assisting farmers and agricultural producers in transporting their perishable agricultural goods, including fruits, vegetables, fish, and meat, from one	Farmers and agricultural producers/Agricultural cooperatives/farmer producer organizations (FPOs)/Village Panchayats	
67.	Study the Atal Pension Yojana (APY)	Addressing the pension and social security needs of workers in the unorganized sector. It aims to provide a guaranteed minimum pension income to such workers during their old age, thus ensuring financial stability and reducing dependency on others.	Workers in the unorganized sector such as maids, drivers, gardeners, artisans, and small shopkeepers including Self-employed individuals	

68.	Study the Pradhan Mantri Jan Dhan Yojana (PMJDY)	Promoting financial inclusion and ensure access to financial services for all households, particularly those from the economically weaker sections of society. The scheme aims to provide every household with access to a bank account, thereby enabling them to participate in the formal financial system and	Municipal wards/Village Panchayats	
		avail various benefits of government schemes directly into their accounts		
69.	Study the Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)	Enhance the capacity and efficiency of the vocational education and training (VET) ecosystem in India.		
70.	Study the Pradhan Mantri Kisan Samman Nidhi (PM-Kisan)	Provide financial assistance to small and marginal farmers to augment their income and support their livelihoods.	Village Panchayats	
71.	Study the National Means-cum-Merit Scholarship Scheme (NMMSS)	Identification of talented students from economically weaker sections and provide them financial support to prevent their dropout after class VIII and ensure their continuation in secondary education.	Government, local body, and government-aided schools	
72.	Study the Krishi Bima Yojana	Providing financial protection to farmers against losses due to crop failure or damage caused by natural calamities such as drought, floods, pests, and diseases. T	Village Panchayats	
73.	Study the Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	Guarantee the right to employment and livelihood security to rural households in India for at least 100 days of wage employment to every rural household whose adult members volunteer to do unskilled manual work.	Village Panchayats	

74.	Study the Khadi and Gramodyog Vikas Yojana (KGVY)	The programme aims to streamline and strengthen the development of both the Khadi and village industries sectors in India. It integrates various existing schemes related to Khadi and village industries under one umbrella program to ensure better coordination, efficiency, and effectiveness in implementation	Khadi institutions/Cooperatives/Artisans/Weavers/Craftsmen/Self-help groups (SHGs)/micro, small, and medium enterprises (MSMEs)engaged in Khadi production and marketing.	
75.	Study the Mukhya Mantri Jan Arogya Yojana	Provide cashless treatment to eligible beneficiaries for specified medical treatments at empaneled hospitals	BPL families, Antyodaya Anna Yojana (AAY) households, and those identified under the Socio-Economic Caste Census (SECC)	
76.	Study the Mukhya Mantri Antyodaya Anna Yojana	Provide subsidized food grains, including rice and wheat, through the public distribution system (PDS) at highly concessional rates in relation to ensure food security and improve nutritional outcomes for vulnerable sections of society.	Antyodaya Anna Yojana (AAY) households	
77.	Study the Mukhya Mantri Kisan Kalyan Yojana	Improvement in the socio-economic status of small and marginal farmers, enhance agricultural productivity, and promote sustainable farming practices.	Small and marginal farmers at Village Panchayat level	
78.	Study the Mukhya Mantri Yuva Swavlamban Yojana (MMYSY)	Empowering the youth of Haryana by providing them with skill development training in various sectors and facilitating their employment or self-employment opportunities.	Youth who are seeking skill development training and employment opportunities	
79.	Study the Mukhya Mantri Krishi Vikas Yojana	Provide financial assistance, subsidies, incentives, and support services to farmers to promote modern agricultural practices, enhance productivity, and increase income levels.	Village Panchayats	

80.	Study the Mukhya Mantri Parivar Samridhi Yojana (MMPSY)	Mitigation of the financial hardship faced by the family due to the sudden loss of income and ensure their well-being.	Municipal wards/Village Panchayats	
81.	Study the Saksham Yuva Yojana	Increase the employability of the youth by providing them with quality skill training	Unemployed youths staying in Municipal wards/Village Panchayats	
82.	Study the Beti Bachao, Beti Padhao Yojana	Prevent gender-biased sex-selective elimination, ensuring education, survival and protection of the girl child and promotion of the value of the girl child in society.	Gram Panchayats/Women Groups/Anganwadi Centers/ Mahila Mandals	
83.	Study the Haryana Swarna Jayanti Employment Generation Program (HYSJEGP)	Encouraging self-employment opportunities, entrepreneurship and innovation among the youths.	Youths staying in Municipal wards/Village Panchayats	
84.	Study the Mukhya Mantri Parivar Samman Yojana	Providing financial assistance to BPL and EWS families for their sustenance and well-being. 2. Offering a safety net to vulnerable households to mitigate financial hardships. 3. Empowering economically weaker sections by ensuring financial support for their basic needs.	BPL and economic weaker sections (EWS) families staying in Municipal wards/Village Panchayats	
85.	Study the Use of technology in agriculture practices	Study of recent technologies in agricultural sector, govt. support, attitude of farmers towards adoption, challenges faced, suggestions and creating awareness	Village Panchayats/KVKs	
Internships in the field of Sports/Physical Education				
86.	Playgrounds	Play field management and games supervision	Outdoor and Indoor stadiums, Sports Authority of India centers, sports clubs	
87.	Water sports	Basic diving, rowing and boating Swimming pool management and pool life guard	Registered swimming pools	

88.	Sports management	Office management organizing tournaments	Outdoor and Indoor stadiums, Sports Authority of India centers, Sports clubs, Sports department of colleges and universities	
Internships in the field of Computers Science/Physical Science				
89.	Programming	Learning language and making programs	Startups	
90.	Web Designing	Creating home page and linking	Web content-based companies	
91.	Implementation	How to do, what to do and how to implement	MNCs	
92.	Language Support	Learning algorithms and approach	Local companies and institutes	
93.	Hardware based Support	Learning troubleshooting	SKILT KKR Hartron	
94.	Testing	Making software robust and user friendly	Testing organizations like C-Dot, HP etc.	
95.	Machine Learning	Fitting programs to modern era	Coresera	
96.	AI based	Fitting into IOT of today	AI based organizations and Institutes	
97.	Smart Home/Classroom	Implementation and execution of smart concept	Startups and sensor based organizations, HP, LG, Wipro, Samsung etc.	
98.	IOT based	Making things remote based	LG, Wipro, HP, Samsung, Apple, MS, Cisco	
99.	Cloud based	All opportunities exploration based on cloud	Azure, MS, Google Cloud,	
100.	Data Science	Learning new concepts	Learning institutes, Coresera	
101.	Data mining	Making prediction models	MNCs	
102.	Networking	All settings	CISCO, Novell	
Skill Development Courses offered by University Teaching Departments CBLU, Bhiwani				
103.	Programming in python	4 Weeks	ICT, CBLU	
104.	Python for Beginners	4 Weeks	ICT, CBLU	
105.	Certificate course in basic computer skills (MS Words, MS Excel, Power-point,	4 Weeks	ICT, CBLU	

106	Basics of Internet applications. and	4 Weeks	ICT, CBLU	
107.	AI & ML	4 Weeks	ICT, CBLU	
108.	Web Development	4 Weeks	ICT, CBLU	
109.	Internet of Things	4 Weeks	ICT, CBLU	
110.	Statics Tools	4 Weeks	Mathematics & ICT, CBLU	
111.	Open Source Tools	4 Weeks	ICT, CBLU	
112.	Fundamentals and Application of MATLAB	4 Weeks	Mathematics & ICT, CBLU	

Training/skill/certificate courses from Govt./Govt. approved agencies, of equal duration i.e., 4-6 weeks or more will also be considered as internship courses. Some of the agencies offering such courses are listed as under:

- Pradhan Mantra Kaushal Vikas Yojna (PMKVY)
- National Skill Development Corporation (NSDC)
- National Skill Development Agency (NSDA)
- National Council for Vocational Education and Training (NCVET)
- Airport Authority of India (AAI)
- Bureau of Indian Standards
- University Institute of Engineering and Technology (UIET), KUK.

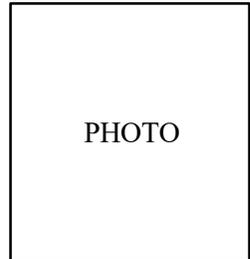
Internships offered through central/state govt. portals for apprenticeship/skill development training/internship shall also be considered equivalent to internship courses (Appendix VIII).

Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

Appendix -II

Application for Internship Programme

1. Name of Student:
2. Fathers Name:
3. Class/Semester:
4. Programme of Admission:
5. Session:
6. College Roll No:
7. University Roll No:
8. Students Id:
9. Mobile No:
10. Email Id:
11. Address:
12. Period of Internship (Months and session):
13. Internship Preferences:



	Core-Area	Organization	Location
(i)			
(ii)			
(iii)			
(iv)			

Signature of the Student

Internship Coordinator

Teacher In Charge

Name of Internship Supervisor (allocated by Teacher In charge)

Appendix-III

Consent of Internship Mentor

I (Name)..... having designation in the organization hereby extend my consent to allow the student of Class Roll No. of Department/College/Institute/ to do the internship..... in this organization during the period..... Mr./Ms./Mrs. or myself will act as an Internship Mentor.

Signature

Name:

Designation:

Address:

Email:

Seal of the Organization

Appendix-IV

Internship Completion Certificate

It is certified that Mr./Ms./Mrs..... S/D/O.....
.....Class.....Roll. No.....of Department/College/Institute
.....carried out his/her internship from..... to.....
in this organization.....

On the bases of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives, a score of.....marks out of 50 marks is awarded.

Remarks, if any

Date:

Signature of Mentor

Name of Mentor

Designation:

Address:

Email:

Seal of the Organization

Appendix-V

Recommendation Letter from Institute to Internship Providing Organization

To

.....
.....

Subject: Request for 04/06 Weeks Internship of Undergraduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline

Kindly accord your permission and convey your consent in the format of Annexure-III at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

With warm regards

Yours sincerely

Internship Coordinator/Nominee

Appendix-VI

Format of Internship Report

A. Report of Internship for Enhancing the Employability

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Index of Contents
- v. About the Organization
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Chaudhary Bansi lal University, should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

<p>INTERNSHIP REPORT ON</p> <p>(Title of the Internship Program Report in CAPITAL LETTERS)</p> <p>By</p> <p>Name of the Student</p> <p>Roll No</p> <p>University Logo</p> <p>Name of Department/College/Institute</p> <p>Chaudhary Bansi lal University, Bhiwani</p> <p>27</p>
--

Certificate: This is the undertaking by the student regarding originality of the report. For example:

Certificate	
<p>“Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and _____ under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the</p>	
Date	Signature of the
Countersign	
(Internship Supervisor)	

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the D/C/I
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of the Table of Contents is produced below.

TABLE OF CONTENTS	
Certificate	
Acknowledgments	
About the organization	1
Objectives of Internship	4
Details of Work done	6
Learning Experiences	11
Learning outcomes	14
Conclusion/Summary	16
Attachments (if any)	

B. Report of Internship for Developing

Research Aptitude Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Table of Contents
- v. Introduction
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Chaudhary Bansi Lal University, should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

INTERNSHIP REPORT ON
(Title of the Internship Program Report in CAPITAL LETTERS)
By
Name of the Student
Roll No
University Logo
Name of Department/College/Institute Chaudhary Bansi Lal University, Bhiwani

Certificate: This is the undertaking by the student regarding originality of the report. For example:

Certificate	
“Certified that this internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate Programme of Chaudhary Bansi Lal	
Date	Signature of the
Countersign	
(Internship Supervisor)	

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the D/C/I
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of a Table of Contents is produced below.

TABLE OF CONTENTS	
Certificate	
Acknowledgments	
Introduction: About the topic, review of literature etc.	1
Objectives of Internship	4
Materials & Methods	6
Results/Observations	11
Discussion	14
Conclusion/Summary	16
Attachments (if any)	
References/Glossary	

Appendix -VIII:

Student Resources

Government Internship Programs

- PM Internship Scheme: <https://pminternship.mca.gov.in/login/>
- AICTE Internship: <https://internship.aicte-india.org/>
- Ministry of Culture Internship programs: <https://nationalmuseumindia.gov.in/en/national-museum-internship-programme>
- Women and Child Development Ministry Internship program:
https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf
- Directorate General of Foreign Trade Internship program: [https://www.dgft.gov.in/CP/?opt=intership scheme](https://www.dgft.gov.in/CP/?opt=intership%20scheme)
- Corporate Affairs Ministry Internship program:
<https://www.mca.gov.in/bin/dms/getdocument?mids=aC%252B%252F82boz%252FD%252FdHcFkAAJ0A%253D%253D&type=open>
- Digital India Internship:
<https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%202023%20%281%29.pdf>
- TULIP Internship Program: https://smartcities.gov.in/The_Urban_Learning_Internship_Program
- NITI Ayog Internship: <https://www.niti.gov.in/internship>
- National Commission for Scheduled Tribes Internship: <https://ncst.nic.in/sites/default/files/2021/Internship/3677>
- Finance Ministry Internship program: https://dpe.gov.in/schemes/scheme_internship

Other platforms for Internships:

- Lets Intern: <https://letsintern.in/>
- Twenty19: <http://twenty19.comtestednet.com/>.
- Times Jobs: <https://www.timesjobs.com/jobs-by-roles/intern-jobs>
- Freshers now: <https://www.freshersnow.com/internships-in-delhi/>
- Hello Intern: <https://hellointern.co/>
- Youth4work: <https://www.youth4work.com/>
- Internshala: <https://internshala.com/>
- NGO Box: https://ngobox.org/job_listing.php
- Fresher's world: <https://www.freshersworld.com/>
- LinkedIn: <https://www.linkedin.com/jobs/internship-jobs/?currentJobId=3647611763&originalSubdomain=in>
- Well Found(earlier,AngelListTalent) :<https://wellfound.com/location/India>

- Indeed: <https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a2564717>
- CSR Box: <https://csrbox.org/>
- Zuno by Foundit: <https://www.foundit.in/zuno/>
- Naukri.com: <https://www.naukri.com/internship-jobs>

University platform for internship

- : Chaudhary Bansi Lal University : <http://www.cblu.ac.in>
- : Other State/Central Universities/ Institute (Please see concerned institute)