

Generalized Reference Template for all Faculties regarding IT/CS
(Kindly refer to the syllabus finalized and passed by your respective Board of Studies)

INTERNSHIP / APPRENTICESHIP / COMMUNITY SERVICE (IT/CS)

Maximum Marks: 200

Credits: 4

Minimum Pass Marks: 40%

Duration: Minimum 120 Hours

Course Objectives:

- CO1: To provide experiential learning through real-life exposure across disciplines.
CO2: To develop professional, technical, creative, pedagogical, and research skills.
CO3: To promote community engagement, ethical awareness and social responsibility.
CO4: To integrate theoretical knowledge with practical application.

Course Outcomes:

After completion, students will be able to:

- Apply disciplinary knowledge in practical/field/workplace/studio settings
- Demonstrate analytical, creative, technical, or pedagogical competencies
- Exhibit professional ethics, teamwork, and communication skills
- Present outcomes in structured written/oral/creative formats

General Guidelines:

1. There shall be **no written theory examination**. Evaluation shall be based on:
 - Report / Portfolio / Project Work
 - Presentation / Demonstration
 - Viva-Voce
2. The candidate shall undertake **Internship / Apprenticeship / Community Service / Field-based Learning / Minor Project** relevant to their discipline.
3. The component must be completed before the commencement of Semester V. It can be done during within first two years of the programme or in the Summer vacation after Semester IV.
4. The candidate shall submit Report / Portfolio / Project Documentation/Logbook / Field Diary / Creative Record (whichever is applicable) along with Certificate from host organization (if applicable)
5. Completion certificate regarding minimum 120 hours duration is mandatory requirement given by either the Mentor/Supervisor/Training-in-charge (if deputed by the Department) and countersigned by the Head of the Department.

Course Content / Activities (Illustrative And Not Exhaustive): Students shall undertake any one or a combination of the activities as follows that suitably aligned with their discipline.

- (a) Internship / Apprenticeship,
- (b) Community Service / Outreach Activities
- (c) Field-Based Learning / Practical Exposure
- (d) Minor Project / Research-Based Work
- (e) Creative / Skill-Based / Professional Development Activities /Performance-Based Work (Where Applicable)

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Following is the integrated table format combining both the detailed activities and faculty-wise mapping, which can be used as a reference. It may be noted that this is not an exhaustive list of activities, and many more can be added as required.

Faculty/ Subject	Internship / Apprenticeship (Industry / Institutional Exposure)	Community Service / Outreach Activities	Field-Based Learning / Practical Exposure	Minor Project / Research- Based Work	Creative / Skill- Based / Professional Activities
Education & Information Science	School internships, teaching practice, media houses, libraries, fitness centres; lesson delivery, preparation of TLM; reporting, editing, anchoring; library automation, cataloguing, digital archiving; coaching camps, fitness training	Literacy campaigns, digital literacy, media awareness, library outreach, health & hygiene campaigns, fitness & wellness drives, gender sensitization, drug abuse awareness	Classroom observation, media field reporting, documentation, surveys, case studies, observational studies	Teaching modules, media production, library automation systems, survey-based studies, curriculum design	Lesson planning, content writing, cataloguing tools, communication skills, soft skills, workshops, certification courses
Engineering & Technology	Industrial training (manufacturing units), software development, coding assignments, IoT/embedded systems, CAD/CAM design, simulation, site visits, production/maintenance operations	Technical awareness camps, digital literacy programmes, rural technology initiatives, environmental awareness drives	Site visits, lab experiments, system design observation, data collection and analysis, industrial visits and reporting	Software/app development, IoT systems, experimental/lab-based work, AI/ML mini projects, data analytics	Coding, simulation tools, hackathons, prototyping, technical certifications, communication & teamwork
Languages	Publishing houses, translation agencies, media organizations; content writing, editing, teaching assistance	Language promotion, literacy campaigns, cultural preservation, community awareness programmes	Linguistic surveys, textual analysis, archival studies, field documentation, ethnographic studies	Translation projects, literary analysis, content creation, research-based studies	Creative writing, script writing, editing, storytelling, cultural production, workshops
Law	Courts, law firms, legal aid centres; legal drafting (petitions, notices), internships with advocates	Legal awareness camps, rights advocacy, gender sensitization, social justice campaigns	Court visits, case observation, legal documentation, field surveys, case studies	Legal research, drafting petitions, policy analysis, socio-legal studies	Moot courts, drafting exercises, debates, communication skills
Physical Sciences	Research labs, industries, data	Science awareness	Lab experiments,	Computational modelling,	Analytical tools, instrumentation

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	analysis centres; scientific computing, instrumentation handling	programmes, environmental campaigns, sustainability drives	field measurements , data collection, simulation studies, observational studies	experimental analysis, research-based projects	skills, workshops, technical training
Arts & Social Sciences	NGOs, government organizations, research institutions; field agencies, policy bodies	Social surveys, awareness drives, rural development, NGO-based activities, cultural preservation, community engagement	Field surveys, ethnographic studies, case studies, observational studies, data collection & analysis	Policy analysis, behavioural research, socio- economic studies, survey- based research	Report writing, data analysis, communication skills, soft skills, workshops
Business & Commerce	Banks, corporate offices, startups; accounting, auditing, marketing, HR management, entrepreneurship exposure	Financial literacy programmes, entrepreneursh p awareness, community development initiatives	Market surveys, organizational studies, consumer behaviour analysis, field visits	Business plans, financial analysis, marketing research, startup proposals	Accounting tools, presentations, entrepreneurship skills, leadership, certification courses
Biological / Health Sciences	Hospitals, diagnostic labs, environmental agencies; clinical observation (ethical compliance), biotechnology labs	Health awareness campaigns, sanitation drives, public health awareness, environmental protection	Clinical observation, ecological studies, field surveys, data collection, case studies	Lab-based research, public health studies, environmental analysis, experimental work	Lab techniques, data analysis, documentation, technical skills
Performing / Fine Arts	Theatre groups, studios, cultural organizations; production houses, performance groups	Cultural outreach programmes, art workshops, community cultural initiatives	Performance documentatio n, rehearsal observation, field documentatio n	Creative production, choreography, artistic portfolios, media production	Music, dance, theatre, film/documentar y production, visual arts, event organization
Interdisciplinar y / Emerging Areas (All Faculties)	Internships in startups, research centres, digital platforms; cross-disciplinary exposure	Digital literacy, sustainability campaigns, interdisciplinar y outreach	Cross- disciplinary field studies, data-driven projects, surveys, observational studies	AI/ML projects, data science applications, digital humanities, EdTech solutions, environmental sustainability projects	Hackathons, innovation projects, media analytics, technical & soft skills, certification courses

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Instructions for the Examiner:

There shall be **no written theory examination**. Evaluation shall be based on:

- Project / Internship Report
- Presentation
- Viva-Voce

Evaluation Scheme: Following is suggested evaluation scheme, can be modified depending upon the requirement of a particular faculty.

Component	Marks
Report / Portfolio / Project Work	40%
Presentation / Demonstration	20%
Viva-Voce	40%
Total	100

Evaluation Committee:

- Head of Department (or nominee)
- Internal Supervisor
- Nominee(s) of Dean Academic Affairs

Guidelines For Report / Portfolio: Report or portfolio may include following contents which can be modified depending upon the requirement of a particular faculty:

1. Introduction and Objectives
2. Organization / Field Description
3. Work Undertaken
4. Methodology
5. Results / Outcomes
6. Learning Outcomes
7. Ethical Considerations
8. Conclusion
9. References