

MDUR INTERNSHIP REGULATIONS 2025



MAHARSHI DAYANAND UNIVERSITY Rohtak-124001, Haryana (INDIA)

(A State University established under Haryana Act No. XXV of 1975)

'A⁺' Grade University Accredited by NAAC

PREAMBLE

Maharshi Dayanand University, Rohtak establishes these regulations to integrate internship as mandatory component of UG, PG and integrated programs in alignment with UGC Guidelines for internship 2023 and National Education Policy 2020.

OBJECTIVES

Following are the main objectives of engaging students for internship:

- To strengthen the link between theoretical learning and real-world application.
- To enhance entrepreneurship, employability and research aptitude among students.
- To foster critical thinking, problem-solving, decision-making and professional ethics.
- To promote collaborations among the universities, industries, and research institutions.
- To cultivate social and citizenship responsibility.

INTERNSHIP CATEGORIES

(a) Employability-Oriented Internship

This internship program provides opportunity to the students to enroll in the workforce after completing their graduation. It has been observed that students face several difficulties in getting employments due to lack of practical skills and experience which are mandatory requirements of several industries and organizations. The internship programs should be well conceptualized to provide trained manpower for decision making, confidence development, team work, ethical values etc. This internship may be done at industries, corporate, start-up, NGOs, and government sector placements aimed at improving workplace readiness.

(b) Research-Oriented Internship

Research internship aims to provide hands-on training working with research tools and techniques, policy framework and various other aspects in pursuing quality research. Such internship may be conducted at universities, R&D laboratories, government bodies, or research think-tanks designed to enhance academic research skills and methodological training. Apart from gaining relevant research experience, the interns would learn the followings with supervisor and mentor:

- Ideation and conceptualization of a research question
- Learning new tools and techniques
- Experimentation and collection of data
- Simulations and development of models
- Preparation and presentation of reports

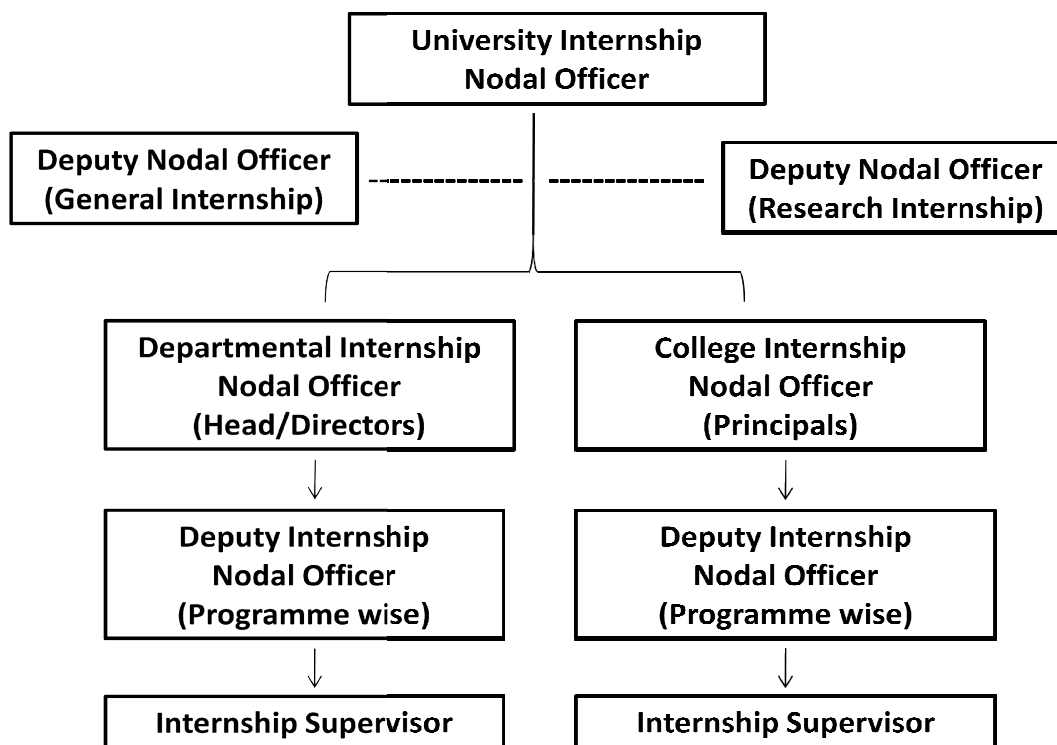
INTERNSHIP CREDIT REQUIREMENTS

S. No.	Courses	Schedule	Duration	Credits
1	Undergraduate Certificate (on exit after 1st year of 4 year UG Program)	Internship after 2 nd Semester	120 hours	04
	Undergraduate Diploma (on exit after 2 nd year of 4 year UG Program)	Internship after 4 th Semester	120 hours	04
	Undergraduate degree (on exit after 3 rd year of 4 year UG Program)	Internship after 4 th Semester	120 hours	04
	4-year UG degree (Honours)	Internship after 4 th Semester	120 hours	04
	5-Year UG-PG Integrated degree (Honors)	Internship after 4 th Semester	120 hours	04
2	4-year UG degree (Honours with Research)	8 th semester	One Semester	12
	5-Year UG-PG Integrated degree (Honors with Research)	10 th Semester		

- Four credits of internship earned by a student after 4th semester will be counted in 5th semester of a student who pursue 4 year UG Program without taking exit option.
- However, a student who wishes to exit after 1st and 2nd year of the UG program has to mandatorily complete internship for the award of certificate/diploma.

INTERNSHIP CELL

The Internship Cell shall be established under Research & Development Cell, M. D. University, Rohtak with the following organization structure:



- In case of a UG course not being offered by UTD/Centre of MDU, but offered by an affiliated college(s), the concerned Principal (of the affiliated college) shall be the NODAL OFFICER for internships (in place of the HOD/ Director).
- The HoD/Director/Principal of respective UTD/Centre/College may appoint one Deputy Internship Nodal Officer among the faculty member to facilitate the process.
- The Internship Cell of each UTD/Centre/College shall proactively inform the students about internship opportunities, compensation structure, nature of work etc.
- Each student shall be assigned a Internship Supervisor (internal faculty member by HOD/Director/Principal).
- Host organization shall provide a mentor (Internship supervisor of host organization)
- The student shall maintain an internship log book (Annexure II) during the internship period.
- Following committees will monitor the functioning of Internship Cell time to time –
 - **Executive Committee (To look after the execution of Internship regulations)**
 - Dean R&D: Chairperson
 - Dy. Nodal Officer: Member
 - University Internship Nodal Officer: Member Secretary

- HOD/Director/Principal will resolve disputes if any regarding internship. Any further issue or challenge which needs broader intervention beyond level of HOD/Director/Principal shall resolved by the Internship Coordination Committee given as under:

Internship Coordination Committee

Dean Academic Affair: Chairperson

Dean College Development Council

Two Deans of Faculty Nominated by the Vice Chancellor (One from Science and one from Non-science) : Member

Dean R&D: Member

Director, CCPC: Member

University Internship Nodal Officer: Member Secretary

- Preparation of indicative list of faculty wise internship areas to facilitate the UTDs/Colleges (Annexure V).

Role and responsibilities of Internship Cell

The Internship Cell (of each UTD/Centre/College) shall be responsible to implement the internship policy. The brief activities of the Internship Cell are:

- Identification of local industries and institutions and create a pool.
- Development and supervision of online internship portal to register experts, industries, organizations, mentors, faculty members which are visible to students.
- Maintenance of a uniform record-keeping mechanism.
- Connecting with the organization and signing MOUs to establish long-term collaboration for providing internship.
- Organize preparatory events throughout the year and information regarding the sessions will be provided to the students via mail and other mediums.
- In addition, HOD/Director/Principal in association with CCPC may arrange experts for personality development, communication skills, resume preparation & e-mail writing, group discussion, interview skills, technical report writing, presentation skills, foreign languages proficiency etc.

Role of Internship Supervisor

- The Internship Supervisor is a faculty member from the respective UTD/Centre/college. He will provide guidance and support throughout the internship duration.
- The role of Internship Supervisor is to guide the intern in identifying internships, approve the internship proposal, maintain communication, monitor progress and

evaluate reports and conduct viva/presentation in coordination with the mentor (supervisor from internship providing organizations).

- The internship supervisor should guide the students to submit the Internship Consent Form (**Annexure - I**) and maintain logbook during the internship under the supervision of a mentor (**Annexure - II**).

Role of Mentor

- The mentor is a supervisor from the internship providing organization.
- A mentor should orient the student to the workplace, assign meaningful tasks aligned with learning outcomes, and provide professional supervision and feedback.
- The mentor shall provide the certificate and assessment of internship (**Annexure III**)
- The mentor may provide the Host Organization Feedback Form post-internship (**Annexure IV**).

Role of Students

- All the bonafide students enrolled in the UTD/Centre/College are eligible for internships.
- The students should submit duly filled Internship Consent Form (**Annexure -I**) to the HOD/Director of UTDS/Centres/Institutes or Principals of affiliated colleges before the end of 4th semester.
- The student should maintain the logbook during internship in the prescribed format (**Annexure - II**)
- The student should submit a comprehensive report duly certified by the internship supervisor and mentor in the format as per **Annexure - VI**.
- The internship opportunities may also be identified by students on their own level from the suggestive list (**Annexure - VII**) or any other suitable for them as approved by the HOD/Director/Principal.
- **Code of conduct:**
 - a. Student must uphold professionalism, ethical standards and confidentiality during internship
 - b. Any misconduct including violation of host organization policy may lead to termination of internship.

INTERNSHIP EVALUATION BY FORMATIVE ASSESSMENT

After completion of internship, students need to prepare a comprehensive report highlighting their learning and takeaways during the internship period. The report shall be signed by the Internship Supervisor from respective UTD/Centre/College and Mentor from internship providing organizations. Evaluation of internship report and viva-voce will be jointly conducted by Internship Supervisor and Mentor on the time and date notified by

the concerned HoDs/Directors/Principals. The mentor from host organization may participate in the evaluation through online/offline mode. In case of non-availability of respective mentor, the available relevant mentor as decided by the concerned HOD/Director/Principal may be utilized for the purpose of evaluation.

Suggested distribution of marks will be as below:

S. No.	Components	Employability-Oriented Internship	Research-Oriented Internship
1	Assessment by Mentor (Annexure III)	30	30
2	Internship Report	40	40
3	Viva-Voce	30	30

Stipend and Financial Norms

- Stipends are subject to host organization policy.
- Unpaid internships are equally valid for credit allocation.
- University research grants may support unpaid research internships, subject to availability.

Documentation and Reporting:

All internship-related records shall be maintained online/offline including internship consent form, feedback, logbooks, reports, and evaluation forms will be retained for academic audit, compliance, and accreditation purposes.

Policy Review: These regulations will be periodically reviewed and updated based on UGC directions, stakeholder feedback, and evolving best practices.

Annexure I: Internship Consent Form

1	Student Name	
2	Roll Number	
3	Program & Department	
4	Host Organization Details	
5	Internship Type (Employability/Research)	
6	Name of Internship Supervisor (from Host Institute)	

I hereby give my consent to undergo Internship in the above organization.

(Signature of student with date)

Counter signed by

Signature of Internship Supervisor with date

Annexure II: Internship Logbook Template (Weekly basis)

1	Student Name	
2	Roll Number	
3	Program & Department	

Week	Activity Performed	Skill Learned	Issue Faced	Signature of Student	Signature of Mentor
1 st week					
2 nd week					
3 rd week					
4 th week					

Mentor remarks at the end of Internship:

Name & Signature of Mentor with date

ANNEXURE III: CERTIFICATE AND ASSESSMENT OF MENTOR

This is to certify that Mr./Ms. ----- of -----
----- (Name of UTD/College) has completed his/her internship under my
supervision. The internship assessment of the student during his internship period of
----- to ----- is as under:

S.No.	Details	Marks
1	Skills learned (out of 15)	
2	Regularity (Out of 10)	
3	Conduct (out of 5)	
	Total (30)	

(Signature of Mentor)

Name of the mentor:

Designation and address of host organization:

Date:

Place:

Annexure IV: Host Organization Feedback Form

1	Student Name	
2	Name of the Host Organization	
3	Duration of Internship	
4	Assigned Work Summary	
5	Skill sets acquired	
6	Performance Rating (Excellent/Good/Fair/Poor)	

Specific Comments

Name & Signature of Mentor with date

ANNEXURE - V - INDICATIVE LIST OF INTERNSHIP AREAS

Internship areas for Social Sciences and Humanities

- 1) Social Research and Policy Analysis
- 2) NGOs and Development Sector
- 3) Journalism, Media, and Communications
- 4) Human Rights and Advocacy
- 5) Cultural and Heritage Organizations
- 6) International Relations and Diplomacy
- 7) Public Administration and Governance
- 8) Corporate Social Responsibility (CSR) and Sustainability
- 9) Mental Health and Counseling
- 10) Gender Studies and Feminist Research
- 11) Sociology and Urban Development
- 12) Arts, Literature, and Linguistics

Internship areas for Physical Sciences

- 1) Physics and Materials Science
- 2) Environmental Science and Climate Studies
- 3) Engineering and Technology
- 4) Aerospace and Defense
- 5) Renewable Energy and Sustainable Technology
- 6) Data Science and Artificial Intelligence
- 7) Chemical Engineering and Process Technology
- 8) Healthcare and Medical Research
- 9) Scientific Research and Academia
- 10) Nuclear and Atomic Research
- 11) Scientific Instrumentation and Electronics
- 12) Computational Physics and Simulation

Internship areas for Management and Commerce

- 1) Finance and Accounting
- 2) Marketing and Brand Management
- 3) Human Resources (HR) and Recruitment
- 4) Supply Chain and Logistics Management
- 5) Business Consulting
- 6) Entrepreneurship and Startups
- 7) Retail and E-Commerce Management
- 8) International Business and Trade
- 9) Real Estate and Property Management
- 10) Corporate Governance and Risk Management
- 11) Data Analytics and Business Intelligence
- 12) Event Management and Public Relations
- 13) Banking and Financial Services

Internship areas for Life Sciences

- 1) Pharmaceutical Industry
- 2) Biotechnology and Genetic Engineering
- 3) Environmental Science and Ecology
- 4) Medical and Clinical Research
- 5) Agriculture and Agri-science
- 6) Forensic Science
- 7) Food Science and Technology
- 8) Healthcare and Medical Device Industry
- 9) Bioinformatics and Computational Biology
- 10) Public Health and Epidemiology
- 11) Microbiology and Immunology
- 12) Biotechnology Startups
- 13) Educational and Research Institutions

ANNEXURE VII - INTERNSHIP REPORT TEMPLATE

Title Page

<p style="text-align: center;">INTERNSHIP REPORT ON -----</p> <p style="text-align: center;">Submitted by: Name of Candidate: [Full Name] Roll Number: [University Roll No.] Program: Semester: [II/IV] Institution: [UTD/College Name] Internship Organization: [Name of the Dept./NGO/Institute] Internship Duration: [Start Date – End Date]</p> <p style="text-align: center;">Submitted to: [Faculty Supervisor Name]</p> <p style="text-align: center;">Month & Year of Submission</p>

Contents

- Title Page
- Certificate
- Introduction
- Objectives
- Methodology
- Outcomes
- References/Bibliography

Formatting Guidelines:

- Font: Times New Roman or Calibri, size 12
- Spacing: 1.5 line spacing
- Margins: 1 inch on all sides
- PDF submission or printed as per college guidelines

Annexure -VII: 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>
- Corporate Affairs Ministry Internship program: <https://www.mca.gov.in/bin/dms/getdocument?mds=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.com.testednet.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
- Freshers 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>