

**OFFICE OF THE PRINCIPAL  
ZUNHEBOTO GOVT COLLEGE, ZUNHEBOTO: NAGALAND**

**INTERNSHIP, OBJECTIVES AND GENERAL GUIDELINES**

Internship is a course requiring students to participate in a professional activity or work experience or cooperative education activity with an entity external to the educational institution under the supervision of an expert of the given external entity. It is a compulsory component of undergraduate programs under Nagaland University through the guidelines of NEP 2020. Internships are designed to enhance employability and practically connect academic learning to industry/ organization requirements. It involves working with local industry, government or private organizations, business organizations, artists, crafts persons and similar entities to provide opportunities for students to engage in on-site experiential learning. Internship is one of the key ways to find employment after graduation. It provides students with the much needed work experience to help them map out their career path and future goals.

**Credit:**

Credit allocation of internship under Nagaland University is 2 credits which contribute to the fulfillment of degree requirements.

**Objectives of Internship: The students are expected to**

- To gain practical experience that complements theoretical classroom learning.
- Provide opportunity to the students to contribute to organizational goals and develop a sense of responsibility.
- To help students develop professional skills and enhance work skills such as communication, team work, problem solving and time management.
- Allow students to explore different career options within their field of interest.
- Help students to make more informed decision about their future career paths.
- Provide opportunities to connect with professionals in the field including mentors, supervisors and colleagues.
- Help broaden their social and cultural experience by interacting with people of diverse backgrounds.

**Duration:** The period of internship will be 2 (two) weeks during which the interns are to complete 60 hours of working. The Industry Relation Committee of the college has worked out the schedule/time by paying attention that the regular classes are not disrupted. For the 2025 session internship will be undertaken during Autumn session i.e from 8<sup>th</sup> September 2025.

**Internship Evaluation:**

Activity	Marks allotted	Marks to be given by
Continuous evaluation/students regularity	20	Mentor
Timely completion of work	10	Mentor
Presentation of the report	20	Committee
Content of the report	30	Committee
Viva-Voce	29	Committee

**Responsibilities of the Institution:**

1. The college shall appoint a Nodal Officer and a Supervisor from among the members of the Industry Relation Cell.
2. The Industry Relation Cell shall take responsibility to provide orientation to the 5<sup>th</sup> Semester students under FYUGP on the Internship program.
3. The Nodal Officer shall oversee the entire process of Internship from the onset of the program till the completion.
4. The Supervisor shall communicate with the IPOs regarding the progress of the interns, offer feedback and facilitate professional development.
5. Ensure that the intern is managing their work hours effectively and completing tasks on time.
6. The Industry Relation Cell shall help the interns to connect with the IPO.

**Responsibilities of the IPOs**

1. To assign a dedicated mentor to each intern for the fulfillment of the internship program.
2. The assigned mentor will be responsible for supervising and guiding the intern in his/her professional growth.
3. The mentor shall be responsible to assign tasks/ projects to the intern through out the internship period.
4. The mentor shall sign the activity log book each time the intern is present at the workplace.
5. The mentor shall issue a completion certificate to the intern after the completion of the program.
6. The mentor shall submit the tabulated Intern Evaluation Marks according to the template provided and submit to the College Internship Supervisor.

**General Guidelines:**

- Take time to learn the organizational structure of the IPOs, services and working conditions of the service provider/organization.
- Build good relation with the mentor/service providers.
- Adapt and adjust to workplace culture.
- Learn working skills and build network with professionals.
- Be punctual, respectful, dress appropriately and maintain professional standards at all times.
- Keep informed regularly the internship mentor and academic advisor about your progress and challenges during the internship.
- Follow all instructions sincerely and complete the tasks given with diligence.

- Upon completion of internship, the Internship Report and all necessary documents are to be submitted to the College Committee In-Charge within the given time.

**Internship Providing Organizations (IPOs) during the 2025 session where internship is to be undertaken by the students.**

**Government Departments/ Institutions:**

1. Office of the Deputy Commissioner Office, Zunheboto: Nagaland
2. Office of the Superintendent of Police, Zunheboto: Nagaland
3. District Hospital Hospital: Zunheboto: Nagaland
4. Shovishe Memorial High School, Zunheboto: Nagaland
5. Government Higher Secondary School, Zunheboto: Nagaland
6. Govt. High School South Point East: Zunheboto: Nagaland
7. Old Town Govt. Middle School: Zunheboto: Nagaland
8. Golden Oak School, Khuwaboto
9. Community Health Centre, Atoizu

**Hospitality/ Management (Restaurants):**

1. Khoneche café: Zunheboto: Nagaland
2. Serene café: Zunheboto: Nagaland
3. Ti-thsa Restaurant: Zunheboto: Nagaland

**NGOs:** Salvatus Christian Society

Industry Relation Cell  
Zunheboto Govt. College