



ललित नारायण मिथिला विश्वविद्यालय
कामेश्वरनगर, दरभंगा-846004

अधिसूचना

विश्वविद्यालय अधिसूचना मेमो नं०- LNMU/IC/36/26 दिनांक 27.02.2026 के आलोक में गठित समिति के सदस्यों द्वारा तैयार किये गये Internship Guidelines for Undergraduate Programmes को विद्वत् परिषद् की स्वीकृति की प्रत्याशा में तत्काल प्रभाव से लागू करने हेतु अधिसूचित किया जाता है।

माननीय कुलपति महोदय के आदेश से।

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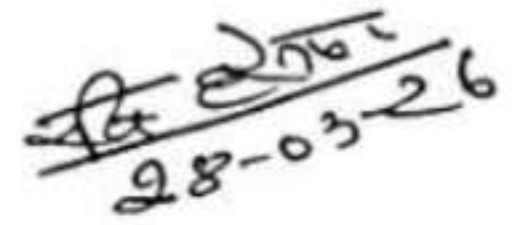
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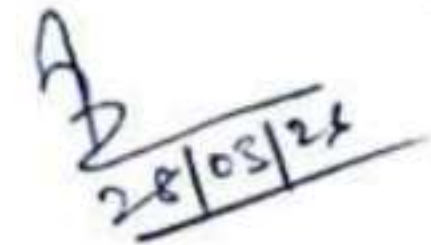
दिनांक: 28/03/2026

प्रतिलिपि प्रेषित : -

1. सभी संकायाध्यक्ष/विभागाध्यक्ष, ल० ना० मिथिला विश्वविद्यालय, दरभंगा।
2. सभी प्रधानाचार्य, अंगीभूत/सम्बद्ध महाविद्यालय, ल० ना० मिथिला विश्वविद्यालय, दरभंगा।
3. सभी पदाधिकारी, ल० ना० मिथिला विश्वविद्यालय, दरभंगा।
4. इन्चार्ज, विश्वविद्यालय आई०टी० सेल, को ईमेल एवं विश्वविद्यालय वेबसाईट पर अपलोड करने हेतु।
5. माननीय कुलपति के निजी सचिव/कुलसचिव के निजी सहायक, ल० ना० मिथिला विश्वविद्यालय, दरभंगा को सूचनार्थ एवं आवश्यक कार्यार्थ।


28-03-26

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28/03/26


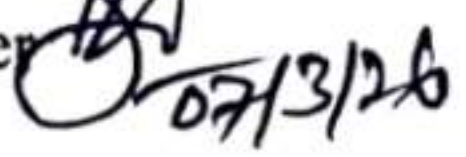
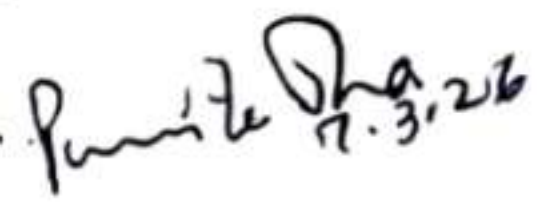
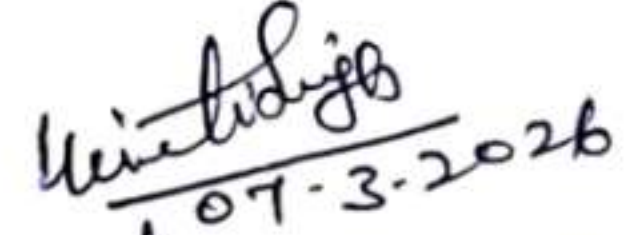
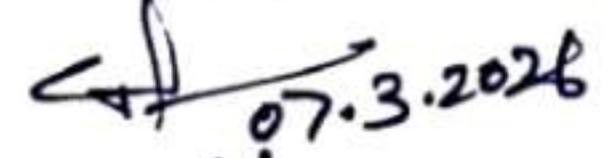
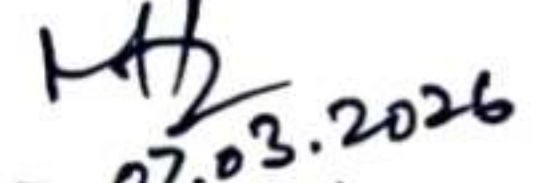
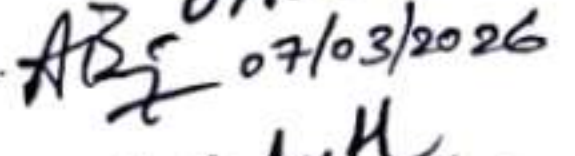

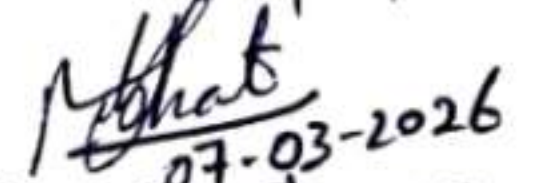
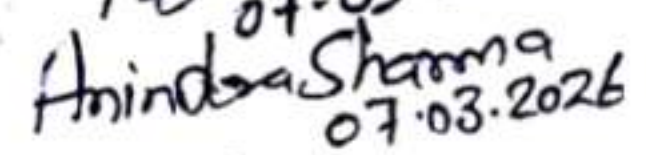
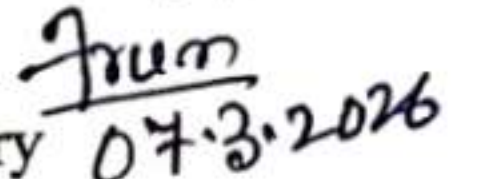


**INTERNSHIP GUIDELINES
FOR
UNDERGRADUATE PROGRAMMES**

**Lalit Narayan Mithila University
Kameshwaranagar, Darbhanga**

Internship Guidelines for Undergraduate Programmes

Members of Drafting Committee

- | | | |
|--|--------------------------------|--|
| 1. Dean, Faculty of Science, LNMU | Member |  |
| 2. Dean, Faculty of Social Sc., LNMU | Member |  07/3/26 |
| 3. Dean, Faculty of Commerce, LNMU | Member | |
| 4. Dean, Faculty of Humanities, LNMU | Member |  07.3.26 |
| 5. Dean, Faculty of Education, LNMU | Member | |
| 6. Dean, Faculty of Fine Arts, LNMU | Member |  07-3-2026 |
| 7. C.C.D.C | Member |  07.3.2026 |
| 8. Director, IQAC, LNMU | Member |  07.03.2026 |
| 9. Coordinator, Training & Placement Cell, LNMU | Member |  07/03/2026 |
| 10. Md. Absar Alam, Co-ordinator, IQAC, C. M. College, Darbhanga | Member |  07/03/26 |
| 11. Dr. M. H. Bhat, Univ. Nodal Officer - Swayam | Member |  07-03-2026 |
| 12. Dr. Anindra Sharma, Asst. Prof., Univ. Dept. of Chemistry, | Member |  Anindra Sharma
07.03.2026 |
| 13. Inspector of Colleges | Convenor &
Member Secretary |  Anam
07.3.2026 |

Lalit Narayan Mithila University, Darbhanga, Bihar

Internship Guidelines for Undergraduate Programmes

1. Preamble

- i. In accordance with the Ordinance & Regulations for the Bachelor of Arts/Science/Commerce (Honours) 4-Year Programme including vocational/professional and programmes running under self-finance scheme under Choice Based Credit System (CBCS) as per UGC Regulations (Curriculum and Credit Framework for Undergraduate Programmes) approved by the Governor Secretariat, Bihar, the University has prepared these Internship Guidelines for undergraduate students. These Guidelines aim to bring uniformity, clarity, and quality to the internship process across all Constituent and Affiliated Colleges under this University.
- ii. The internship is a structured and result-oriented activity with industry, academic institutions, and social sectors. It helps students connect classroom learning with real-life work experience.

2. Short Title & Commencement:

These guidelines shall be known as the **LNMU Internship Guidelines for Undergraduate Programmes**. These guidelines shall be applicable to the Undergraduate Programmes in all the Constituent and Affiliated Colleges under L. N. Mithila University, Darbhanga and shall come into force on and from the date, the competent authority approves it.

All Constituent and Affiliated Colleges are requested to:

- a. Share these Guidelines with faculty members and students.
- b. Ensure proper implementation of these guidelines
- c. Actively coordinate with Internship Providing Organizations (IPOs).
- d. Support timely evaluation, report submission, and use of feedback.

3. Introduction

- i. As per the UGC's Curriculum and Credit Framework for Undergraduate Programmes, internships are a mandatory part of experiential learning. Through exposure to professional environments, students develop important skills, improve their employability, and gain a deeper understanding of the practical aspects of their discipline. Internships also support personal growth, research skills, and alignment with industry and societal needs.
- ii. The internship component is designed to give students practical exposure through professional work, cooperative education, or work-based learning with external organizations. It allows students to gain real-world experience by applying their academic knowledge in actual work settings.
- iii. Internships may be undertaken in various sectors such as the government/ registered non-government organizations/, societies, firms, industries, organizations, research labs, other HEIs, local industries, business organizations, health sectors, local governments (panchayats, municipalities), media organizations, and any other registered institutions.

- iv. Students shall complete internships through a **physical/on-site mode**. However, an internship can also be completed in online/virtual mode through Government organizations/**platforms (like SWAYAM Plus or any other platform offered by government institutions)**, depending on the nature of work and with approval from the College.

4. Credits:

- i. Students shall undergo an internship as per the requirements of their respective programmes.
- ii. For UG Programmes (B.A., B.Sc. & B.Com.) - Internships will carry **Four Credits**, to be awarded in **Semester V**. Each student must complete the internship individually. Group internships are not permitted.

5. Duration:

- i. A compulsory internship of **120 hours (30 hours for each Credit)** is required for all students enrolled in UG programmes. An intern shall spend a **minimum of 90 hours with the Internship providing organization (IPO) and the remaining hours for report writing, assessment and evaluation, etc.)**

6. Internship Period:

- i. For UG Programmes under CBCS, the internship should be completed during the summer break between **Semester IV and Semester V**.
- ii. If a student cannot complete the internship during this period, it must be completed by the end of **Semester VI** through one of the following options, with prior approval of the Department/College/Centre:
 - During the Semester Break of V & VI Semester
 - During winter break
 - Any other arrangement approved by the Department/College/Centre

7. Internships in Organizations:

- a. Students may find internship opportunities **on their own** with the government/ registered non-government organizations/, societies, such as firms, industries, research labs, other HEIs, local industries, business organizations, health sectors, local governments (panchayats, municipalities), media organizations, and any other registered institutions. A letter, as per Annexure I, shall be provided by the HEIs to students to carry out an internship. After receiving the acceptance from the IPO, the student must inform the College concerned as per Annexure II.
- b. The internship should be related to the student's area of study or interest and should help in learning new skills. HEIs must play an active role in arranging internships by establishing a strong and structured mechanism through their **Internship Cell**.

- c. HEIs may consider the following areas while selecting internship sectors (*The list is indicative only*):
- i. Trade and Agriculture Area
 - ii. Economy, Banking, Financial Services and Insurance Area
 - iii. Logistics, Automotive & Capital Goods Area
 - iv. Fast Moving Consumer Goods & Retail Area
 - v. Information Technology / IT-enabled Services & Electronics Area
 - vi. Handicraft, Art, Design & Music Area
 - vii. Healthcare & Life Science Area
 - viii. Sports, Wellness and Physical Education Area
 - ix. Tourism & Hospitality Area
 - x. Digitization & Emerging Technologies (IoT, AI, ML, AR/VR, etc.) Area
 - xi. Humanitarian, Public Policy, and Legal Service Area
 - xii. Communication Area
 - xiii. Education Area
 - xiv. Sustainable Development Area
 - xv. Environment Area
 - xvi. Commerce, Medium and Small-Scale Industries Area
 - xvii. Communication, Journalism, and Social Media
 - xviii. Pharmaceutical Area
 - xix. Community Organizations
 - xx. Literary Organizations

8. The institutions shall not permit internships in the following IPOs/roles –

- i. Network Level Marketing (NLM) internships that require use of personal contacts or social media for promoting the organization.
- ii. Internships involving consumption or promotion of alcohol or smoking.
- iii. Internships promoting specific religious content, personalities, or sects.
- iv. Internships related to gambling or any illegal or prohibited activities.
- v. Internships promoting political parties, election campaigns, or political personalities.

9. Roles & Responsibilities

- i. University Internship Nodal Officer and College Internship Nodal Officer**
 - a. The entire internship Programme will be planned, implemented, and monitored by the Deputy Controller of Examinations (General Education) who will be the University Internship Nodal Officer (UINO). The College Internship Nodal Officer (CINO) appointed by the College Principal shall monitor the implementation of the internship programmes at college level.
 - b. The CINO will :-
 - i. Plan, facilitate, and monitor the internships to ensure students are meaningfully engaged in internships aligned with academic goals, industry standards, and national frameworks.
 - ii. Coordinate with organizations to verify the relevance and structure of internships. Facilitate MoUs or agreements if required and ensure proper work plans and mentorship at the IPO.

- iii. Assign faculty mentors to students to monitor progress, provide academic guidance, and evaluate learning outcomes.
- c. The University IT Cell shall develop a dedicated portal as internship depository for the university.

ii. Internship Faculty Mentors:

Identified faculty member(s) of the concerned College shall act as the Internship Mentor to the students concerned. The mentors shall provide academic supervision and continuous support to students during the internship. They connect the academic institution with the workplace and ensure internships become meaningful learning experiences.

- a. Conduct orientation sessions to explain expectations, learning goals, and reporting formats.
- b. Help students select suitable internships aligned with their academic and career goals.
- c. Ensure duration, mode, and tasks meet required standards.
- d. Maintain regular contact with students, provide guidance, coordinate with IPO supervisors, and review performance fortnightly. Verify the Internship Completion Certificate.
- e. Review logbooks, reports, and project work.
- f. Ensure timely submission of reports, certificates, and feedback. Maintain records and share data with the Internship Cell.

iii. Internship Providing Organization (IPO):

IPOs shall provide the actual work environment and mentorship. Their responsibilities include:

- a. Design clear internship plans with objectives, tasks, and timelines.
- b. Appoint a qualified Supervisor to guide and support the intern.
- c. Introduce interns to work culture and involve them in meaningful tasks.
- d. Monitor performance and issue Internship Completion Certificate.

iv. Internship Supervisor at the IPO

- a. Monitor student attendance and regularity.
- b. Ensure the issue of the Internship Completion Certificate.
- c. Timely completion of internship and provide reports for HEI submission.

10. Evaluation Criteria

- i. The internship will be evaluated by an **Evaluation Committee** on the basis of Internship Report, Presentation/Viva-Voce and credited in the concerned **Semester as per Credits requirement.**

Component	Weightage	Marks	Minimum pass percentage
Internship Report	70 %	70	45%
Presentation/Viva Voce	30%	30	45%

A student must achieve a minimum of 45% in each component of the Internship: (Internship Report and the Presentation/Viva-Voce) to pass the internship course.

The Internship Evaluation Committee shall consist of **two faculty members** as the examiners: **an Internal Member of the Department of the College concerned, and one External Member from the same/allied disciplines at other institutions.** The external member (a faculty working on concurred posts in other institutions, including constituent and affiliated colleges) shall be appointed by the Controller of Examinations, L N Mithila University, with the approval of the competent authority.

- ii. The examiners shall be liable for the payment of remuneration as per the norms of the University set for the examiners of practical subjects.
- iii. The internship shall follow the provisions/regulations as stipulated and amended by the regulatory body concerned from time to time.

11. Submission of Certificate & Report

Internship Completion Certificate: issued by the **Internship Supervisor at the IPO and** submitted to the department within 10 days of completion of the internship as per the format given in Annexure III.

A certificate from the Head of the Department shall be provided to the students as per the format given in Annexure IV.

Internship Report: submit to the department within **20 days** of completion of internship.

- i. The internship report shall contain the following aspects: -
 - o Cover Page as per Annexure V
 - o Completion certificate issued by the **Internship Supervisor**
 - o Copy of acceptance letter
 - o Copy of consent letter
 - o Internship Report

12. Evaluation

The date of evaluation of the Internship by the Internship Evaluation Committee, as well as the appointment of the external expert member thereof, shall be notified by the Controller of Examinations, L N Mithila University, with the approval of the competent authority. Provided that the University may, at its discretion, authorize the Principal of the concerned college to appoint the external expert for the purpose of such evaluation.

13. Marks Submission

- i. Marks/Award Roll to be submitted within **7 days** of evaluation/viva-voce.
- ii. The University may develop an online portal for the submission of evaluation marks.

ANNEXURE I

CONSENT LETTER

TO WHOME IT MAY CONCERN

As part of the curriculum of -----(name of programme/course), the students are required to undertake internship of minimum credits (..... hours) in an organization. In this regard, I am introducing the below mentioned student with the following details for the purpose of the internship: -

Name of the Student	
Gender	
Father's Name	
University Roll Number	
College Roll Number	
Class with Semester	
Mobile Number	
Email Id.	

The organization satisfying the requirement of the Internship as provided in the guidelines of the University are requested to consider the candidature of the above mentioned student for internship in your organization.

Signature of the Head of the Department/College Internship Nodal Officer/Principal with Seal

ANNEXURE II

INTERNSHIP ACCEPTANCE LETTER

(on the letter head of the organization)

Letter No.

Date:

To

_____ (Student Name)

_____ (Registration Number)

_____ (Institution)

Dear Candidate,

We are pleased to accept your application and offer you internship at our organization. Our organizations satisfy all the requirements as provided in the “LNMU Internship Guidelines for Undergraduate Programmes).

We appreciate your interest in our organization.

Thank you.

Supervisor/Head IPO

(Signature and seal)

Annexure III

INTERNSHIP COMPLETION CERTIFICATE

(To be issued by the IPO on its letterhead)

This is to certify that **Mr./Ms. [Name of Student]**, S/o or D/o **[Father's/Guardian's Name]**, bearing University Registration/Enrolment No. **[Registration Number]** of **[Name of the Institution]**, Session **[Year]**, with Major in **[Subject]**, has successfully completed his/her internship with our organisation.

Internship Duration: From **[Start Date]** to **[End Date]**

Total Hours Completed: **[Total Hours]**

Internship Performance Assessment

During the internship, the student worked on **[Briefly mention project/tasks]**. Based on our observation and mentorship, we assess the student's performance as follows:

S. No.	Assessment Criteria	Rating (Outstanding / Good / Satisfactory / Needs Improvement)
1.	Technical Knowledge & Application	[Select Rating]
2.	Quality of Work & Task Completion	[Select Rating]
3.	Initiative & Problem-Solving Ability	[Select Rating]
4.	Communication & Interpersonal Skills	[Select Rating]
5.	Punctuality, Discipline & Professional Conduct	[Select Rating]

Supervisor's Remarks:

[Optional: Add brief qualitative comments on the student's overall performance, strengths, or areas for growth.]

Signature of IPO Supervisor/Head

Name:

Designation:

Organization Seal:

Date:

Place:

Annexure IV

FORMAT OF CERTIFICATE TO BE ISSUED BY THE DEPARTMENT

This is to certify that (Student Name) s/o or d/o.....
bearing university roll no. of programme, session..... has
successfully completed his/her internship for a duration ofhours from(name
of the organization).

He/She has also submitted the report of the internship after successful completion of the internship.

Head of the Department

ANNEXURE V

COVER PAGE FORMAT

University Logo

Name of the Institution

Internship Report

Month and Year

Name of the IPO

Name of Student

Programme

University Roll Number of Student

Semester

Session

Signature of Students

Sumita Das
7.03.2026
[Signature]
07-03-2026

[Signature]
07/03/26

[Signature]
07/3/26
[Signature]
07.03.2026

Arum
07.3.2026

[Signature]
07-3-26

[Signature]
07.03.26

Seal & Signature of Internship
Supervisor/IPO

[Signature]
07/03/2026

Aninda Sharma
07.03.2026