



Lalit Narayan Mithila University

Kameshwaranagar, Darbhanga - 846004

(Examination Department)

Letter No.: XC/5570-588/26

Date: 21/5/26

To

The Principal,
All Constituent and Affiliated Colleges,
L.N. Mithila University, Darbhanga.

Sub.: Schedule and operational instructions for implementation of Internship Component (INT) under CBCS UG Programme.

Sir/Madam,

In continuation of the earlier communications issued regarding implementation of the Internship Component (INT) under the CBCS Undergraduate Programme, and in view of queries received from different colleges, the following schedule and operational instructions are being issued for uniform, transparent and academically meaningful implementation of the internship component.

1. Proposed Schedule for Internship Component

The following schedule shall be followed by all colleges for the internship component:

- a) **Orientation/Counselling of students:** Orientation and counselling of students regarding possible sectors, available opportunities, nature of internship, documentation, report writing and evaluation procedure shall be conducted from 2 May 2026 to 10 May 2026. In colleges where the UG Semester III examination is going on, the morning session may be suitably utilized for such orientation/counselling, without disturbing the scheduled examination work.
- b) **Identification/selection of Internship Providing Organization (IPO):** Identification or selection of the Internship Providing Organization, obtaining consent/acceptance letters and completion of preparatory formalities shall be completed during and immediately after the orientation period.
- c) **Internship work/field engagement:** Internship work or field engagement shall be undertaken from 1 June 2026 to 20 June 2026.
- d) **Submission of internship report:** Students shall submit their internship reports to the concerned department/college on or before 25 June 2026.
- e) **Evaluation:** Evaluation by Internal and External Examiners, including viva/presentation as per prescribed norms, shall be completed on or before 2 July 2026.
- f) **Portal updation:** Portal updation/uploading of marks and completion of related examination records shall be completed from 3 July 2026 to 10 July 2026.

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The above schedule shall be strictly adhered to so that the internship component is completed in time and the related academic and examination work may be processed without delay.

2. Orientation and Counselling of Students

Each college shall conduct orientation/counselling sessions for eligible students between 2 May 2026 and 10 May 2026. The purpose of such orientation shall be to make students aware of the objective of internship, possible sectors, available opportunities, documentation requirements, expected work engagement, report preparation and evaluation procedure.

The orientation must clearly inform students that internship is not merely a certificate-based exercise. It is an academic activity requiring actual work engagement, supervision, documentation, report submission and viva/presentation.

3. Liberty of Students to Choose Internship Providing Organization

Students may be allowed to identify and choose Internship Providing Organizations (IPOs) on their own, subject to verification and approval by the concerned college/department. Such liberty is intended to encourage student initiative and discipline-specific exposure.

However, such choice shall not be treated as absolute or automatic. The college shall verify that the proposed IPO is genuine, relevant, capable of providing actual work engagement, and suitable for the academic objective of the internship.

Therefore, the correct position shall be as follows:

Students may choose their Internship Providing Organization, but the same shall be subject to verification and approval by the college to ensure that the internship involves genuine and verifiable work engagement with a recognized organization.

4. Role of Colleges

The role of the college is to guide, facilitate, verify and monitor the internship process. Colleges shall provide counselling to students regarding possible sectors and organizations where internship may be undertaken. Colleges may facilitate opportunities by contacting government offices, local bodies, academic institutions, industries, NGOs, startups, service organizations and other suitable institutions.

However, the college must ensure that the internship remains student-oriented, discipline-relevant and academically meaningful. The college shall not reduce the internship process to a mere registration, payment or certificate-collection activity.

5. No Blanket Mandate of Any Single Company/Agency

No college shall compel all students to undertake internship through any one company, agency, portal or private firm as a blanket arrangement. Any such practice may defeat the academic purpose of internship and may create avoidable administrative and academic complications.

If any organization, firm, agency or platform is proposed for facilitating internship, it must satisfy the essential criteria of an Internship Providing Organization and must provide actual, verifiable and supervised work engagement to students. Such organization or agency cannot merely act as a certificate-issuing body.

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6. Criteria for a Valid Internship Providing Organization

Before approving any Internship Providing Organization, the college shall ensure that the organization satisfies the following broad requirements:

- a) It must be a genuine and identifiable organization, institution, office, industry, firm, NGO, local body, academic/research institution, government office, startup or recognized platform.
- b) It must be capable of assigning meaningful work or exposure to the student in accordance with the objective of internship.
- c) The internship must involve actual work engagement and not merely issuance of certificate.
- d) The organization must be able to provide an acceptance letter before commencement of internship and a completion certificate after successful completion.
- e) The organization must identify a supervisor/mentor/contact person for the student wherever applicable.
- f) The work undertaken must be verifiable through attendance, work log, report, activity record, supervisor feedback or any other suitable document.
- g) The organization must not be involved in unethical, illegal, purely political, commission-based, marketing-chain, or certificate-selling activities.
- h) If the internship is through online mode, the platform must be a recognized/approved academic or government platform such as SWAYAM, NPTEL or any other appropriate recognized platform, and the work/course/activity must be properly documented and verifiable.

7. Possible Sectors for Internship

The following sectors may be explored by colleges during orientation/counselling, depending upon local availability, discipline relevance and student suitability:

- a) Government offices and public institutions;
- b) Local bodies such as Municipal Corporation, Nagar Parishad, Panchayat bodies and related institutions;
- c) Educational institutions, libraries, laboratories and academic support centres;
- d) NGOs and social service organizations;
- e) Industries, small enterprises, service sector organizations and local business establishments;
- f) Startups and skill-based organizations;
- g) Banks, financial literacy centres and data/documentation units, wherever relevant;
- h) Agriculture, environment, health awareness, community development and public outreach projects;
- i) Research, survey, documentation, field study and project-based work relevant to the discipline;
- j) Approved online academic platforms such as SWAYAM, NPTEL or other recognized platforms.

The above list is indicative and not exhaustive. Colleges may guide students towards other suitable sectors also, provided the internship remains genuine, relevant and verifiable.

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8. Documentation to be Ensured

The college shall ensure proper documentation at every stage. The following documents shall ordinarily be maintained:

- a) List of eligible students;
- b) Consent letter;
- c) Acceptance letter from the Internship Providing Organization;
- d) Attendance/work log/activity record, wherever applicable;
- e) Completion certificate issued by the Internship Providing Organization;
- f) Internship report submitted by the student;
- g) Evaluation records of internal and external examiners;
- h) Award sheets/marks records and portal updation proof.

All documents must be preserved at the college/department level for verification, inspection or audit purposes.

9. Monitoring of Internship

The College Internship Nodal Officer and the concerned faculty mentors shall monitor the internship process. Faculty mentors shall guide students, verify suitability of the IPO, monitor progress, assist in report preparation and ensure that the internship is being completed in accordance with the prescribed academic purpose.

Colleges shall ensure that monitoring is not merely formal. The internship must be supported by actual activity, proper documentation and verification.

10. Submission of Report

Students shall submit their internship reports to the concerned department/college on or before 25 June 2026. The report should contain, as applicable, details of the organization, nature of work, duration, activities performed, learning outcomes, observations and relevant supporting documents.

Colleges shall ensure that reports are not mechanically copied or mass-generated. Each report must reflect the actual work undertaken by the student.

11. Evaluation

Evaluation shall be completed on or before 2 July 2026. The evaluation shall be conducted by the Internal Examiner and External Examiner as per the approved procedure.

The Internal Examiner (Faculty of the Concerned Department) and External Examiner shall be appointed by the Principal. The remuneration of Examiners shall be paid as per the norms applicable to practical examinations of the University.

The evaluation shall be based on:

- a) Internship Report – 70%;
- b) Viva/Presentation – 30%.

The viva/presentation must assess whether the student has actually undergone internship, understood the nature of work, and acquired relevant learning from the experience.

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12. Portal Updation

After completion of evaluation, portal updation/uploading of marks and related records shall be completed between 3 July 2026 and 10 July 2026. Colleges shall ensure that no delay occurs in uploading of marks and related examination data.

13. Compliance and Responsibility

It is specifically clarified that internship must involve actual work engagement with a recognized and verifiable organization under proper supervision. Mere submission of certificates without such work engagement shall not be treated as valid.

If any internship is found to be doubtful, unverifiable, certificate-based, or inconsistent with the prescribed guidelines, the responsibility for such deviation, discrepancy or irregularity shall lie with the concerned college, including the Principal and the officers/faculty responsible for verification and approval at the college level.

Principals are, therefore, requested to ensure that no student is compelled to join any particular company, agency or portal as a blanket arrangement, and that every internship approved by the college satisfies the academic and verification requirements.

14. Submission of CINO Details and Queries

All Principals are once again requested to furnish the details of the College Internship Nodal Officer (CINO), including name, designation, department and WhatsApp-enabled mobile number, for effective coordination and monitoring at the University level.

Further, if any college has any query, difficulty or requirement of clarification regarding the internship component, the same must be compiled and submitted on the official letterhead of the college through email at: coe@lnmu.ac.in

Such details and queries, if any, must be submitted within three (03) days of issuance of this letter.

All Principals are requested to treat the matter as urgent and ensure strict compliance with the above instructions in letter and spirit.

By the order of the Hon'ble Vice-Chancellor,

Yours faithfully,

Sd/-

(Dr. Vipul Snehi)

Nodal Officer – Internship Programme

L.N. Mithila University, Darbhanga

Memo No.: XC/5690-95/26

Date: 2/5/26

Copy forwarded to:

1. P.S. to V.C./Registrar/Controller of Examinations/Dy. C.E. (Research)/Dy. C.E. (General)/Dy. C.E. (Prof. & Techn.), L.N. Mithila University, Darbhanga.

Vipul Snehi
25.05.26

(Dr. Vipul Snehi)

Nodal Officer – Internship Programme

L.N. Mithila University, Darbhanga

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