



KARNATAK UNIVERSITY, DHARWAD  
ACADEMIC (S&T) SECTION  
ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಧಾರವಾಡ  
ವಿದ್ಯಾಮಂಡಳ (ಎಸ್&ಟಿ) ವಿಭಾಗ

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'A' Grade 2014

website: kud.ac.in

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ಅಧಿಸೂಚನೆ

ವಿಷಯ: 2024-25ನೇ ಶೈಕ್ಷಣಿಕ ಸಾಲಿನಿಂದ ಅನ್ವಯವಾಗುವಂತೆ, ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲ ಅಧೀನ ಹಾಗೂ ಸಂಲಗ್ನ ಮಹಾವಿದ್ಯಾಲಯಗಳಲ್ಲಿ ರಾಷ್ಟ್ರೀಯ ಶಿಕ್ಷಣ ನೀತಿ-2020ರ ಸ್ನಾತಕ ಪದವಿ ತರಗತಿಗಳಿಗೆ Internship / Project Work / Field Work / Assessment ಮಾರ್ಗಸೂಚಿಗಳ ಕುರಿತು.

- ಉಲ್ಲೇಖ:1. ಎಲ್ಲ ಡೀನರುಗಳ ಸಭೆಯ ಶಿಫಾರಸ್ಸು ದಿನಾಂಕ: 08.06.2024.  
2. ವಿಶೇಷ ವಿದ್ಯಾವಿಷಯಕ್ ಪರಿಷತ್ ಸಭೆಯ ನಿರ್ಣಯ ಸಂಖ್ಯೆ: 15 ದಿನಾಂಕ 11.06.2024.

2024-25ನೇ ಶೈಕ್ಷಣಿಕ ಸಾಲಿನಿಂದ ಅನ್ವಯವಾಗುವಂತೆ, ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲ ಅಧೀನ ಹಾಗೂ ಸಂಲಗ್ನ ಮಹಾವಿದ್ಯಾಲಯಗಳಲ್ಲಿ ರಾಷ್ಟ್ರೀಯ ಶಿಕ್ಷಣ ನೀತಿ-2020ರ ಸ್ನಾತಕ ಪದವಿ ತರಗತಿಗಳಿಗೆ Internship / Project Work / Field Work / Assessment ಕುರಿತಾದ ಮಾರ್ಗಸೂಚಿಗಳಿಗೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ ಸಭೆಯಲ್ಲಿ ಎಲ್ಲ ಸ್ನಾತಕ ಪದವಿಯ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ Internship / Project Work / Field Workಗೆ ಪ್ರತಿ ವಿದ್ಯಾರ್ಥಿಗೆ ಪರೀಕ್ಷಾ ಶುಲ್ಕ ರೂ. 535/- ಗಳನ್ನು ಆಕರಿಸುವುದರೊಂದಿಗೆ ವಿಶ್ವವಿದ್ಯಾಲಯವು ಕಾಲಕಾಲಕ್ಕೆ ಹೊರಡಿಸುವ ಸುತ್ತೋಲೆಯಂತೆ ಆಕರಿಸುವುದು.

ಅಡಕ: ಮಾರ್ಗಸೂಚಿಗಳು.

*/s/ K. S. Kulkarni*  
ಕುಲಸಚಿವರು

ಗೆ,  
ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲ ಅಧೀನ ಹಾಗೂ ಸಂಲಗ್ನ ಮಹಾವಿದ್ಯಾಲಯಗಳ ಪ್ರಾಚಾರ್ಯರುಗಳಿಗೆ. (ಕ.ವಿ.ವಿ. ಅಂತರ್ಜಾಲ ಹಾಗೂ ಮಿಂಚಂಚೆ ಮೂಲಕ ಬಿತ್ತರಿಸಲಾಗುವುದು)

ಪ್ರತಿ:

1. ಕುಲಪತಿಗಳ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
2. ಕುಲಸಚಿವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
3. ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ) ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
4. ಅಧೀಕ್ಷಕರು, ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆ / ಗೌಪ್ಯ / ಜಿ.ಎ.ಡಿ. / ವಿದ್ಯಾಮಂಡಳ (ಪಿ.ಜಿ.ಪಿ.ಎಚ್.ಡಿ) ವಿಭಾಗ, ಸಂಬಂಧಿಸಿದ ಕೋರ್ಸುಗಳ ವಿಭಾಗಗಳು ಪರೀಕ್ಷಾ ವಿಭಾಗ, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
5. ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಅಭಿವೃದ್ಧಿ / ವಿದ್ಯಾರ್ಥಿ ಕಲ್ಯಾಣ ವಿಭಾಗ, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.
6. ನಿರ್ದೇಶಕರು, ಐ.ಟಿ. ಶಾಖೆ, ಪರೀಕ್ಷಾ ವಿಭಾಗ, ಕ.ವಿ.ವಿ. ಧಾರವಾಡ.



## **Karnatak University, Dharwad**

### **Guidelines to conduct Internship/Project Work/Field Work and assessment for all UG Programmes as per NEP-2020**

The Karnatak University, Dharwad has introduced NEP-2020 for all UG Programmes from the academic year: 2021-22. As per NEP, Internship is mandatory for all the programmes in 5<sup>th</sup> / 6<sup>th</sup> Semester for 02 credits in the B.A. & B.Sc. programmes, 03 credits for independent degree programmes except BCA wherein it has 08 credits. A proper system of evaluation of student performance in internship and for the distribution of workload among teachers in practical and non-practical based subjects becomes necessary. This would resolve all ambiguities and standard measures of performance. Hence, the following guidelines:

#### **1. General Instructions:**

- a. All languages as DSC shall have SEC as alternative to project/field work/internship.
- b. All other subjects/degree programmes shall have project/field work as an alternative to internship.
- c. A one (01) credit internship shall be treated as equal to 30hrs on field experience.
- d. Internship shall be Discipline Specific of 45-60 hours (2 credits) with duration of 1-2 weeks.
- e. Internship may be full-time/part-time. A Full-time Internship may be conducted for 15 days for 2 credits subjects and 30 days for 3 credits subjects / degree before commencement of 6<sup>th</sup> semester or in last 1-2 weeks before closure of the semester or weekly 4 hrs in the academic session for 13-14 weeks.
- f. The College shall decide the suitable method programme wise and not subject wise.
- g. Each Internship mentor/supervisor shall avail work allotment during 6<sup>th</sup> semester for a maximum of 20 hours /semester.
- h. The student should submit the final internship report (45-60 hours of Internship) to the mentor for completion of the internship.
- i. There shall be Project work for Political science also in lieu of internship.
- j. There shall be Project work / Internship for languages (DSC) in lieu of SEC in 6<sup>th</sup> semester.
- k. Project work / Internship/ field work assessment shall be formative assessment only.

- I. Assessment may be based on:
  - a. Activity logbook and evaluation report of Internship Supervisor
  - b. Format of presentation and the quality of the intern's report
  - c. Acquisition of skill sets by the intern
  - d. Originality and any innovative contribution
  - e. Significance of outcomes and attendance
  - f. Viva voce

## **2. Workload for teachers and Assessment:**

### **A) Subjects having 02 credits (B.A. / B.Sc. / B.S.W.):**

#### **i. Workload:**

1. Each Internship mentor/supervisor
  - a. For the project work having practical (laboratory based) shall have work load of 04 hours/week having 04 to 05 groups and that each group will have 04 to 05 students.
  - b. Project work for non-practical subjects, shall have 02 hours/week workload for teacher having 60 to 70 students.
  - c. General degree programmes irrespective of practical or non-practical subjects, where students opt for internship, shall have 02 hours/week workload for teacher for division having 60 to 70 students.

#### **ii. Assessment:**

Project work/field work/internship can be assessed as under:

1. Students shall submit a hand written report of project work / field work / internship having 40 to 50 pages (Printed copy is not allowed).
2. There may be a common report for the given group for submitting with hand written copy.
3. Distribution of marks:
  - a. Project report – 20 marks
  - b. Presentation ( 5-10 minutes) - 20 marks
  - c. Viva - 10 marks
  - Total - 50 marks

4. Assessment time table: Project Work / Internship report shall be assessed during Practical examination conducted as per University schedule i.e., before commencing theory examination.
5. Project Work / Internship report shall be assessed by two examiners- one internal and other external. The college shall invite the external examiner.
6. A pair of examiners shall assess the students for two batches per day having 20 students per batch.
7. Depending on number of students, college can create multiple batches for multiple pair of examiners.
8. All Project Work / Internship assessment have to be completed within 10 days.

**B) Subjects having 03 credits (B.Com., B.Com(CS)., BBA etc.):**

**i) Workload:**

1. Project work for non-practical subjects shall have 03 hours/week workload for teacher having 60 to 70 students.
2. Project work for practical subjects shall have 06 hours/week/teacher having 04 to 05 groups and each group shall have 04 to 05 students.
3. If the students opt for internship then there shall be 03 hours/week workload for teacher/division having 60 to 70 students for general degree programmes and 45 students for professional degree programmes.

**ii) Assessment:**

Project work/ field work/internship can be assessed as under:

1. Students shall submit the hand written report of project work / field work / internship having 40 to 50 pages (Printed copy is not allowed).
2. There may be a common report for the given group for submitting with hand written copy.
3. Distribution of marks:
 

a. Project report	– 35 marks
b. Presentation ( 5-10 minutes)	- 45 marks
c. Viva	- 20 marks
Total	- 100 marks

4. Assessment time table: The Project Work / Internship report shall be assessed during Practical examination conducted as per University schedule for practical papers and for non-practical subjects before commencing theory examination.
  5. Project Work / Internship report shall be assessed by two examiners- one internal and other external. The college shall invite the external examiner.
  6. A pair of examiners shall assess the students in two batches per day having 20 students per batch.
  7. Depending on number of students, college can create multiple batches for multiple pair of examiners.
  8. All Project Work / Internship assessment have to be completed within 10 days.
- C) **Assessment pattern for other degree programmes like BCA, B.T.TM, B.Sc.(HM) etc is as per the syllabus notified already**

Note: All the External Examiners shall be paid TA / DA / Local allowance/  
Remuneration (non-UGC) as per Karnatak University norms.

(To be given on Letter Head)

**Annexure "A"**

***FORMAT OF INTERNSHIP COMPLETION CERTIFICATE***

***Date:***

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr./ Miss. \_\_\_\_\_ student of \_\_\_\_\_ college studying in-----(UG) 6<sup>th</sup> semester -----(Subject) has successfully completed his/her Internship with \_\_\_\_\_. During the period of Internship he/ she worked under in the following areas.

I.

II.

He / She has shown special flair for \_\_\_\_\_ and his/her performance in preparation of the report has been rated as----- (in 1 to 10 Points/Grade).

During the period his/her internship program he/she was punctual and hardworking. I wish Mr. /Miss. \_\_\_\_\_ every success in his/her career and life.

***Signature***

Mentor of the Organization

(To be given on College Letter Head)

Annexure "B"

**FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION**

**Date:**

Sub: - No Objection Certificate for Internship Programme at \_\_\_\_\_

This is to certify that Mr. /Ms\_\_\_\_\_is a bonafide student of this college studying in ----(UG) 6<sup>th</sup>semester His / her ID No. is \_\_\_\_\_. The College has no objection for doing the Internship programme at \_\_\_\_\_ (Organization) for the period from \_\_\_\_\_ to \_\_\_\_\_. The conduct of the student as recorded by the College/Institution has been found good/ satisfactory.

**HOD**

**Principal**

## **MEMORANDUM OF UNDERSTANDING FOR STUDENT'S INTERNSHIPS**

This Memorandum of Understanding (MoU) is made & entered into on-----  
---- (Date) whereas ----- college as first party and-----  
----- (Internship offering Institution) as second party where as Offers  
fully integrated hands-on training in (Area of Internship)

### **PURPOSE:**

The MoU is being signed with----- (Internship offering Institution) as a partner to facilitate internships for students enrolled for B.A. / B. Sc./ B. Com./ BBA./ BCA./ any other in ----- College. This MoU between ----- College and----- (Internship offering Institution) will outline the collaboration to facilitate internships for Students enrolled in ----- College, Dept of -----for the purpose of-----.

### **CONTEXT:**

----- College, offers an Internship/Project (Under NEP 2020 Scheme) course in which students are given the opportunity for hands-on experiential learning through external organizations. -----  
- College, is exploring partnership with different stakeholders and has identified----- (Internship offering Institution) as a potential partner.

### **AS PART OF THIS MoU, BOTH THE PARTIES HERETO AGREE TO THE FOLLOWING RESPECTIVELY:**

- ----- (Internship offering Institution) will make all the necessary resources and guidance available to students registered through this partnership.
- ----- (Internship offering Institution) will not charge any amount to ----- College, for offering internships.
- Under this MoU ----- (Internship offering Institution) accepted to



offer internships to (Course)----- students during the 3/4 years course of study (in any semester of the student).

- Both the parties may terminate this MoU with the notice period of one Month. In this context, both parties have discharge their obligation.

**VALIDITY:**

This Agreement will be valid for Five years or until it is expressly terminated by either Party on mutually agreed terms.

**RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly agreed that First Party and Second Party are acting under this MoU as independent contractors, and the relationship established under this MoU shall not be construed as a partnership.

**Accepted and Agreed**

Signature

Signature

First Party

Second Party

----- College

Internship offering Institution

Seal

Seal

Witness

Witness

1.

1.

2.

2.

Date:

Date:

## Internship Acceptance Cum Undertaking Letter By The Students

To  
The Principal  
-----College

I hereby declare and undertake as following:

- I will maintain at least 75% attendance during the present semester.
- I am agreed to work on projects as directed by -----  
College and staff of the Internship Organization.
- I agree to report to the Internship Organization----- (Name  
of the Internship Organization) at times directed by the Internship  
organization.
- I agree to follow the administrative policies of the Internship  
Organization, including confidentiality policies, personnel practices,  
and business protocols.
- I agree to abide by the -----College Code of Student  
Conduct and any other College / departmental or program policies  
relating to professional behavior.
- I hereby agree and confirm to abide by the terms and conditions set  
out by the college for Internship/Project work. I further declare that  
the college shall not be held responsible in the event of any  
misfortune or loss resulting in permanent or temporary.
- I am responsible for my transportation, stay and other personal  
arrangements during the Internship/Project work period.
- I am responsible for any cost, any kind of loss, damages, liability, or  
expense, which may arise out of my performance of services at  
Internship Organization.
- I will not ask the authority to re-conduct any Examination if missed  
by me or request for anyother relaxation in this regard.
- I will maintain regular communication with my Program  
Coordinator/ Mentor and keep him/her informed of my activities  
during the internship period.

I will submit a copy of internship certificate as well as internship report  
within\_\_\_\_ working days of the completion of the internship to \_\_\_\_\_

Signature  
Name:  
Class and Section:  
Register No/ID No:  
Phone Number: