

M.A./ M.Sc. TWO YEAR DEGREE PROGRAM
IV SEMESTER
Subject - Geography

Code of the Course	:	GEG9110S
Title of the Course	:	Internship
Qualification Level of the Course	:	NHEQF Level 6.5
Credit of the Course	:	04
Type of Course	:	Special Type – Internship or On Job Experience (IOJ)
Delivery Type of the Course	:	1 credit = 45 hours of Internship per week; 180 hours in one Semester. To be earned over minimum 25- 30 working days during summer vacations. Saturdays may be counted as working days. Holidays of host organization will not be counted as working days.
Prerequisites	:	The student must not have taken CEC in III Semester.
Objectives of the Course	:	The course aligns with the objective of enhancing employability, developing job ready skills and capabilities, and inculcating qualities and mind set for entrepreneurship as laid down in the NHEQF guidelines. The Course will enable 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. The key objective is induction of the students into actual work situations and to engage with the practical side of their learning, and as a by-product, further improve their employability. The external entity may be an industry, government departments, local governments, non-government organizations, private organizations, business organizations and other similar entities which can potentially provide opportunities for students to engage in on-site experiential

			<p>learning.</p> <p>The internship may also be undertaken as training in a Lab with faculty and researchers in MLSU, or other HEIs/ research institutions but only during the summer vacations. It is expected that the internship aligns with the career choice of the students.</p>
Learning Outcome	:		<ul style="list-style-type: none"> • Internship will provide the students with real life experience in actual work situations, engaging with the practical side of their learning. • It will improve their employability and entrepreneurship skills. • It will enable them to understand the knowledge and technical skills required for future career and acquire an understanding of professional practices and ethics. • It will inculcate a sense of responsibility for the output./ outcome of their own work. • It will enhance leadership skills, resilience, endurance, commitment and team work in the work space.
Course requirements	:	1.	In order to successfully complete the internship course prescribed in the curriculum, the student shall complete the internship as per requirements laid down below.
		2.	The nature of internship must relate to the applied/ field aspect of any of the DCC or DSE course. Sound justification for the same must be provided by the student in the application submitted for permission to the Head of the Department.
			Institutions for Internship
		3.	The students can either opt for internship in organizations/ institutions arranged by the Department or at an organization of their choice subject to prior approval of the Department. In case the student opts for internship at an organization/ institution of their choice, the internship must satisfy the objectives of the course.
		4.	The internship may be undertaken in reputed and recognized institution/ organization in the State of Rajasthan or any other State/ Union Territory of the country provided that the same will be completed within summer vacations including travel time. International internships will not be allowed.

	5.	<p>The institution/ organization for internship may be :</p> <ul style="list-style-type: none"> (i) Central/ State/ Local Government Departments (ii) Industry (iii) Business organization (iv) Registered Non-governmental Organization (NGO) actively engaged in field work relevant to the discipline (v) Research Institutions (vi) Public / Reputed Private Higher Education Institutions (vii) International/ national research project under faculty members of MLSU <p>Any other equivalent institution/ organization subject to approval of the Department.</p> <p>The private / business organizations, industries, companies, NGOs etc. must be governed by the regulations of the Govt. of Rajasthan or Govt. of India for its day to day business, operations, activities etc. These must adhere to the legal provisions of the state laid down for smooth and fair operations, functions and activities.</p> <p>This external entity / institution / organization where the student undertakes internship will be called as <i>host institute / organization</i>.</p>
	6.	<p>In inevitable circumstances if the student is unable to complete the minimum duration of the internship in one continuous period, the requirement may be fulfilled by doing additional internship at the same institution under the same Mentor. This shall be allowed only on case to case basis in exceptional circumstances subject to submission of relevant documentary proofs relating to reason for discontinuation and only after prior approval of the Department.</p>
		<p>Application Process and Mentor</p>
	7.	<p>For prior approval of the internship of their choice the student shall submit an application with details of proposed internship containing justification and details of the institution/ organization and the <i>Mentor</i> in the host institute at the beginning of the IV Semester.</p> <p>The students will be required to obtain a <i>Bonafide Certificate</i> from the Department for submission to the host organization/ institution. <i>Bonafide Certificate</i> is an official letter issued by the Head of the Department/ other competent authority of the</p>

		<p>University to be submitted to the host institution, to affirm the student's enrolment status and that the student is joining the internship after prior approval from the University.</p> <p>In affiliated colleges or Departments, in case there is no Head of the Department, the Faculty Chairperson/ Principal shall issue the approval on recommendation of an internal regular faculty member of the concerned Department.</p> <p>Note: (i) The application must be submitted in prescribed format provided at <i>Appendix 1</i>.</p> <p>(ii) The format for Bonafide Certificate has been provided at <i>Appendix 2</i>.</p>
	8.	In case the student requires assistance of the Department in securing the internship, they should contact the Office at least 08 weeks prior to the scheduled commencement of the internship. In this case the student may be required to comply with the conditions laid down by the host Department/ institute.
	9.	<i>Mentor</i> means the person under whose overall supervision the student is undertaking the internship.
	10.	The Mentor must be a regular employee of the host institution/ organization with a minimum working experience of 05 years in the concerned field.
	11.	The Internship cannot be undertaken with immediate family member as Mentor.
		Logistics
	12.	Unless expressly notified otherwise, the students will have to bear the entire cost of the internship and related logistics. There shall be no financial liability on the University.
		Conduct during Internship
	13.	During internships, students shall be responsible for their own acts and omissions. The University shall not be responsible or liable for any actions, conduct or omissions of students during the course of the internships.
	14.	Any action of misconduct, irregularity or irresponsibility towards assigned tasks by a student may lead to their internship being voided and the student being awarded no

		marks.
	15.	In case the student is not reporting to the Mentor without prior information for more than a week, the same must be reported by the Mentor to the Head of the Department or Principal in case of affiliated colleges for necessary action.
	16.	Once opted for, the internship cannot be discontinued during the Semester.
		Responsibility
	17.	In case the student opts for internship in an institution/ organization of their choice, the University shall bear no responsibility of any adverse incident or accident at work place.
		Documentary Requirements for Evaluation
	18.	<p>The student shall be required to maintain an '<i>Internship Diary</i>' which will be a record of day to day assigned tasks, activities and experiences/ learning undertaken during the internship recorded digitally in form of a word document.</p> <p>There shall be no defined format for recording the Diary. However, the students may enter their experiences and understanding of the task gathered that day, including what they have learnt, what difficulties they encountered and how did they solve them.</p> <p>A soft copy of the Internship Diary in *.pdf format and one hard copy shall be submitted by the student along with the '<i>Internship Certificate</i>' in the Department after completion of the Internship. The Internship Diary must be duly signed with seal by the Mentor at the end of the last entry and the first page.</p> <p>Note: The diary record must be precise, logical, coherent and must provide adequate information for evaluation of the internship.</p>
	19.	Besides to the Internship Diary, the student shall prepare a ' <i>Internship Report</i> ' of 1500 – 2000 words (8-10 pages typed in Times New Roman, font size 12, single space, normal margins) on the problem / issue on which the student has worked during the internship. The <i>Internship Report</i> will be submitted for evaluation.
	20.	<i>Internship Certificate</i> means a signed letter from the Mentor

		<p>(or any other authorized person) of the host institution, on official letterhead, mentioning the student's name and attesting to the location, duration and satisfactory completion of the internship. The number of hours spent in the host institute for IOJ should be clearly mentioned in the Certificate.</p> <p>Note: Prescribed format for Internship Certificate has been provided at <i>Appendix 3</i>.</p>
		<p>21. The Internship Certificate, Work Report and Internship Diary shall be submitted as a single *.pdf document in soft copy and spiral bound hard copy in the Department latest by 15th of July after the summer vacations.</p> <p>The <i>first page</i> should specify:</p> <ul style="list-style-type: none"> (i) Name of the student (ii) Enrolment No. (Mandatory) (iii) Roll No. (If issued) (iv) Programme & Semester details (v) Course details (vi) Name and Institution of the Mentor (vii) Phone no./ Mobile No. and E-mail of the Mentor (viii) Address of the institution/ organization where the internship has been completed. (ix) Duration (in working days) and dates of the internship <p>The order of the components shall be as under:</p> <ol style="list-style-type: none"> 1. First page 2. Internship Certificate 3. Internship Report 4. Internship Diary <p>All the above components may be submitted in English or in Hindi.</p>
Submission Deadlines		<p>22. (i) Application : 06-08 weeks prior to the commencement of Internship.</p> <p>(ii) Internship Report and Internship Diary : 15th July</p>
Evaluation Scheme	:	<p>23. The evaluation will be for 100 marks based on two components:</p>
		<p>(1) Internal assessment (IA) (20 marks)</p> <p>(i) Evaluation of Internship Report : 10 marks</p>

		<p>(ii) Viva Voce : 10 marks</p> <p>The evaluation and Viva Voce for IA shall be conducted by the Internal Examiner.</p>
	(2)	<p>End of Semester evaluation (EoS) (80 marks)</p> <p>(i) <i>Evaluation of Internship Diary</i> : 65 marks</p> <p style="padding-left: 40px;">Write up – 30</p> <p style="padding-left: 40px;">Clarity and Project Output – 20</p> <p style="padding-left: 40px;">Power point presentation - 15</p> <p>(ii) <i>Viva Voce</i> : 15 marks</p>
		<p>The Viva Voce for EoS shall be conducted by a three member Committee comprising of the following :</p> <p>(i) <i>External Examiner</i>, and</p> <p>(ii) <i>Internal Examiner</i> - One faculty member of the Department appointed by the Head of the Department/ Principal (in case of affiliated colleges).</p> <p>(iii) <i>Head of the Department/ Principal</i> (in case of affiliated colleges) or his nominee.</p> <p>The final evaluation shall be made by the External Examiner appointed by the University.</p>
		<p>In case the Internship Certificate has not been submitted by the Mentor at the time of conclusion of the internship, the student may submit the Internship Report and Internship Diary for evaluation within the prescribed deadline along with an undertaking that he/ she shall submit the Internship Certificate within two weeks (Appendix 4). In such case, the evaluation of the other two components shall be provisional subject to the timely submission of Internship Certificate.</p> <p>In case the Internship Certificate is not submitted before the completion of the evaluation process, the assessment of other two components shall stand null and void.</p>

**FORMAT FOR APPLICATION FOR OPTING FOR INETRNSHIP IN M.A./
M.SC. IV SEMESTER (TWO YEAR DEGREE PROGRAM)**

**DEPARTMENT OF GEOGRAPHY
Faculty of Earth Sciences
Mohanlal Sukhadia University Udaipur
INTERNSHIP APPLICATION FORM**

M.A./ M.Sc. IV Semester (Geography), Academic session 20____

I. Personal Details

Full Name:

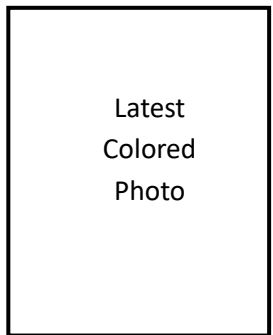
Department:

College:

Permanent Address:

Contact Number:

Email Address:



II. Justification

- i.** Write a brief paragraph (50-100 words) explaining your interest for this internship (*Attach a separate sheet for this*)
- ii.** Why you are interested in interning with this Institute/ Organization (*Attach a separate sheet for this*):

Name of the Internship Program (if applicable):

Selection of Host Institution/ Organization (Please tick): Personal choice/ Through Department

Sub-discipline of Geography to which internship is related to:

Tentative schedule of internship: from _____ to _____

III. Host Institute / Organization Details

Name of the Institute/ Organization:

Address:

Institute/ Organization you are applying to (*Please tick appropriate option*)

1. Central/ State/ Local Government Departments
 2. Local industry
 3. Business organization
 4. Registered Non-governmental Organization
 5. Research Institutions
 6. Public / Reputed Private Higher Education Institutions
 7. International/ national research project under faculty members of MLSU
 8. *Any other* (please provide detail) _____
-

IV. Principal Supervisor Details

Name:

Designation:

Work Experience (Years):

Email:

Brief CV (optional)

DECLARATION

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge.

Name & Signature of the student

Date

Parent's/ Guardian's Consent

I, _____ (*name*), hereby give my consent for my son/ daughter to undertake a _____ (*duration in days*) internship at _____ (*Host Institute/Organization*) from _____ to _____ (*date*). We shall bear full responsibility for the same.

Parent's/ Guardian's Signature

Date:

Approved / Disapproved (Please tick)

If disapproved, please give reasons

HEAD

Department of Geography
Mohanlal Sukhadia University Udaipur

Appendix – II

**FORMAT FOR ISSUING BONAFIDE CERTIFICATE TO STUDENT
OF M.A./ M.SC. IV SEMESTER (TWO YEAR DEGREE PROGRAM)
TO OPT FOR INTERNSHIP**

On Letterhead of the Institute

BONAFIDE CERTIFICATE

This is to certify that Mr./ Ms. _____,
son/ daughter of _____
having Enrollment No. _____ is a student
of M.A./ M.Sc. IV Semester, academic session 20_____, Department of
Geography. He/ She is a student of
_____(College),
Mohanlal Sukhadia University, Udaipur.

He/ She is has taken prior approval from the University to join this internship.

Approval is hereby granted to _____ (*name of the
student*) to join internship at _____ under
_____ as Principal Supervisor.

Date:

Place:

Signature with seal

Head of the Department (for University)/ Principal (for College)

FORMAT OF INTERNSHIP CERTIFICATE TO BE ISSUED BY THE PRINCIPAL SUPERVISOR AT THE HOST INSTITUTION

(To be issued on the official letterhead of the host institute/ organization duly signed and sealed by the competent authority)

INTERNSHIP CERTIFICATE

Date: (Date of Issuance)

This is to certify that (Full Name of Student), student of (Name of the Department), (Name of the College), Mohanlal Sukhadia University, Udaipur has successfully completed an internship program with (Name of Institute /Organization) during the period from _____ to _____.

Internship Details

- Intern Position: (Title/Role of the internship)
- Department/ Unit:
- Internship Duration (Mention dates):
- No. of working days (*attach attendance record if available*):
- No. of average hours per day:

During the internship tenure, (Name of Student) was assigned to (brief description of key duties/projects handled). Throughout his/ her internship, (he/she) demonstrated (list 2-3 key skills/qualities).

(Name of Student) has successfully fulfilled all the requirements and objectives of the internship program to our satisfaction.

We wish (him/her) all the best for future endeavors.

(Signature)

(Name of Principal Supervisor/Authorized Person)

(Designation)

(Institute/ Organization Name)

**FORMAT FOR UNDERTAKING FOR REQUESTING RELAXATION IN TIME
FOR SUBMISSION OF THE INTERNSHIP CERTIFICATE**

The Head

Department of Geography

Mohanlal Sukhadia University

Udaipur

Sub: Request for relaxation in time for submission of the internship certificate

Sir/ Madam,

I, (*Your Name*), student of (*Course/ Program Name*) at (*College/University Name*), had completed a (*duration*) internship at (*Host Institute/ Organization Name*) from _____ to _____.

However, due to (*reason/s*), I have not received the internship certificate from them yet.

I request your kind consideration for a relaxation of (*Number*) days in submitting the internship certificate to the Department of Geography, Mohanlal Sukhadia University. I assure you that I will submit the same within the prescribed timeline.

I hereby undertake that the department may impose penalty and/ or take action as per prescribed norms if I fail to submit the certificate within given timeline.

Yours sincerely,

Name & Signature of the student

Date