

INTERNSHIP GUIDELINES FOR STUDENTS OF UNDERGRADUATE PROGRAMMES



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1. Preamble

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. The NEP-2020 envisions promoting quality research in higher education and to ensure quality education by higher education institutions (HEIs), research and innovation are two inherently important aspects. The societal needs of our country can only be addressed by having a strong knowledge, skills, value and research- oriented vibrant higher education ecosystem for sustainable development.

In accordance with the NEP-2020 and UGC Guidelines, Kurukshetra University, Kurukshetra framed a new student-centric “Curriculum and Credit Framework for Undergraduate Programmes” (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach with internship as integral and essential component. A prime aspect of the internship is induction into actual work situations.

2. Objectives

An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organization, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the intern as well as the internship providing organization. Following are the intended objectives of engaging undergraduate students in internship for employability and research internship programmes:

- 1. Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop / classroom / lab/research lab learnings with the workplace (organization/enterprise/start-ups/corporate/farmlands/artisans/gig workers/non-government organizations (NGOs)/research & development organizations, higher education institutions (HEIs), local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities), media organizations, social organizations, artists, craft persons, or a professional (individual/organization) etc.).
- 2. Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
- 3. Hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organizations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.

4. **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarizing with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.
5. **Exposure in emerging technologies:** To provide exposure to emerging technologies/automation and how it can support, facilitate, improve and reinforce work processes/culture/job roles/art and craft, including the traditional areas of art-craft/heritage skills, agriculture, etc.
6. **Enhance entrepreneurial capabilities:** Understand how organizations/enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.
7. **Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.
8. **Cultivate a sense of social imagery and citizenship responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
9. **Stimulate collaborative influence:** To promote HEIs collaboration, industry-academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organizations, academicians, and students to collaborate on how to learn with one another.
10. **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, integrity and dignity of labour which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

3. Internship Categories

The employability of graduates can be improved by developing practical experience and exposure with the required right kind of attitude for the workplace. The internship is one of the important apparatuses that help in improving these employability skills and can help in generating competency, capability, professional working skills, expertise, and confidence among the students for employability and developing interest/passion for research. The interns can understand the application of theory in the workplace.

The undergraduate internships can be classified into two types:

- i. **Internship for enhancing the employability**
- ii. **Internship for developing the research aptitude**

3.1. Enhancing Employability

Employability refers to the certain attributes of an individual that enable him/her to perform any job opportunity in line with the set standards of performance to meet expectations for the expected job. Employability is a set of skills and attributes developed through a range of experiences at workshops and workplaces. It states that when a student can demonstrate skills on the job. Individuals need to develop such competencies which reduce the obstacles as job seekers and also increase their potential as job providers.

The internship programs build capabilities/aptitude/skills of our undergraduates/researchers/faculties for development of project and its execution, decision-making, confidence development, working/coordinating in a team, creative and critical thinking and problem-solving, ethical values, professional development, understanding of government/local bodies work, reference of resource persons in the field, development of online/simulation-based module for a virtual research internship, understanding the nuances of building a deep-technology start-up, study certain entrepreneurs, study of the enterprises, farmers, artisans, etc.

3.2. Developing Research Aptitude

Research aptitude refers to the attribute of inquiry/investigation, analysis and interpretations in a scientific and objective method that facilitates to uncover facts and present an individual viewpoint in an organized manner.

Research internship aims at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research. Research internship will mainly be helpful for the students of Single Major programmes under Scheme C who want to pursue Honours programmes or Masters programmes.

Apart from gaining relevant research experience, the interns would learn the following, through research professionals/mentors:

- Ideation and conceptualization of a research question/problem
- Learning about new tools and handling of equipment
- Experimentation and collection of data
- Simulations and development of models
- Preparation and presentation of reports

Research Internship experience can be gained by working with faculty/scientists/mentors in HEIs, research institutions, universities, Industrial research labs, nationally and internationally reputed organizations, farmers, and entrepreneurs, using local experts through recognition of prior learning models and individual persons distinguished in specific fields. The integration of research, innovation and technology development is the foundation of Atma-Nirbhar Bharat (Self-reliant India). Institutionalization of internships at undergraduate levels is expected to play a pivotal role in catalyzing the inter-disciplinary/multi-disciplinary/trans-disciplinary and translational research culture embedded in NEP-2020.

4. Ordinance

In line with the spirit of NEP-2020, internship has been integrated as a compulsory component in the Credit and Curriculum Framework for UG Programmes (CCFUGP) implemented by Kurukshetra University, Kurukshetra. The internship course is defined and implementation directions have been provided in the ordinance for Under Graduate Programmes which are as follows:

4.1. Internship

(Clause 2.6.5):

A course requiring students to participate in professional employment-related activity or work experience or co-operative education activity with an entity external to the educational institution normally under the supervision of an employee of an organization or an individual professional. A key aspect of the internship is induction into actual, formal and organized work situations.

The internship will involve working with local industry (Government or Private Organizations/Institutions), business establishments (micro, small and medium), local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities), media organizations, social organizations, artists, craft persons, or a professional (individual/organization) etc. to provide the opportunities for students to actively engage in an on-site experiential learning.

(Clause 5.15):

Every student for the UG Programme shall be required to undergo 4 credit internship of 4-6 weeks duration before taking an exit or completing the degree programme.

- i. A student for the UG Programme shall be required to undergo internship during summer vacation either after the second semester examination or after the fourth semester examination. If s/he opts to exit with Undergraduate Certificate in the discipline, then it shall be obligatory to complete the internship after second semester examination.

However, for those students who have taken lateral entry into the third semester and have completed internship of 4-6 weeks duration during first year, the internship is not required after the fourth semester examination

- ii. A student will inform and get approval from the Chairperson/Principal/Director of the DCI before going for an internship. The internship will involve working with local industry (Government or Private organizations/Institutions), business establishments, artists, craft persons, or a professional (individual/organization). Student will submit a copy of the report (a hard copy and a soft copy in PDF) to the Department/College/Institute within 15 days after the completion of internship. A student has to submit a certificate of attendance and work done report from the organization/professional where at the internship was done. The evaluation of the internship shall be done by an internal examiner mainly on the basis of the report and viva-voce. Marks will be awarded by the internal examiner out of 100 marks.

- iii. The internship will be governed by the prevailing rules of the University from time to time.

5. Management of Internship

An internship provides learning experiences related to a student's interest or discipline of study. It also gives an opportunity to acquiring new skills. The Department/College/Institute (DCI) will have an important role in exploring internship providing organizations, making students aware, arranging internships, assessment of internship for their students by following the instructions in this policy document.

5.1. Internship Cell

Every DCI will establish an internship cell with the following composition:

- (i) Chairperson/Principal/Director
- (ii) Internship Coordinator
- (iii) Teacher Incharges of different UG programmes in the DCI

5.2. Incharge of Internship Cell

The concerned Chairperson/Principal/Director of the DCI will be the overall Incharge of the Internship Cell. The Chairperson/Principal/Director will appoint a senior faculty member as Internship Coordinator, Teacher-in-charges of different UG Programmes and Internship supervisors. This cell may be constituted separately or may be associated with the existing placement/entrepreneurship/skill development/R&D cell of the DCI.

5.3. Internship Coordinator

Each DCI will have an Internship Coordinator who will be responsible for the overall management of internship course in undergraduate programmes. The Internship Coordinator will coordinate all the activities of Internship cell. The Internship Coordinator will be responsible for identification of organizations where the students can go for internships and to pave the way for going into MOUs with such organizations. S/he will ensure the timely notification of internship opportunities available with the internship cell through display of notifications on notice board/website of DCI. The Internship Coordinator will allocate the student(s) interested in internship to the respective Teacher Incharges of different UG programmes in Department/College/Institute. The Internship Coordinator will also convene the meeting of the internship cell for the smooth conducting of the internship activities and will ensure the timely evaluation of internship reports and submission of awards in the internship cell. The Internship Coordinator will ensure the proper maintenance of records in the cell pertaining to internship.

5.4. Teacher Incharges of Different UG Programmes

One teacher incharge from each UG programme of the DCI, e.g., B.A., B.Com., B.Sc. Physical Sciences, B.Sc. Life Sciences, BBA, BCA etc. will be a member of the cell. The

Teacher In charges of different UG programmes in Department/College/Institute will coordinate with the Internship Supervisor.

The role of internship cell shall be to facilitate and to guide students for internship. The internship should be well-defined and with clear outcomes. It is important to explore, reach out to, and sign a Memorandum of Understanding (MOU) with local businesses, Govt./Semi-Govt./PSUs, research organizations, NGOs, HEIs, etc. as this will aid in training, research, employment, and start-ups. The cell shall also keep a record of students' internship enrollment, place of internship, evaluation of internship and will submit the final awards of internship course on the university portal.

Internship cell can enter MOUs with different organizations for providing internships on behalf of DCI.

Internship cell will also allocate internship supervisors depending upon the number of students and regular faculty members available in the DCI.

5.5. Internship Supervisor

A regular teacher of the DCI shall be assigned the duty of Internship Supervisor to the student(s) for internship. The Internship Supervisor will guide, counsel, facilitate the students during the process of exploring the interest areas of internship and possible places for doing the internship accordingly. S/he will monitor and supervise the student(s) during the internship period. The Internship Supervisor will also keep the record of the consent of Internship Mentor and the organization, awards submitted by Internship Mentor and the report of the internship submitted by the student(s). S/he will also evaluate the internship reports of the students allotted to her/him for rest of 50% of the score and shall submit the total awards of internship course to the concerned Teacher Incharge of the internship cell.

It is desirable that the Internship Supervisor should conduct a short duration formal meeting, either in online or offline mode, at least once during the internship with the Internship Mentor.

6. Internship Providing Organization

The internship can be done by a student to get the opportunities for active engagement in on-site experiential learning preferably in their respective discipline at an Internship Providing Organization (IPO) with the permission of the DCI. Internship Providing Organization is an organization, HEI, philanthropy, farmer, government organization, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme.

Different categories and types of the internship providing organizations are mentioned below:

- Local industry;

- Government or Private Organizations/Institutions;
- Business establishments (micro, small and medium);
- Local governments (such as Municipal Corporations, Zila Parishads, Block Smiti, Panchayats and Municipalities);
- Media organizations;
- Social organizations;
- Artists, craft persons, or a professional (individual/organization);
- Research laboratories;
- HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects;
- Placement cell;
- Alumni;
- Libraries;
- Organizations working for adult education;
- Community service;
- Organization/enterprise/start-ups/corporate;
- Farmlands;
- Gig workers;
- Non-government organizations (NGOs);
- Research & development organizations, and
- Educational institutions

Training/Skill Development Certificate courses/programmes from Govt./Govt. approved agencies/bodies, of equal duration i.e., minimum 4-6 weeks will also be considered as internship courses.

Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.

The internship cell will explore the possible internship positions in different areas in different organizations and make the students aware about the same through regular notifications, mentor-mentee meetings, counselling sessions and other such programmes organized at their DCI. Local organizations should be given preference for doing the internship. Students should be encouraged to choose the organization for doing internship and to seek the consent from that organization.

A suggestive list of possible areas of internship and the organizations, in context of KU Campus programmes, is given in the **Appendix-I**. This list is not exhaustive but indicative. The different areas and internship providing organizations can be included at the level of DCI according to requirements and opportunities at the local level.

A DCI can also explore at their level the National Qualification Register and check the possible job roles across sectors for exploring the internship areas (<https://nqr.gov.in/>).

The DCIs can also search the internship platforms such as Internshala, Lets Intern, Killer Launch, Hello Intern etc. where internships are offered by many reputed organizations.

The students can also generate internship projects based on their own contacts. Students can choose industry mentor from HEIs/ research organizations/industrial R&D labs/Universities/other national reputed institutions/organizations/industries/ emergency professional/NGOs/local government officials/outside India experts working at the international level/social networking sites (e.g., LinkedIn).

Chairperson/Principal/Director of a DCI shall be competent for allocation of internship to its students.

As a next step, the internship cell will invite applications for internships from the students in the prescribed format (**Appendix-II**) during the second and fourth semester.

7. Internship Mentor

The Internship Mentor is an individual professional or owner or an employee working in an internship providing organization where a student wants to do the internship. The internship providing organization can be chosen by the student oneself through her/his own sources/network with the permission of DCI or as allocated by the DCI. The consent of the identified Internship Mentor shall be submitted to the Internship Supervisor by the student (**Appendix-III**). The Internship Mentor will provide guidance to the students online/offline throughout the internship duration (4-6 weeks).

The Internship Mentor will validate the participation and performance of the student(s) after the completion of the internship and will issue the completion certificate (**Appendix-IV**). Internship Mentor will evaluate the student on the basis of attendance, punctuality, learning, meeting objectives and time line and will award the marks out of 50 in the completion certificate.

8. Credits and Duration of Internship

Every student for the UG Programme is required to undergo internship as a course of 4 credits of 4-6 weeks duration (120 hours) before taking an exit or completing the degree programme. A student for the UG Programme shall be required to undergo internship during summer vacation either after the second semester examination or after the fourth semester examination.

If s/he opts to exit with Undergraduate Certificate/Diploma in the discipline, then it shall be obligatory to complete the internship before exit.

9. Internship Procedure

1. The internship cell of the DCI will notify a list of different internship areas, internship providing organizations, internship positions, internship projects arranged by the DCI or where a student can apply for on its notice boards at the onset of even semester. That list can be either in the form of **Appendix-I** or as drawn by the DCI.
2. The student shall apply for internship in response to the notice of the internship cell in the prescribed format (**Appendix-II**). It is the responsibility of the student to apply for the internship well in time.

3. The Internship Coordinator will allocate the received applications of internships to the Teacher Incharges of different UG programmes in the DCI.
4. The concerned Teacher Incharge of the UG programme in the DCI will allocate the student(s) to the Internship Supervisors from the list notified by Chairman/Principal/Director.
5. The Internship Supervisor will provide the recommendation letter (**Appendix-V**) in the name of internship providing organization to the student.
6. The student will contact internship providing organization/Internship Mentor to get the consent for guiding internship (**Appendix-III**) and shall submit the same to internship supervisor along with the tentative schedule of the internship.
7. The student will move for internship with the intimation to the Internship Supervisor.
8. After completion of the internship, the student(s) will submit the internship report (including- introduction about the organization, objectives of the internship, details of the work done, observations and learning outcomes/experiences, other forms of presentation, if any) within 15 days of the completion of internship to the Internship Supervisor at the DCI. An indicative format of the internship report is given in the **Appendix -VI**.
9. The student will collect the completion certificate duly signed by the Internship Mentor (**Appendix-IV**) and shall submit the same along with internship report to the Internship Supervisor. Internship report without completion certificate shall not be entertained.
10. If a student fails to get an internship in physical mode, then the host institute should have a provision for digital or group internship.

10. Internship Evaluation

The evaluation of the internship shall be done by the Internship Mentor of IPO and Internship Supervisor of the DCI separately and of 50 marks each.

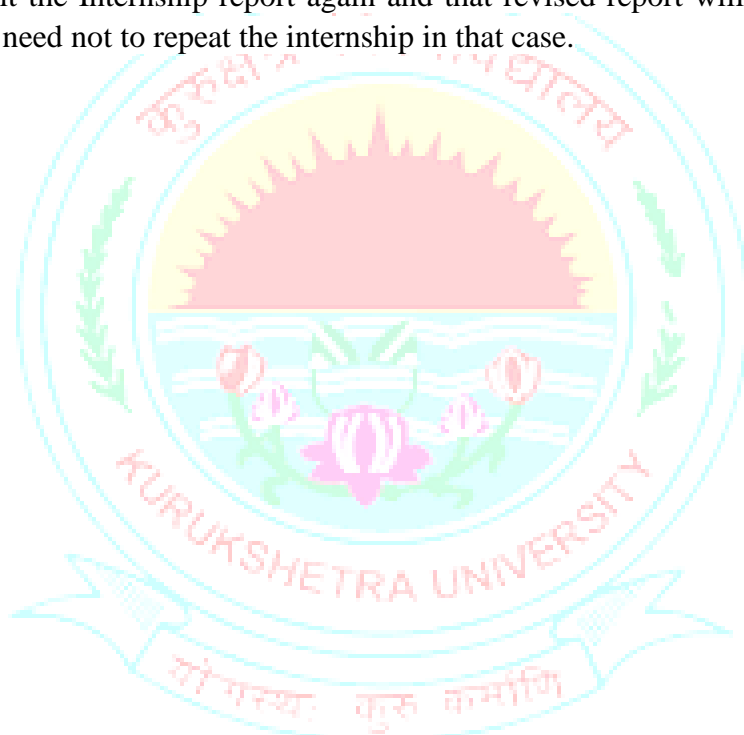
- (i) Internship Mentor will evaluate the student on the basis of regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives. The internship mentor will give the awards at the completion of internship in the given format of **Appendix-IV**.
- (ii) The internship supervisor will evaluate the intern for 50 marks based on internship report and viva-voce. The internship report will be evaluated in terms of its contents and presentation in the context of relevant sections of the **Appendix-VI**.

- (iii) Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

A student has to obtain minimum 40% marks (Grade 'P') each in the evaluation by Internship Mentor and Internship Supervisor.

The Internship Supervisor will submit the cumulative awards and records (**Annexure-VII**) to the Teacher Incharge of respective UG programmes in DCI for onward submission on the university portal.

A candidate who could not complete or has failed in internship evaluation by the Internship Mentor, then s/he will get one more chance to repeat that part of internship during vacations/holidays. If a candidate gets failed in the evaluation of the Internship report, then she/he will submit the Internship report again and that revised report will be assessed again but the candidate need not to repeat the internship in that case.



Appendix-I

List of Internship Providing Organizations

S. No.	Type of Internship	Objectives	Organizations/Establishments	No. of Internship Positions
Internships in the field of Business/Commerce/Management/Tourism				
1.	Financial Analysis and Reporting	Internships focused on financial analysis involve tasks such as interpreting financial statements, conducting ratio analysis, and evaluating investment opportunities. Students can develop skills in financial modelling, forecasting, risk assessment and effective reporting.	Companies/business organizations (Manufacturing/Trading)	
2.	Accounting Software Proficiency	Internships that emphasize proficiency in accounting software such as QuickBooks, SAP, Tally or Oracle offer hands-on experience in data entry, reconciliation, and generating financial reports. Students can enhance their technical skills and familiarity with industry-standard software.	Accounts service providers/Banks (commercial and cooperative)	
3.	Data Analysis and Visualization	Internships that involve data analysis and visualization allow students to work with large datasets, perform statistical analysis, and create visualizations using tools like Excel, Tableau, or Power BI. This develops skills in data interpretation, pattern recognition, and communication of insights.	Banks (Commercial/Cooperatives) Advertising Agencies Insurance Companies Stock Investment Companies/Agencies	
4.	Tax Preparation and Compliance	Internships in tax preparation and compliance provide exposure to tax law, regulations, and filing processes. Students can assist with preparing tax returns, conducting research on tax issues, and ensuring compliance with tax	Reputed CA, Account service providers, Income tax service providers/ advocates	

		requirements.		
5.	Financial Planning and Wealth Management	Internships focused on financial planning and wealth management involve tasks such as client portfolio analysis, retirement planning, and investment strategy development. Students can gain experience in assessing financial goals, risk tolerance, and asset allocation.	Financial advisors/companies	
6.	Business Process Improvement	Internships that focus on business process improvement allow students to identify inefficiencies, streamline workflows, and implement best practices in finance and accounting operations. This develops skills in problem-solving, project management, and process optimization.	Financial advisors/companies, retail stores, Retail estate companies, trade associations, certified accounting agencies	
7.	Communication and Presentation Skills	Internships that emphasize communication and presentation skills involve tasks such as preparing financial reports, delivering presentations to stakeholders, and communicating complex financial information in a clear and concise manner. Students can enhance their written and verbal communication skills, as well as their ability to convey technical concepts to non-experts.	Companies/Business Organizations (Manufacturing/trading)/ Banks (Commercial/Cooperatives)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations	
8.	Project Management	Internships that involve project management tasks such as coordinating financial audits, implementing accounting systems, or managing budgeting processes provide students with valuable experience in planning, organizing, and executing projects within finance or accounting context.	Companies/Business Organizations (Manufacturing/trading)/ Banks (Commercial/Cooperatives)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGOs/Retail Stores/Real Estate Companies/Trade Associations	

9.	Compliance and Regulatory Affairs	Internships focused on compliance and regulatory affairs involve tasks such as monitoring regulatory changes, conducting compliance audits, and ensuring adherence to financial regulations such as GST, Income Tax, and Duties etc. Students can develop skills in regulatory interpretation, compliance assessment, and risk management.	Reputed CA, Account service providers, Income tax service providers/advocates	
10.	Financial Reporting and Analysis	Internships that focus on financial reporting and analysis involve tasks such as preparing financial statements, analyzing financial performance, and communicating insights to stakeholders. Students can develop skills in financial reporting standards, data interpretation, and financial statement analysis.	Financial advisors/Companies	
11.	Marketing and Market Research	Internships in marketing involve tasks such as conducting market research, developing marketing strategies, and executing promotional campaigns. Students can gain skills in market analysis, consumer behaviour, and digital marketing techniques.	Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations	
12.	Sales and Business Development	Internships focused on sales and business development provide experience in prospecting clients, managing customer relationships, and negotiating deals. Students can develop skills in sales techniques, customer communication, and relationship management.	Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations	
13.	Human Resources Management	Internships in human resources involve tasks such as recruiting, onboarding, training, and employee	Companies/Business Organizations (Manufacturing/trading)/ Banks	

		relations. Students can gain experience in talent acquisition, performance management, and HR policy development.	(Commercial/Cooperatives)/Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
14.	Operations and Supply Chain Management	Internships in operations and supply chain management involve tasks such as inventory management, logistics coordination, and process optimization. Students can develop skills in supply chain analysis, demand forecasting, and quality management	Companies/Business Organizations (Manufacturing/trading)/ Retail Stores/Real Estate Companies/Trade Associations	
15.	Entrepreneurship and Small Business Management	Internships in entrepreneurship and small business management allow students to work with startup companies or small businesses, gaining experience in business planning, market analysis, and operations management and Entrepreneurship skills	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NG Ss/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
16.	Customer Service and Relationship Management	Internships in customer service involve tasks such as handling customer inquiries, resolving issues, and maintaining customer relationships. Students can	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock	

		gain experience in customer communication, problem-solving, and conflict resolution.	Investment Companies/Agencies/NGSs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies.	
17.	Strategic Planning and Consulting	Internships in strategic planning and consulting involve tasks such as conducting industry research, analyzing competitive landscapes, and developing strategic recommendations for clients. Students can develop skills in strategic analysis, business planning, and consulting methodologies.	Companies/Business Organizations (Manufacturing/trading)/ Advertising Agencies/Insurance Companies/Stock Investment Companies/Agencies/NGSs/Retail Stores/Real Estate Companies/Trade Associations/Certified Accounting Agencies/News Papers/Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies.	
18.	Tourism agencies and tour operators	Gain hands-on experience in organizing tours, managing bookings, and coordinating travel arrangements	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
19.	Hospitality industry	Internships at hotels, resorts, or restaurants to learn about guest services, event management, and hotel operations.	Homestays/Hotels/resorts /restaurants/guesthouses/ hostels	
20.	Destination management organizations (DMOs)	Work with tourism boards or DMOs to promote tourist destinations, develop marketing strategies, and analyze tourism trends.	Tour and Travel Agencies	
21.	Event management	Assist in planning and executing events such as conferences, festivals, and exhibitions, which are often	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management	

		integral to the tourism sector.	agencies	
22.	Ecotourism and sustainable tourism initiatives	Internships with organizations focused on promoting responsible travel practices and preserving natural and cultural heritage sites.	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies/Wildlife Sanctuaries/Resorts/Bird Sanctuaries/Forest Institutes/National Parks/Homestays	
23.	Travel management	Gain insights into travel planning, itinerary design, and customer service by interning at travel agencies or online booking platforms.	Tour and Travel Agencies/Hotels and restaurants/Caterers and Event management agencies	
Internships in the field of Sciences/Arts/Humanities				
24.	Bee Keeping	Bee keeping equipments, management of apiary & honey production	Integrated Beekeeping Development Centre (An Indo-Israel Project)	
25.	Fish Farming	Fish pond management, fish production & marketing	National Fish Seed Farm, Jyotisar (Kurukshetra)	
26.	Poultry Farming	Poultry farm management, poultry products production & marketing	Reputed Poultry Farming Units	
27.	Agricultural Farming	Types of crops, farm management & production	Krishi Vigyan Kendra CCS Haryana Agricultural University, Hisar	
28.	Vegetable Farming	Type of vegetables, farm management, production & marketing	Centre of Excellence for Vegetables, Gharaunda (Karnal) is an Indo-Israel Project	
29.	Fruit Farming	Fruit crops, farm management, crop production & marketing	Centre for Subtropical Fruits, Ladwa, Kurukshetra	
30.	Polyhouse farming	Cost, type of vegetables grown, Management	Progressive farmers/KVKs/Village Panchayats	
31.	Floriculture	Cost, Types of flowers grown, Management.	Progressive farmers/KVKs/Village Panchayats	
32.	Mushroom Culture	Cost, Types of mushrooms grown, establishment Management	Progressive farmers/KVKs/Village Panchayats	
33.	Nurseries	Cost, Types of plants grown, establishment Management	Established nurseries/KVKs	
34.	Dairy Farming	Understanding business model, processing, working	Panchayats/Dairies/Milk Plants	

		establishment and management		
35.	Health Care Services	Working and management	Hospitals/ Pathological Laboratories/X-ray and Scanning Centers/Physiotherapy Centers/Nature Cure Centers	
36.	Processing of agricultural products	Understanding business model, processing, working establishment and management	Rice Shellers/ Sugar Mills/Oil Plants	
37.	Storage of agricultural products	Understanding business model, processing, working establishment and management	Warehouses/Rice Shellers/Silos	
38.	Catering	Various aspects of catering, assisting with work in the kitchen, assisting with food preparation & assisting with food service	Institute of Hotel Management, Catering Technology & Applied Nutrition, Jyotisar, Distt. Kurukshetra	
39.	Astrology	Astrology, Palmistry, Numerology	Reputed Institutes	
40.	Travel and Tourism	Tour and travel management, various aspects of tourism	Travels agencies	
41.	Salesmanship	Business to Business (B to B) skills, Business to Consumer (B to C) skills	At various Organized Retail Outlets-Whole sale outlets	
42.	Hotel & Hospitality Business	Learning skills of front office, back office and event management	At various reputed Hotels and Banquet Halls	
43.	Fine Arts	Clay modelling, miniature painting	Reputed artists/Professional artists/Department of Fine Arts, K.U. Kurukshetra	
44.	Printing & Publishing Business	Designing, graphics & printing skills	Reputed Printing & Publishing Houses	
45.	Dairy Farming	Various aspects of Dairy farming business	Reputed Dairy Farming Units	
46.	Performing Art	Singing, Dancing & Instrument play skills	Haryana Kala Parishad, Kurukshetra Reputed Performing Arts Academies	
47.	Karamkand & Purohitya	Study of various rituals, mantras associated with rituals & correct ways to perform various ceremonies	Yogeshwar Gurukul, Kurukshetra Reputed Institutes	

48.	Study of self-help groups	The students will be able to collect information regarding functioning of SHGs and analyze the women empowerment through SHGs	Gram Panchayats/Women Groups/Anganwadi Centers/District Rural Development Agency (DRDA)	
49.	Study the health status of women and children in rural areas	The students will be able to collect information regarding the health status of women and children and to find out the ways and means to improve the health status	Gram Panchayats/Women Groups/Anganwadi Centers/Primary Health Centers	
50.	Study of Anganwadi centers in a community	The students will be able to collect information regarding services provided by AWCs	Women Groups/Anganwadi Centers/Primary health centers	
51.	Study the Panchayati raj institutions in rural community	The students will be able to collect data regarding the formation of PRIs and role of Women in PRIs	Gram Panchayats/Women Groups/Anganwadi Centers/ Mahila Mandals	
52.	Study the functioning of district red cross society	The students will be able to collect information regarding functioning of Red Cross Societies, utilization of Services of DRCS and role of Volunteers if these societies	District Red Cross Societies at district levels	
53.	Study of old age homes	The students will be able to collect information regarding Infrastructure, functions and services provided by Old Age Homes	Government and Private Old Age Homes	
54.	Study the use of renewable energy sources at village	The students will be able to collect information regarding utilization of renewable sources like solar system or Bio Gas etc.	Gram Panchayats/Department of Renewable Energy/Development Agency	
55.	Study the solid and liquid waste management practices	The students will be able to understand the practices of solid and liquid waste management by the community people	Gram Panchayats/Department of Renewable Energy Development Agency	
56.	Study the Rejuvenation of ponds in villages	The students will be able to collect information regarding maintenance of ponds in the villages and rain water harvesting systems	Gram Panchayats/Ponds and Waste water management authority	
57.	Study the New India Literacy Programme	Volunteer teaching	Schools/Community Centers/Panchayats/NGOs working for education	
58.	Study the	Study of the farmers welfare	Village Panchayats/	

	utilization of schemes available for farmers	schemes by state and central governments, ease of accessibility to the benefits, challenges faced by farmers in availing the benefits	KVKs	
59.	Study of working women hostels	Study of objectives, working and management of Working Women Hostel. Facilities available, challenges faced and suggestive measures	Women and Child development department	
60.	Study the problems of women agriculture labourers	Study of proportion of women in agricultural sector labour force, challenges and discriminations faced and advocacy	Village Panchayats	
61.	Study of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY)	Empowering the Indian youth with employable skills that are in demand in the job market, thus facilitating their entry into the workforce and contributing to the economic growth of the nation. This scheme offers a range of skill development courses across various sectors, including manufacturing, healthcare, hospitality, retail, and information technology (IT), etc.	Unemployed youths at Municipal wards and Village Panchayats levels	
62.	Study of the Ayushman Bharat Yojana/ Pradhan Mantri Jan Aarogya Yojana (PM-JAY)	Provide financial protection to vulnerable families against catastrophic health expenditures and to ensure access to quality healthcare services without facing financial hardships. The scheme offers eligible families an insurance cover of Rs. 5 lakh per annum per family. The cover will include pre- and post-hospitalization expenses (3 days of pre-hospitalization and 15 days of post-hospitalization like medicines and diagnostics are covered).	Municipal wards/Village Panchayats	
63.	Study of the Pradhan Mantri Suraksha Bima Yojana (PMSBY)	Provide financial security and support to individuals and their families in the event of accidental death or disability.	Municipal wards/Village Panchayats	

		The scheme aims to offer affordable insurance coverage to all citizens, particularly those from economically vulnerable sections.		
64.	Study of the Pradhan Mantri Ujjwala Yojana (PMUY)	Provide clean cooking fuel to households that still rely on traditional cooking fuels such as firewood, coal, dung cakes, and kerosene. The scheme aims to improve the health of women and children by reducing indoor air pollution caused by traditional cooking methods and to empower women by reducing the time they spend collecting firewood.	Women from Below Poverty Line (BPL) households at Municipal wards/Village Panchayats levels	
65.	Study of the Pradhan Mantri Mudra Yojana (PMMY)	Provide financial assistance to micro and small enterprises (MSEs) for their growth and development.	Micro and small enterprises (MSEs) engaged in manufacturing, trading, and services sectors	
66.	Study the Krishi Udaan Yojana	Assisting farmers and agricultural producers in transporting their perishable agricultural goods, including fruits, vegetables, fish, and meat, from one	Farmers and agricultural producers/Agricultural cooperatives/farmer producer organizations (FPOs)/Village Panchayats	
67.	Study the Atal Pension Yojana (APY)	Addressing the pension and social security needs of workers in the unorganized sector. It aims to provide a guaranteed minimum pension income to such workers during their old age, thus ensuring financial stability and reducing dependency on others.	Workers in the unorganized sector such as maids, drivers, gardeners, artisans, and small shopkeepers including Self-employed individuals	
68.	Study the Pradhan Mantri Jan Dhan Yojana (PMJDY)	Promoting financial inclusion and ensure access to financial services for all households, particularly those from the economically weaker sections of society. The scheme aims to provide every household with access to a bank account, thereby enabling them to participate in the formal financial system and	Municipal wards/Village Panchayats	

		avail various benefits of government schemes directly into their accounts		
69.	Study the Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)	Enhance the capacity and efficiency of the vocational education and training (VET) ecosystem in India.		
70.	Study the Pradhan Mantri Kisan Samman Nidhi (PM-Kisan)	Provide financial assistance to small and marginal farmers to augment their income and support their livelihoods.	Village Panchayats	
71.	Study the National Means-cum-Merit Scholarship Scheme (NMMSS)	Identification of talented students from economically weaker sections and provide them financial support to prevent their dropout after class VIII and ensure their continuation in secondary education.	Government, local body, and government-aided schools	
72.	Study the Krishi Bima Yojana	Providing financial protection to farmers against losses due to crop failure or damage caused by natural calamities such as drought, floods, pests, and diseases. T	Village Panchayats	
73.	Study the Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	Guarantee the right to employment and livelihood security to rural households in India for at least 100 days of wage employment to every rural household whose adult members volunteer to do unskilled manual work.	Village Panchayats	
74.	Study the Khadi and Gramodyog Vikas Yojana (KGVY)	The programme aims to streamline and strengthen the development of both the Khadi and village industries sectors in India. It integrates various existing schemes related to Khadi and village industries under one umbrella program to ensure better coordination, efficiency, and effectiveness in implementation	Khadi institutions/Cooperatives/Artisans/Weavers/Craftsmen/Self-help groups (SHGs)/micro, small, and medium enterprises (MSMEs)engaged in Khadi production and marketing.	
75.	Study the Mukhya Mantri Jan	Provide cashless treatment to eligible beneficiaries for	BPL families, Antyodaya Anna Yojana (AAY)	

	Arogya Yojana	specified medical treatments at empaneled hospitals	households, and those identified under the Socio-Economic Caste Census (SECC)	
76.	Study the Mukhya Mantri Antyodaya Anna Yojana	Provide subsidized food grains, including rice and wheat, through the public distribution system (PDS) at highly concessional rates in relation to ensure food security and improve nutritional outcomes for vulnerable sections of society.	Antyodaya Anna Yojana (AAY) households	
77.	Study the Mukhya Mantri Kisan Kalyan Yojana	Improvement in the socio-economic status of small and marginal farmers, enhance agricultural productivity, and promote sustainable farming practices.	Small and marginal farmers at Village Panchayat level	
78.	Study the Mukhya Mantri Yuva Swavlamban Yojana (MMYSY)	Empowering the youth of Haryana by providing them with skill development training in various sectors and facilitating their employment or self-employment opportunities.	Youth who are seeking skill development training and employment opportunities	
79.	Study the Mukhya Mantri Krishi Vikas Yojana	Provide financial assistance, subsidies, incentives, and support services to farmers to promote modern agricultural practices, enhance productivity, and increase income levels.	Village Panchayats	
80.	Study the Mukhya Mantri Parivar Samridhi Yojana (MMPSY)	Mitigation of the financial hardship faced by the family due to the sudden loss of income and ensure their well-being.	Municipal wards/Village Panchayats	
81.	Study the Saksham Yuva Yojana	Increase the employability of the youth by providing them with quality skill training	Unemployed youths staying in Municipal wards/Village Panchayats	
82.	Study the Beti Bachao, Beti Padhao Yojana	Prevent gender-biased sex-selective elimination, ensuring education, survival and protection of the girl child and promotion of the value of the girl child in society.	Gram Panchayats/Women Groups/Anganwadi Centers/ Mahila Mandals	
83.	Study the Haryana	Encouraging self-	Youths staying in	

	Swarna Jayanti Employment Generation Program (HYSJEGP)	employment opportunities, entrepreneurship and innovation among the youths.	Municipal wards/Village Panchayats	
84.	Study the Mukhya Mantri Parivar Samman Yojana	Providing financial assistance to BPL and EWS families for their sustenance and well-being. 2. Offering a safety net to vulnerable households to mitigate financial hardships. 3. Empowering economically weaker sections by ensuring financial support for their basic needs.	BPL and economic weaker sections (EWS) families staying in Municipal wards/Village Panchayats	
85.	Study the Use of technology in agriculture practices	Study of recent technologies in agricultural sector, govt. support, attitude of farmers towards adoption, challenges faced, suggestions and creating awareness	Village Panchayats/KVKs	
Internships in the field of Sports/Physical Education				
86.	Playgrounds	Play field management and games supervision	Outdoor and Indoor stadiums, Sports Authority of India centers, sports clubs	
87.	Water sports	Basic diving, rowing and boating Swimming pool management and pool life guard	Registered swimming pools	
88.	Sports management	Office management organizing tournaments	Outdoor and Indoor stadiums, Sports Authority of India centers, Sports clubs, Sports department of colleges and universities	
Internships in the field of Computers Science/Physical Science				
89.	Programming	Learning language and making programs	Startups	
90.	Web Designing	Creating home page and linking	Web content-based companies	
91.	Implementation	How to do, what to do and how to implement	MNCs	
92.	Language Support	Learning algorithms and approach	Local companies and institutes	
93.	Hardware based Support	Learning troubleshooting	SKILT KKR Hartron	
94.	Testing	Making software robust and user friendly	Testing organizations like C-Dot, HP etc.	
95.	Machine Learning	Fitting programs to modern	Coresera	

		era		
96.	AI based	Fitting into IOT of today	AI based organizations and Institutes	
97.	Smart Home/Classroom	Implementation and execution of smart concept	Startups and sensor absd organizations, HP, LG, Wipro, Samsung etc.	
98.	IOT based	Making things remote based	LG, Wipro, HP, Samsung, Apple, MS, Cisco	
99.	Cloud based	All opportunities exploration based on cloud	Azure, MS, Google Cloud,	
100.	Data Science	Learning new concepts	Learning institutes, Coresera	
101.	Data mining	Making prediction models	MNCs	
102.	Networking	All settings	CISCO, Novell	
Skill Development Courses offered by University Institute of Engineering and Technology, KUK				
103.	Programing in python	4 Weeks	UIET, KUK	
104.	Python for Beginners	4 Weeks	UIET, KUK	
105.	Certificate course in basic computer skills (MS Words, MS Excel, Power-point, Basics of Internet etc.)	4 Weeks	UIET, KUK	
106.	Machine Learning	4 Weeks	UIET, KUK	
107.	Mobile App & Web developer	4 Weeks	UIET, KUK	
108.	Printed Circuit Board Design.	4 Weeks	UIET, KUK	
109.	Internet of Things	4 Weeks	UIET, KUK	
110.	Digital Design with Verilog	4 Weeks	UIET, KUK	
111.	Antennas Analysis & Design	4 Weeks	UIET, KUK	
112.	8051 Microcontroller and its Applications	4 Weeks	UIET, KUK	
113.	Fundamentals and Application of MATLAB	4 Weeks	UIET, KUK	
114.	Conventional	4 Weeks	UIET, KUK	

	Manufacturing Processes			
115.	Welding (Arc/TIG/MIG)	4 Weeks	UIET, KUK	
116.	Skill Development Program in Industrial Biotechnology	4 Weeks	UIET, KUK	
117.	Skill Development Program for Students in Medical Laboratory Technique	4 Weeks	UIET, KUK	
118.	Skill development program in the area of Bio fertilizer Technology	4 Weeks	UIET, KUK	
119.	Skill Development Program in "Food and Healthcare	4 Weeks	UIET, KUK	
120.	Communication Skills	4 Weeks	UIET, KUK	

Training/skill/certificate courses from Govt./Govt. approved agencies, of equal duration i.e., 4-6 weeks or more will also be considered as internship courses. Some of the agencies offering such courses are listed as under:

- Pradhan Mantri Kaushal Vikas Yojna (PMKVY)
- National Skill Development Corporation (NSDC)
- National Skill Development Agency (NSDA)
- National Council for Vocational Education and Training (NCVET)
- Airport Authority of India (AAI)
- Bureau of Indian Standards
- University Institute of Engineering and Technology (UIET), KUK.

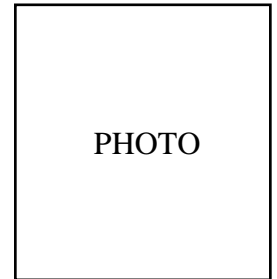
Internships offered through central/state govt. portals for apprenticeship/skill development training/internship shall also be considered equivalent to internship courses.

Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

Appendix-II

Application for Internship Programme

1. Name of Student:
2. Fathers Name:
3. Class/Semester:
4. Programme of Admission:
5. Session:
6. College Roll No:
7. University Roll No:
8. Students Id:
9. Mobile No:
10. Email Id:
11. Address:
12. Period of Internship (Months and session):
13. Internship Preferences:



	Core-Area	Organization	Location
(i)			
(ii)			
(iii)			
(iv)			

Signature of the Student

Internship Coordinator

Teacher In Charge

Name of Internship Supervisor (allocated by Teacher Incharge)

Appendix-III

Consent of Internship Mentor

I (Name)..... having designation in the organization hereby extend my consent to allow the student of ClassRoll No. of Department/College/Institute/ to do the internship..... in this organization during the period..... Mr./Ms./Mrs. or myself will act as an Internship Mentor.



Seal of the Organization

Appendix-IV

Internship Completion Certificate

It is certified that Mr./Ms./Mrs..... S/D/O.....
.....Class.....Roll. No.....of Department/College/Institute
.....carried out his/her internship from..... to.....
in this organisation.....

On the bases of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives, a score of marks out of 50 marks is awarded.

Remarks, if any

Date:

Signature of Mentor

Name of Mentor

Designation:

Address:

Email:

Seal of the Organization



Appendix-V

Recommendation Letter from Institute to Internship Providing Organization

To

.....
.....

Subject: Request for 04/06 Weeks Internship of Undergraduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline

Kindly accord your permission and convey your consent in the format of Annexure-III at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

With warm regards

Yours sincerely

Internship Coordinator/Nominee

Appendix-VI

Format of Internship Report

A. Report of Internship for Enhancing the Employability

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Index of Contents
- v. About the Organization
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Kurukshetra University should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

<p style="text-align: center;">INTERNSHIP REPORT</p> <p style="text-align: center;">ON</p> <p style="text-align: center;">(Title of the Internship Program Report in CAPITAL LETTERS)</p> <p style="text-align: center;">By Name of the Student</p> <p style="text-align: center;">Roll No</p> <p style="text-align: center;">University Logo</p> <p style="text-align: center;">Name of Department/College/Institute Kurukshetra University, Kurukshetra</p> <p style="text-align: center;">Year of submission</p>

Certificate: This is the undertaking by the student regarding originality of the report. For example:

Certificate	
“Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate Programme of Kurukshetra University, Kurukshetra”.	
Date	Signature of the student
Countersigned	
(Internship Supervisor)	

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the DCI
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of the Table of Contents is produced below.

TABLE OF CONTENTS	
Certificate	
Acknowledgments	
About the organization	1
Objectives of Internship	4
Details of Work done	6
Learning Experiences	11
Learning outcomes	14
Conclusion/Summary	16
Attachments (if any)	

B. Report of Internship for Developing Research Aptitude

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Table of Contents
- v. Introduction
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Kurukshetra University should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

INTERNSHIP REPORT
ON
(Title of the Internship Program Report in CAPITAL LETTERS)
By
Name of the Student
Roll No
University Logo
Name of Department/College/Institute Kurukshetra University, Kurukshetra
Date of submission

Certificate: This is the undertaking by the student regarding originality of the report. For example:

Certificate	
“Certified that this internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate Programme of Kurukshetra University, Kurukshetra”.	
Date	Signature of the student
Countersigned	
(Internship Supervisor)	

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the DCI
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of a Table of Contents is produced below.

TABLE OF CONTENTS	
Certificate	
Acknowledgments	
Introduction : About the topic, review of literature etc.	1
Objectives of Internship	4
Materials & Methods	6
Results/Observations	11
Discussion	14
Conclusion/Summary	16
Attachments (if any)	
References/Glossary	

