

### **Formation of the Internship Cell & Resolution of its First Meeting**

Syamsundar College Internship Cell – constituted on November 6, 2025 has the responsibility of overseeing the Internship Programme – a mandatory course under the Curriculum and Credit Framework for Undergraduate Programme (CCFUP) under the NEP 2020 for the 5<sup>th</sup> Semester students (of both 3-Year & 4-Year Programmes) of the college. The Principal has appointed Dr. Sarmishtha Sen as the Internship Coordinator for the 2025-26 academic session. Objective of the cell is to ensure proper functioning of the programme based on the Guidelines of the University of Burdwan.

Following is the list of members of this cell:

1. Dr. Gouri Sankar Bandyopadhyay  
Principal, Syamsundar College
2. Dr. Shovan Kumar Mondal  
IQAC Co-ordinator, Syamsundar College
3. Dr. Anuradha Guha Thakurata  
Teacher Member, Governing Body, Syamsundar College
4. Prof. Dhirendranath Mahata  
Teacher Member, Governing Body, Syamsundar College
5. Dr. Jagannath Hati  
Secretary, Teachers' Council, Syamsundar College
6. Dr. Debdatta Chatterjee  
Assistant Secretary, Teachers' Council, Syamsundar College
7. Dr. Sarmishtha Sen  
Associate Professor & Internship Coordinator, Syamsundar College
8. Prof. Prosenjit Sarkar  
Assistant Professor & Joint Coordinator, Internship Cell, Syamsundar College
9. Prof. Uday Ray  
In charge of Morning Section

The cell may co-opt or take help from any other faculty member in future, if deemed necessary.

## **Resolutions**

The first meeting of the newly constituted Internship Cell, presided over by the Principal, was held in the Principal's Chamber at 2 pm on 06.11.2025. Discussion was made on the possible modalities of the upcoming Internship Programme (a 2-credit, 4-week & 60-hour course) for the 5<sup>th</sup> Semester students (3-Year and 4-Year Degree Programmes) for the academic session 2025-26 alongside responsibilities of the Cell.

### **Resolutions of the meeting:**

**I.** It was resolved that the functions of the Cell include:

**A.** Developing a **working framework** for internship

**B. Identification of suitable internship projects & potential internship providers** – (keeping with the essence & broad objectives of the Internship Programme, as indicated by the relevant Guidelines of the B.U.). Proposed projects will be approved based on **demands of the students & necessary for experiential learning & professional development** consistent with the requirements of the job market today.

**C. Uploading of the approved consortium project on the digital portal** at the college website for the students' reference: The documents (on internship providing experts & agencies and those on collaborations & MOUs drawn by the college) so-uploaded will be open & visible to concerned students for their reference.

**D. Time-to-time Notification on and explanation of the modalities of internship to the students – directly & through Major-subject departments**

**E. Collaboration with external experts or institutions** for internship– if deemed appropriate (the college may club or make a memorandum of understanding (MoU) for internships)

**F. Facilitating** student placement with the possible internship provider (helping willing students opt and choose the mentor physically or digitally or any mentor outside)

**G. Conducting evaluation of internship reports & viva-voce** (while ensuring transparency as per the UG examinations guidelines of The University of Burdwan)

**H.** Submission of marks and relevant documents to the University in the prescribed format

## **II. Modalities of the Programme: It was resolved that**

- The cell would orient the departments about the internship programme, its objectives, importance for the new curriculum, and its modalities through interactive Academic Sub-Committee meetings, distribution of documents, and regular official notices.
- Departments may facilitate the process of students' choice, without creating any financial burden on them, of recognized/ approved external organizations for internship. Selection of students for such internship and helping them to communicate with such verified institutions are the responsibility of the respective department.
- Remaining students are to be engaged in intra-collegiate internship programme, which involves cross-department projects.
- Internship departments here include all the academic departments, College Library, NSS, Career Counseling and Placement Cell etc.
- The Internship Cell would circulate a clear set of working guidelines for the programme delineating the responsibilities of the Major Department, Internship Department, and of the Internship Supervisor.
- The Cell would seek a list of well-defined, feasible, outcome-based internship projects from each department. It will upload the list of approved internship projects on college website, which will be visible to all potential interns of the college.
- The Cell would also seek a list of potential external internship providers (experts & institutions) from departments. This alongside the list of colleges with which Syamsundar College has signed MOU and can potentially offer internship projects to our students will be uploaded on the website.
- It is resolved that 5<sup>th</sup> Semester students of all the departments (Day & Morning Sections) would be notified to opt for an internship project and/or internship provider for this course through necessary intervention of the respective Major Department.
- For the sake of rationalization in the first year of the Internship Programme, the Internship Cell may provide the students with list of subject combination/choice list for the Major Subject Departments and the Internship/Assessor Departments for such cross-department/ joint work.
- The Internship Committee will share subject-wise student list in Excel with the Major departments. The List will contain the following columns: Name (already filled up),

Roll Number (already filled up), Mobile No. (already filled up), Internship Dept./Subject, Project Report Submitted - Yes or No.

- All the Major Subject Departments need to send the student list (in the prescribed format), once the students are done with choosing their Internship subject/Assessor Dept., to the Internship Committee within the stipulation as framed by the Committee.
- An Academic Sub-Committee Meeting would soon be convened to sensitize the departments on the important aspects of this programme.

  
Principal  
Syamsunder College

Members present :

- 1) ~~W.~~
- 2) Anuradha Guha Thakurata
- 3) Shoran Mendel
- 4) Jagannata Hata
- 5) Akhila
- 6) Vay
- 7) Sun
- 8) Lebsata Chami
- 9) Proengit Sankar.