

**SOP for UG NEP-CCFUP SEM V Internship Programme:**

1. SEM V Internship Programme is a 2 Credit Course of 16 Hours. It's a 50 Marks Course where 30 Marks is allotted for Project Report/Field Diary writing and 20 Marks is allotted for PPT Presentation and Viva-voce. So, each student needs to prepare one project report/field diary and one PPT Presentation based on cross-department joint research, and finally appear for the Viva voce.
2. Departments may send students, without creating any financial burden on them, to recognized/ approved external organizations of their choice for internship. Selection of students for such internship and helping them to communicate with such verified institutions are the responsibility of the respective department.
3. Remaining students are to be engaged in intra-collegiate internship programme, which involves cross-department projects. Framework for conducting such programme is briefly delineated below:
  - A. A subject combination/choice list for the Major Subject Dept and the Internship/Assessor Dept for such joint work shall be shared by the Internship Committee.
  - B. **Topic:** General/Relevant Topic (connecting both the Major Subject and Internship/Assessor Dept. Subject) will be provided by the Internship/Assessor Dept. to the students coming from another Major Subject Dept.

**C. Subject Choice:**

- a. **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.**
- b. **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**

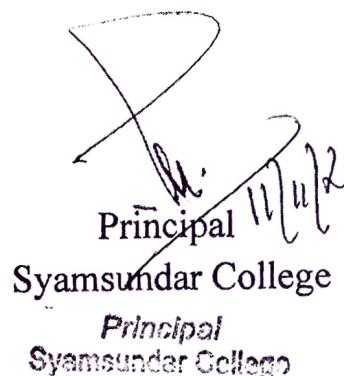
**D. Submission of Internship Report:** Before the beginning of SEM V form fill up, all the students must submit their project report/field diary — 1 copy to his/her Major Dept. and 1 copy to the Internship Subject Dept. After the completion of submission, the Major Dept. will submit the said list to the Committee.

**\*\*\* So, each Major Subject Dept. needs to send the aforementioned Student List (in Excel) twice to the Internship Committee—1. After subject choice is final for all departmental students, 2. After the submission of the Project Report/Field Diary**

**E. Evaluation:**

- a. The entire process of evaluation will be carried out by the Internship/Assessor Subject Dept. in the 30+20 format (mentioned in Point No. 1). It is mandatory for all the students to mail their PPT before Viva-voce to the following mail id: sscug.internshipbu@gmail.com and to their respective **Major & Internship/Assessor Dept.** mail ids/whatsapp (to be notified by the concerned departments).
- b. Once Viva is done, the internship subject dept. needs to submit the marking slip to the Committee in the prescribed format.

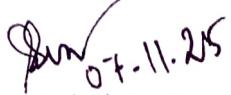
**F. Documentation:** All the necessary notifications regarding internship, and formal documentation of students' work and interaction with supervisors are to be preserved by the Internship Department.



Principal  
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Sl. No.	Major Department	Internship Departments
<b>DAY</b>		
1.	Accountancy	Economics, Career Counseling & Placement Cell (CCPC)
2.	Botany	Zoology, Environmental Science (ENVS), Geography
3.	Environmental Science	Zoology, Botany, Chemistry
4.	Zoology	Botany, Environmental Science, Chemistry
5.	Chemistry	Economics, ENVS
6.	Mathematics	Economics, ENVS
7.	Physics	Economics, ENVS
8.	Bengali	Sanskrit, NSS, CCPC
9.	Economics	Accountancy, CCPC
10.	Education	Accountancy, CCPC
11.	English	Library, Bengali, Political Science, CCPC
12.	Geography	ENVS, Chemistry, Physical Education
13.	History	Library, Political Science, CCPC
14.	Music	Library, NSS, CCPC
15.	Philosophy	Bengali, History, Sanskrit, Education
16.	Physical Education	Education, Sanskrit, Zoology
17.	Political Science	History, Geography, ENVS, CCPC
18.	Sanskrit	Bengali, English, Library, Philosophy
<b>MORNING</b>		
1.	Bengali	Philosophy, Sanskrit
2.	Defence Studies	History, Political Science, Sanskrit
3.	History	Bengali, Political Science, Defence Studies
4.	Philosophy	Bengali, Sanskrit
5.	Political Science	Defence Studies, History
6.	Sanskrit	Bengali, Philosophy, History
7.	Physical Education	Defence Studies, Sanskrit, Philosophy

  
 Co-ordinator  
 Internship Cell  
 SYAMSUNDAR COLLEGE

  
 Principal  
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