OFFICE OF THE REGISTRAR
NORTH LAKHIMPUR UNIVERSITY
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Ref No: NLU/Intern/2026/1249 *Date:.16 -10-2026*

Notification

Internship Policy - 2026

Pursuant to the resolutions of the 1st meeting of the Executive Council vide **No. 3(A)** dated 30/09/2026, the undersigned is pleased to notify the **Internship Policy - 2026.**

The said **Policy** shall come into effect immediately.

Registrar
North Lakhimpur University
REGISTRAR
North Lakhimpur University
Lakhimpur, Assam

Memo No: NLU/Intern/2026/1249(A) Date: 16/10/2026

Copy to-

1) Dean, Research and Development
2) Dean, Faculty of Humanities and Social Sciences
3) Dean (i/c), Faculty of Science and Technology
4) Dean, Student Welfare
5) Head, All Departments
6) PA to the Vice-Chancellor
7) Website Administrator with a request to upload to the website
8) Office file

Registrar
North Lakhimpur University
REGISTRAR
North Lakhimpur University
Lakhimpur, Assam

Internship Policy- 2026



North Lakhimpur University

Lakhimpur, Assam- 787031

Approved by

The Executive Council, North Lakhimpur University

Date: - 30-09-2026.

Resolution No. 3(A)

REGISTRAR
North Lakhimpur University
Lakhimpur, Assam

I. No. — 2

NORTH LAKHIMPUR UNIVERSITY

INTERNSHIP/ RESEARCH INTERNSHIP POLICY

Drafted by:

1. Dr. Kakali Bhuyan (Co-ordinator)
2. Dr. Arabinda Rajkhowa (Member)
3. Dr. Ratan Das (Member)

REGISTRAR
North Lakhimpur University
Lakhimpur, Assam

The National Education Policy (NEP) 2020 envisions a transformative shift in the Indian education system, emphasizing holistic and multidisciplinary learning experiences that prepare students for the challenges of the 21st century. North Lakhimpur University recognizes the transformative potential of experiential learning through internships in shaping the academic and professional trajectory of undergraduate students. The Internship Policy outlined herein is crafted with a commitment to aligning our educational practices with the evolving landscape of higher education as per the directives laid out by the NEP and UGC.

1. RATIONALE:

The rationale behind introducing the Internship Policy for undergraduate students at North Lakhimpur University stems from several key considerations:

I. **Holistic Development:** Internships serve as a crucial component of holistic education by providing students with hands-on learning experiences beyond the confines of the classroom, thus fostering the development of practical skills and competencies.

II. **Industry Relevance:** In an increasingly competitive job market, internships offer students the opportunity to bridge the gap between theoretical knowledge and real-world applications, enhancing their employability and readiness for the workforce.

III. **Research Aptitude:** By immersing students in research-oriented internships, we aim to cultivate a culture of inquiry and innovation, nurturing their research aptitude and critical thinking abilities.

IV. **NEP Emphasis on Experiential Learning:** The NEP underscores the importance of experiential learning and skill development through internships as integral components of undergraduate education, aligning with our commitment to holistic student development.

V. **Creating a comprehensive environment for Entrepreneurship development**: In an attempt to attain self-reliance and economic growth, the students, through internship in entrepreneurial development would learn the strategies, policies, and funding for their own start-ups.

VI. **Sustainable Development Goals:** The UNSDG are the yardsticks of a society for peace and prosperous living. Further the NEP-2020 has identified "learn to live" as one of the elementary learning required for a peaceful coexistence. This internship policy,

organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.

iv. **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising 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.

v. **Exposure in emerging technologies:** Empower students with knowledge of *automation, artificial intelligence, sustainable agriculture, and traditional crafts (SDG 11)* to enhance their adaptability to future technological advancements while preserving cultural heritage and sustainable practices.

vi. **Enhance entrepreneurial capabilities:** Understand how organisations / 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.

vii. **Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork.

viii. **Facilitate Networking Opportunities:** Provide students with networking opportunities with industry professionals, researchers, and practitioners, facilitating valuable connections for their future careers.

ix. **Promote Holistic Development:** Enhance students' self-confidence, adaptability, and communication skills, contributing to their personal and professional growth (SDG 4)..

x. **Bridge Theory and Practice:** Bridge the gap between theoretical knowledge and practical application by engaging students in hands-on learning experiences, thereby enriching their understanding of academic concepts.

xi. **Contribute to Societal Needs:** Encourage students to engage in community-driven projects (SDG 11), focusing on social innovation, environmental sustainability, and rural development (SDG 1, SDG 2, SDG 10, & SDG 13).

xii. **Cultivate Ethical Values:** Instil ethical values and professional integrity among students by exposing them to ethical dilemmas and ethical considerations in real-world work settings.

3. INTERNSHIP CATEGORIES

The UG Internship would be classified into two categories:

i. **Internship for Enhancing Employability:**

This category of internship is designed to provide students with hands-on experience in professional settings relevant to their academic disciplines. The key objectives include:

- Exposure to Industry Practices: Students will gain exposure to industry-specific practices, processes, and challenges, enhancing their understanding of the professional landscape.
- Skill Development: Emphasis will be placed on developing practical skills such as communication, teamwork, problem-solving, and time management, which are essential for success in the workplace.
- Networking Opportunities: Students will have the opportunity to network with professionals in their field, potentially leading to future employment opportunities or mentorship relationships.
- Career Exploration: The internship experience will enable students to explore different career paths within their field of study, helping them make informed decisions about their future career goals.
- Resume Building: Participation in internships will add valuable experience to students' resumes, making them more competitive in the job market upon graduation.

ii. **Internship for Developing Research Aptitude:**

This category of internship is focused on nurturing students' research-oriented mindset and cultivating their skills in inquiry, analysis, and innovation. The key objectives include:

- Research Exposure: Students will be exposed to research environments where they can actively participate in ongoing research projects or conduct their own research under the guidance of faculty mentors.
- Critical Thinking Skills: Emphasis will be placed on developing students' critical thinking, problem-solving, and analytical skills through hands-on research experiences.
- Methodological Training: Students will receive training in research methodologies, data collection and analysis techniques, literature review, and academic writing, preparing them for future research endeavors.

- Collaboration and Networking: Students will have the opportunity to collaborate with faculty members and fellow researchers, as well as to network with professionals in their field, fostering interdisciplinary collaboration and knowledge exchange.
- Presentation and Publication: Students will be encouraged to present their research findings at conferences, seminars, or symposiums and to publish their work in academic journals, thereby contributing to the advancement of knowledge in their respective disciplines.

These internship categories are tailored to meet the diverse needs and aspirations of undergraduate students at North Lakhimpur University, providing them with valuable experiential learning opportunities that complement their academic studies and prepare them for future success in their chosen fields.

4. INTERNSHIP STRUCTURE

The Research and Development (R&D) Cell of North Lakhimpur University will appoint a Nodal Officer to oversee and manage the cell's activities. In addition, the institutional placement officer will act as the Co-ordinator to ensure the efficient coordination and operation of internships across various disciplines.

i. **Appointment of Nodal Officer:**

- North Lakhimpur University shall appoint a dedicated Nodal Officer tasked with developing need and demand-based verticals for the internship program.
- The Nodal Officer will work closely with department heads, departmental training and placement coordinator, and industry experts to identify areas of interest and demand within various disciplines.

ii. An undergraduate student from North Lakhimpur University will be assigned to an Internship Supervisor (IS) and Mentor from the same department, for a specified duration to conduct a time-bound internship project. Both the affiliating department and the Internship Providing Organization (IPO) will play pivotal roles in ensuring the seamless execution of the internship.

iii. Consideration may be given to the provision of group internships by North Lakhimpur University to accommodate a larger number of students within specific domains. These groups may be formed based on a particular theme assigned to an industry or HEI,

supervised by an Internship Supervisor and Mentor. Students may collectively submit proposals to the Research Advisory Council Coordinator (through departmental training coordinator) for review and approval. Upon approval, supervisors and mentors will be allocated according to student-centric norms.

iv. North Lakhimpur University, based on local assessments and programs offered, will identify projects aligned with local industry needs and make them available on a designated portal. Students can select projects of their choice and must secure a supervisor and mentor. Collaboration with local industries will be a focal point for North Lakhimpur University in providing internship opportunities.

v. Internships at North Lakhimpur University can be linked to the outcomes of value-added, skill development, and ability enhancement courses. Backward integration may involve leveraging ability-enhancement, value-added, and skill-enhancement courses as prerequisites for internships.

vi. North Lakhimpur University to develop a repository of projects and mentors, accessible via a designated portal. Students may select projects and be paired with chosen mentors, with the option of a co-mentor from another institution or organization.

vii. North Lakhimpur University will establish digital portals where experts, agencies, industries, mentors, and faculty members can register, ensuring visibility to students. These portals will have the capacity for Application Programming Interface (API) integration to facilitate connectivity with a central portal when available.

viii. Students may select industry mentors from a range of sources, including HEIs, research organizations, industrial R&D labs, universities, national institutions, NGOs, local government officials, or international experts. A centrally managed Internship Portal will streamline internship arrangements by North Lakhimpur University and provide information on various internship opportunities.

ix. Experienced individuals from diverse backgrounds, including research scientists, academics, industry professionals, farmers, entrepreneurs, and artisans, may register as mentors on the portal. North Lakhimpur Univesity will collaborate with local administration to identify areas for student projects addressing social issues.

x. Projects may be scoped to study the effectiveness of government and non-government schemes or assigned as live case studies to apply theoretical learning in practical settings, depending on the course of study.

xi. Students engaged in internships may continue their involvement, ensuring academic credits are unaffected. Summer and winter breaks may be utilized to extend internship learning if necessary.

xii. North Lakhimpur University thrives to adopt cluster models, where institutions collaborate through memorandums of understanding (MoUs) for internships. Information regarding such collaborations will be available on the university's portal, allowing students to select mentors locally or digitally, nationally, or internationally.

xiii. A mechanism for teacher orientation, trainer training, and faculty development programs will be established as a prerequisite for offering internships at North Lakhimpur University. Policies for undergraduate students interested in research from the outset of their program will be formulated, particularly for four-year programs.

5. ACADEMIC CREDENTIALS & MONITORING OF INTERNSHIP

According to the National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Programme (CCFUP), North Lakhimpur University will allocate 4 credits for internships as part of the undergraduate degree program. This allocation is in line with the requirements for a 3-year UG degree, 4-year UG degree (Honours), Integrated PG, and PG.

As per the framework, internships will be mandatory for students enrolled in UG/PG/Int. PG degree programs and will range from 60 to 120 hours in duration, typically scheduled as per syllabi framed by the teaching department. Each credit assigned to an internship equates to two hours of engagement per week. Therefore, for a semester lasting 15 weeks, one credit translates to 30 hours of engagement over the semester.

In adherence to these guidelines, North Lakhimpur University will incorporate a 4-credit internship component into its UG/PG, and Int. PG degree programs, providing students with valuable practical experience and skill development opportunities.

6. COMPETENCIES TO BE DEVELOPED DURING RESEARCH INTERNSHIPS

3-year UG degree, 4-year UG degree (Honours) and 4-year degree (Honours with Research), Int. PG, and PG programme will be operating strictly adhering to NEP-2020, NHEQF and CCFUP provisions. Based on the higher education qualification level descriptors for Level-

5.5 and Level-6 some of the competencies with research orientation should be attained by the students by studying the courses under the Research Ability Enhancement Courses (RAEC) and by undertaking the research internship project.

- The students should be well-versed with the techniques and methods of research that would support knowledge creation.
- The students should have an understanding of complex problem statements and the ability to develop solutions for real-life problems.
- The students will possess a good comprehension ability to interpret the oral and written communications in research papers, and present own interpretations.
- The students will be able to communicate technical information, research findings to the peers.
- The students will be made aware of the research ethics, professional accountability, conduct and will be able to practice the research ethics and appropriate skills in in his/her own research work.
- The student will be able to enhance academic productivity by developing writing and reading skills and can make contributions towards social and economic issues from their research in future.
- The research intern can possess an attitude and skill of adaptability and flexibility for new challenges at organisational and individual level with a mind- set of teamwork and collaborations

7. ROLE OF INTERNSHIP PROVIDING ORGANISATION, NODAL OFFICER, INTERNSHIP SUPERVISOR, TRAINING COORDINATOR AND MENTOR

7.1. Role of Internship Providing Organisation

Internship Providing Organisation (IPO) is any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, corporates providing an opportunity to the student for Internship during the programme

- Internship providing organisation will connect with a nodal officer to look into the matter of facilitating the interns on arrival with registration, identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc.
- The mentor from internship providing organisation needs to provide time-to- time guidance to the candidate to have exposure to the research environment and employability market.

7.2. Role of Nodal Officer

Nodal Officer is an individual, who will be nominated as a member for the organisation and execution of internship opportunities in the institution. The person may be from the Research & Development (R&D) cell of the HEI. He/she will ensure the organization and registration of students, mentors, organisations, internship supervisors on the HEI portal developed for internship.

- Internship Programme will be fully organised, executed and monitored by the North Lakhimpur University Research Advisory Council through the Nodal Officer.
- The nodal officer to reach out to HEIs, research organisations, research labs, corporates, industry, etc. and moreover to local administrative offices like Deputy Commissioners and heads of certain government offices like labour, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, etc. to seek the opportunity of an internship for the institution. For instance, the students can participate with local government in processes of census, surveys and elections and other schemes with proper mentoring mechanisms.
- He/she may suggest nomination of additional members for assistance, if deemed necessary, to the institute.
- The nodal officer may take care of the interns during their stay and address their problems, if any.
- The nodal officer must connect with the organisation and make MOUs so as to facilitate the students for an internship during the course.
- The nodal officer must ensure the registration of students, internship supervisors, mentors and internship providing organisation in the portal.

7.3. Role of Co-ordinator

- The coordinator will assist the Nodal Officer in overseeing the cell's overall activities, and liaison with departmental placement coordinators and various training organizations.

7.4. Role of Internship Supervisor

An internship supervisor is any individual who will be nominated by the institution for monitoring, supervising, and evaluation of the student during the internship duration.

- Internship Supervisor will be nominated at the start of the academic year for each batch.

- Internship Supervisor from the host institute should monitor the regularity of the intern at his/her workplace. Students should preferably inform the Internship Supervisor at least one day prior to availing leave during the internship except for emergency.
- At the end of the internship, the Internship Supervisor will ensure issuing of completion certificates to the intern.
- Internship offered by the organisation should be followed by one project report and the assessment on the evaluation can be judged based on the innovativeness of that particular project, presentation and attendance by HEIs.

7.5. Role of Departmental Training and Placement Coordinator (TPC)

The TPC serves as a bridge between students, faculty, and potential employers, focusing on enhancing students' employability and fostering industry-academia collaboration. Here are the key responsibilities of the Departmental TPC in the context of internships:

- Serve as the primary point of contact for students seeking internship opportunities, providing guidance on application procedures, eligibility criteria, and deadlines.
- Act as a liaison between students and the Internship Cell of North Lakhimpur University, facilitating communication and ensuring smooth coordination of internship-related activities.
- Continuously update the internship portal of the university with information about potential organizations, individuals, and industries offering relevant training opportunities for students in the department.
- Engage alumni networks to leverage their industry connections and insights, facilitating internship placements, mentorship programs, and networking opportunities for current students.

7.6. Role of Mentor

A mentor is an empanelled individual professional who is identified by the university or by students himself/herself through their network. The mentor should be identified and his/her concurrence should be conveyed to the internship supervisor.

He/she will be providing professional/research guidance to the student during the internship. The mentors will also facilitate networking with other subject matter experts/professionals, which will enhance the internship experience and learning of the intern.

They shall be making the timely evaluation of a student and provide him completion certification/report for submission in HEI.

- The mentor needs to provide guidance to the students digitally or physically throughout the internship duration.
- The mentor needs to personally verify the students' engagement in the industry/institution/firm etc., w.r.t.. the duration and assigned task.
- The mentor needs to check and validate the midterm performance of students and after the completion of the internship, issue the certificate/report.
- The mentor must ensure the learning of competencies with research orientation among the students during the internship duration.
- The University will integrate the job assigned to faculty with workload assessment.

8. INTERNSHIP MECHANISM AT NORTH LAKHIMPUR UNIVERSITY

A. Role of University

To ensure the effective operation of the internship program, North Lakhimpur University will establish a comprehensive roadmap encompassing the following components:

i. **Internship Programme under the Research Advisory Council:** The Internship Cell, will oversee the administration of the internship program, ensuring its smooth functioning and alignment with institutional objectives.

ii. **Roles and Responsibilities of Nodal Officer:** The office of the Nodal Officer will be responsible for coordinating internship activities, liaising with host organizations, and providing guidance to students, supervisors, and mentors.

iii. **Internship Portals and Guidelines:** North Lakhimpur University will develop user-friendly internship portals detailing the roles and responsibilities of interns, supervisors, and mentors. Clear guidelines will be provided to facilitate seamless interaction and communication among stakeholders.

iv. **Project Listing:** A curated list of internship projects will be compiled, reflecting diverse areas of interest and industry demands. These projects will be made available to students through the internship portal for selection.

v. **Mutually Agreed Terms:** The terms and conditions of internships will be mutually agreed upon by North Lakhimpur University and the internship providing organizations, ensuring transparency and fairness in the internship process.

vi. **Institutional Restriction Policy**: Students enrolled at North Lakhimpur University are not permitted to undertake their internship course within the University itself, in connection

with any course, project, or programme that is sanctioned, administered, or governed by the University.

However, students are eligible to undertake internship programmes offered by centres, hubs, or units under the University, provided that such programmes are funded, administered, or governed by external agencies such as DBT, DST, ICSSR, or other recognized external bodies.

B. Role of Students:

i. **Application Process:** Students will apply for research internships independently or through their mentor by registering on the internship portal. North Lakhimpur University will ensure that students receive appropriate research orientation through relevant courses within the curriculum.

ii. **Selection Process:** Host organizations will select interns based on predetermined criteria. Notification of selection will be communicated to the student via the portal or email, with confirmation sought from the student.

iii. **Provision for Digital or Group Internship:** In cases where physical internships are not feasible, provisions for digital or group internships may be explored by students to ensure students' participation.

iv. **Internship Initiation:** Upon receiving an internship offer, students will consult their internship supervisor, obtain approval from the Internship Cell, and commence their internship at the designated host organization as per the agreed schedule.

v. **Supervision and Monitoring:** Students will undergo their internship under the guidance of their supervisor at the host organization. North Lakhimpur University, through the internship supervisor and mentor, will monitor students' activities and performance via mid term reports submitted by the students.

vi. **Completion and Reporting:** Upon completion of the internship, students will prepare an internship report endorsed by their mentor, documenting their learning experiences and contributions during the internship period.

9. INTERNSHIP COMPLETION AND EVALUATION

A. Internship Evaluation

i. The concerned department will assess the student's performance using its established evaluation methods.

ii. The interns will be assessed by their research internship supervisor based on their efforts and research output.

iii. For students undergoing internship at off station locations, the midterm evaluation shall be performed online. However, the intern must update their University supervisor about the communication details of the internship supervisor and the assigned work, immediately after beginning of their internship period.

iv. Interns (including will undergo evaluation through a seminar presentation or viva-voce conducted at North Lakhimpur University. Marks will be awarded by a panel of experts, including the supervisor.

v. The intern will be assessed through a seminar or viva-voce by a committee comprising an internal and an external expert. Evaluation will focus on the following aspects:

   a. Review of the activity logbook and evaluation report by the Internship Supervisor.
   b. Quality and format of the presentation and the intern's report.
   c. Acquisition of skill sets demonstrated by the intern.
   d. Assessment of originality and any innovative contributions
   e. Significance of the research outcomes achieved.
   f. Attendance record.

10. POLICY REVIEW

The policy is subject to regular review and adjustments to ensure its relevance and effectiveness in addressing the changing needs of students and aligning with industry standards.

Drafted on: 31/03/2024

Dr. Arabinda Rajkhowa (Member)

Dr. Ratan Das (Member)

Dr. Kakali Bhuyan (Co-ordinator)

Annexure 1

1. The participation of the students in internship may include but not limited to the following institutions/ organizations

Serial Number	Vertical	Institution/ organization
1	Trade and commerce	Chamber of Commerce District Agriculture Office Registered Agricultural organizations eg, Kanyaka
2	Economy & Banking Financial Services and Insurance area	Nationalized and private banks Government and private insurance Companies Rural banks
3	Information technology/ information technology enabled services and electronic areas	Online internship Institutions like BSNL, APDCL, BPCL, NRL, NIEST, OIL, ONGC, NHPC, Airport etc
4	Handcraft, Art, Design & Music area	Samaguri Satra (For mask making) Registered Fashion Designing firms Government and Registered Private music Colleges Weaving and Textile office District Industry office
5	Health and Life Science area	Medical College District Malaria office Lakhimpur Cancer Institute Private Hospitals Government and Private Diagnostic Laboratories Registered Rehabilitation Centres
6	Sports/ wellness and Physical education areas	Registered Yoga Centres Registered Day care centres eg. Biyoli Sports Authority of India Physical Education department in HEIs Institute of Physical Educations Registered Rehabilitation Centres Vivekananda Kendra
7	Tourism and Hospitality area	Reputed Hotel Chains Co-operative tourism and Hospitality sector eg Subansiri Eco camp, orchid park at Kaziranga Wild life sanctuaries National parks Any other area of local tourist interest
8	Digitisation & Emerging technologies	HEIs providing the courses (IITs, NITs etc) Online/ offline mode of internship in various companies working in the field of AI, Machine learning, deep learning, Augmented Reality, virtual reality etc

9	Humanitarian, Public Policy and legal Service areas	Bar councils Foreigner tribunals Human Rights Commissions Think tanks eg; India Policy Foundation Social Consultancy firms (Samhita, Satvva rtc) NABARD NGOs (NE Aid etc) NITI Ayog
10	Communication area	Press Trust Digital Media
11	Education Area	HEIs Research Institutes
12	Sustainable Development / Environment area	UNDP WHIPRO Foundation Indian Institute of Sustainability NGOs (Balipara Foundation, Aranyak etc) Piramal Foundation
13	Commerce, Medium and Small Scale Industry	Industry Office Digital Marketing platforms Start Ups registered under Start Up India

2. Internships programs can also be carried out at different ministries (both Sate and Central government)
3. Internships can also be done under individual who
   (a) is a registered practitioner and is considered as an expert in his/her field of work/ interest
   (b) is a recipient of State/ National/ International awards
   (c) eminent entrepreneur having annual turnover of at least 1 cr
   (d) eminent innovator having state/ national/ International accolade/ awards/ recognition

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