



OFFICE OF THE REGISTRAR  
**MAJULI UNIVERSITY OF CULTURE**

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MUC/Ac.Rg./Internship/2024-2025/194

Date: 14/02/2025

**NOTIFICATION**

**Internship Policy for Five-Year Integrated Masters (FYUGP+1  
Year Masters) Programme**

Under report to the next meeting of the Board of Management, Majuli University of Culture, Hon'ble Vice-Chancellor, Majuli University of Culture is pleased to approve the *Internship Policy for Five-Year Integrated Masters (FYUGP+1 Year Masters) Programme of Majuli University of Culture* giving immediate effect.

The *Internship Policy for Five-Year Integrated Masters (FYUGP+1 Year Masters) Programme of Majuli University of Culture* is given herewith as **Annexure- A**.

Issued with due approval.

  
14/02/2025  
Registrar  
Majuli University of Culture  
Majuli

(Dr. B.C. Borah)  
Registrar  
Majuli University of Culture

Copy to:

1. Hon'ble Vice-Chancellor, Majuli University of Culture.
2. All Heads of the Teaching Departments, Majuli University of Culture for information and needful.
3. All Officers of the University, Majuli University of Culture for information and needful.
4. Website In-Charge, Majuli University of Culture for information and uploading on the University website.
5. File.

  
14/02/2025  
Registrar  
Majuli University of Culture  
Majuli

(Dr. B.C. Borah)  
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*Annexure A*

**Internship Policy for Five-Year Integrated Masters (FYUGP+1  
Year Masters) Programme**

**1. Introduction:**

This policy document outlines the guidelines for the students of Five-Year Integrated Masters Programme (Four Year Undergraduate Programme+1 Year Masters Programme) at Majuli University of Culture to undertake internships as a part of their academic and professional development. The internship opportunities shall provide students exposure to practical experiences in actual work environments enhancing their employability skills.

At Majuli University of Culture, Internship is mandated in the 5<sup>th</sup> Semester of the Five-Year Integrated Masters (FYUGP+1 Year Masters) Programme in Assamese, History and Performing Arts. This program is incorporated in the curriculum as per the guidelines of NEP2020.

Further, students who wish to exit after the first two semesters of FYUGP programme need to secure an additional 4-credit based on internship/field study/mini project during the summer term in order to get an Undergraduate certificate

**2. Objectives:**

The objective of providing internship is to provide practical exposure to students in actual work environments, gaining better employability skills and foster industry-academia collaboration. The internship can be pursued in different organizations such as Industrial sectors, Firms, Govt. organizations, NGOs, Banking sectors, Research Institutions, and HEIs. The types of the internship can be of following types-

- Internships with Industrial and Government organization, NGO, MSME, Rural Internship
- Innovation and Entrepreneurship activities
- Community Service
- Project work

**3. Procedure:**

- I. The Internship Cell at Majuli University of Culture shall extend all possible supports in providing internship opportunities to students.
- II. The Internship Cell is responsible for exploring and liaising with different organizations such as Industries, Firms, Govt. organizations, NGOs, Banks or any other organizations for the scope of doing internship by the eligible students.
- III. The Internship Cell shall communicate with such organizations and seek the details of the eligibility criteria/skill set requirement/stipend etc. for internship of the students.

  
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- IV. If the concerned Industry/Organization agrees to offer internship then necessary details of the students will be shared with the Industry/Organization.
- V. The concerned Industry/ Organization which offers internship shall select the eligible students based on their own policy which may include written test/ interview/ Group discussion or any other selection mechanisms.

#### **4. Durations:**

The students will be sent for internship during the summer term and duration of the internship is maximum of 2 months.

#### **5. Credit:**

- I. For the 5<sup>th</sup> semester, FYUGP students the credit allocation for internship is 2.
- II. For the students who wish to exit after the first two semesters of FYUGP programme the credit allocation for the internship is 4.

#### **6. Monitoring and Evaluations:**

- I. The performance of the students who have gone for internship shall be monitored regularly once the students are onboarded for the internship.
- II. Each student will be assigned to a mentor/guide from the organization where the internship shall be pursued to guide them throughout the internship period. Additionally, one faculty coordinator from each department from Majuli University of Culture shall be assigned to supervise and providing academic support to the students.
- III. The concerned organization shall evaluate each student's performance individually and send a performance report for each student to the coordinator of the Internship Cell at Majuli University of Culture. The coordinator of the Internship Cell shall forward these reports to the respective heads of the academic departments for further processing.
- IV. Each student will prepare a project report based on the work done during the internship under the guidance of the internship mentor/guide and the faculty in-charge of the concern department of Majuli University of Culture.
- V. **The report along with the internship completion certificate** duly signed by the competent authority of the organization from where the internship is carried out is to be submitted to the concerned academic department of Majuli University of culture within **One week** of completion internship.
- VI. Each academic department shall conduct a seminar presentation of the students who have completed the internship for final evaluation within one month of commencement of classes after completion of internship.



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- VII. The respective Head of the academic departments shall send the Final evaluation marks secured by the students to the Controller of Examination, Majuli university of Culture.

## **7. Roles and Responsibilities:**

### **Student:**

- I. Students must adhere to the guidelines of internship, ethical standards and workplace norms.
- II. Students shall submit the duly filled undertaking form to the Internship Cell, Majuli University of Culture before they proceed for internship.
- III. Students shall submit the Internship completion certificate issued by the competent authority of the internship provider to the Internship Cell, Majuli University of Culture.
- IV. Submit the necessary report to the academic department of the University concerned.

## **9. University Internship Cell:**

The University Internship Cell shall be constituted with the Faculty members of the University representing all academic departments of the University nominated by the Vice-Chancellor. One of the senior faculty members of the University shall perform the role of Member-Secretary of the Cell.

The University Internship Cell shall primarily perform the following activities-

- I. To liaise with different organizations such as Industries, Firms, Govt. organizations, NGOs, Banks, or any other organizations to accommodate students for internship.
- II. To provide guidance, approval, and academic support.
- III. To monitor the performance of the students.

## **10. Conclusion:**

The internship policy document is designed to provide students with opportunities to apply their academic knowledge in real-world environment. It aims to enhance students' career opportunities and professional development by having collaborations with different Industries, and other organizations. The University encourages students to actively participate in internships to gain practical experience through structured guidance and support.

Any exceptions to the policy must be approved by the administration of Majuli University of Culture. Majuli University of Culture reserves the right to amend this policy as needed.