



University of Mumbai

Department of Civics and Politics

Internship Policy under NEP 2020

❖ Why do an internship?

National Education Policy (NEP) 2020 focuses on the development of students through practical training for better employability. The National Credit Framework of the UGC provides for the inclusion of experiential learning in the curricular structure through internships and industrial projects. This component is called on-the-job training (OJT). All enrolled students should attend an internship programme after the second semester of their postgraduate programme.¹ After successful completion of the internship and after the final presentation of their work experience at the department, the students will get credits for the internship. Therefore, internship experience has become a necessary condition for higher education.

❖ What would be the duration of the internship?

The internships can be 4 to 6 weeks long. The internship should take place in May and June 2024.

❖ What is the credit structure for the internships?

An intern is expected to commit 30 hours every week to the internship. Each credit will be equivalent to 30 hours of internship experience. Kindly refer to the following chart.

Number of Hours	Number of Credits
30	1 Credit
60	2 Credits
90	3 Credits
120	4 Credits

❖ How will the performance of an intern be assessed?

The students will not be automatically eligible for credits after completing the internship. The assessment of a student-intern will happen in two phases.

1. The collaborating organisation such as an NGO or a think tank will assess the intern based on their internal norms. These norms will be informed both to the Internship Cell of the UDCP and the aspiring students.

¹ All second-semester students are eligible for the internships, provided they have two or fewer backlogs in the first semester of the academic year.



2. After completing their internships, students must make a final presentation based on their internship experience and share the key highlights and insights with the staff and other students. The department faculty will separately grade the students for this final presentation.

❖ **Which would be the appropriate mode of the internship?**

Internships can be both offline (in person) or online. Both modes are considered valid assuming the intern dedicates himself or herself for 4-6 weeks and completes the expected work.

❖ **When and how to apply for internships?**

The procedure and timeline to apply for internships are given below.

Steps	Timeline
Step 1. Submit the resume to the department's Internship Cell (IC).	5th April 2024
Step 2. Proof checking and verification of the resumes.	10th April 2024
Step 3. Organizing outreach.	12th April 2024
Step 4. Selection process: a. Pre-placement Talks b. Group Discussions c. Interviews	Subject to the decision of the collaborating organisations.

❖ **Which are the documents to be produced by the students?**

The department must receive the following documents from students. The Government of Maharashtra has provided the proformas or templates for these documents. These formats will be shared with students by the Internship Cell.

1. Internship Undertaking.
2. Resume Template
3. Student Feedback of the Internship. (After successful completion of the internship)

❖ **Which are the documents important for the organisations offering internships?**

The department will share the following documents with the collaborating organisations.

1. Organisation Outreach Letter.
2. The Relieving Letter of the student.
3. Student diary / Log recording format
4. Attendance sheet
5. Supervisor evaluation of the intern
6. Proforma for evaluation of internship by institute



❖ **Can the students apply for more than one internship at a time?**

Yes. The students can simultaneously make several applications to different organisations. However, upon getting selected by one or more organizations the students must accept one offer after due consideration. Once the students have accepted the offer for internship with an organization, they will have to inform the Internship Cell about the same. Moreover, after accepting the offer they will be delisted or their names will be removed from the common pool of students aspiring for internships.