

Department of Political Science
Guru Ghasidas Vishwavidyalaya, Bilaspur (CG)

Guidelines
&
Proforma for Internship

Department of Political Science
Guru Ghasidas University, Bilaspur, Chhattisgarh

Guidelines for Internship

1. For the purpose of internship, all the students will be attached to the teachers of department as their mentor. Equal numbers of students will be allocated to each teacher by following the transparent procedure wherein,

The names of the students will be selected on random basis by picking up their names written on slip. The slips of names of students will be picked up in front of the class by Internship Supervision Committee.

2. All students should inform their respective mentors, within the date prescribed by the head of the department from time to time, where and when they are going to do their internship. For this students need to fill and submit the pre-internship form (see Annex-1)

3. Students should do the Internships in a public/ private registered organisation, institution, or with public authority or individual holding a constitutional position.

4. If the student wants to do their internship under some other entity that is not mentioned above they have to submit their request to the department internship approval committee. Only after written approval given by the said committee, they will be allowed to start their internship.

5. It is mandatory to do a minimum of 15 days of internship. The mode of internship is either offline, online, or hybrid.

6. Every student need letter of recommendation to join the internship, he should seek that letter from the HOD (See Annex-2).

7. Students must submit an internship report of 1000 words in pdf format only. The language of the report is either English or Hindi. Report should be submitted within 10 days of the completion of your internship.

8. Students must submit the internship completion certificate in the format given by the department only (See annex-3). In case of any other format given by internship hosting organisation/institution/individuals, the approval of HOD is necessary to that particular certificate. The certificates other than the departmental format and HOD approved will not be accepted.

9. Students may seek guidance from their mentor regarding any issues related to internship.

10. The internship completion certificate must be submitted to the department before 15 days of the start of your semester exam. Those who do not submit the certificate on time will be

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barred from taking the semester exam/there result will not be declared. A fine may be imposed on students submitting the delayed report.

There shall be a committee called Internship Supervision Committee. The structure of the committee will be as follows,

Structure

Total members = 6 (1+5)

- i. One regular faculty as the Convenor,
- ii. A minimum of three faculty members that includes at least one regular faculty.
- iii. Two students one male and one female

*The HOD will nominate the committee members.

Role and responsibilities

- 1. Assigning the students to teachers in the manner prescribed in regulation of internship.
- 2. Prepare the above list and announcement of date, which was decided by HOD to submit the pre-internship form by students to their respective mentors.
- 3. Final verification of internship completion certificates which has been forwarded by concerned mentors.
- 11. Any change in these guidelines can be done on the recommendation of Committee/ Mentors and with the approval of HOD.

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Annex-1

Pre- Internship form

Name of Student-.....

Enrolment No.-.....

Roll no.-.....

Semester-.....

Name of the Institute/organisation/individual with you are intend to do your internship-
.....

When you will start your internship? (Specify the date and month)
.....

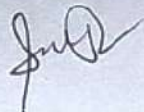
Mode of Internship- offline/online/hybrid

Day & Date-

Mentor's Name and Signature

Students Signature

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Annex-2

Letter of Recommendation

I am writing to highly recommend (Name)..... for the internship program your institution/organisation is offering. I have known [Name.....] as a student of department of Political science,..... semester.

(Name)..... has excellent skills in communication and problem-solving that are invaluable in any professional setting. He/she has a natural ability to think critically and offer creative solutions which I believe make him/her an ideal candidate to join your team. With the ability to quickly learn new tasks and understand complex instructions, He/she will be an asset wherever she goes.

Overall, I am confident that (Name)..... would be an ideal fit for the internship program you are offering at your institute/organisation given his/her strong sense of responsibility, tenacity towards learning new things quickly and ability to think creatively when needed.

Please do not hesitate to contact me if you have any further questions about my recommendation of this individual.

Sincerely,

Head of the Department

Mentor

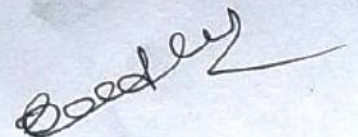
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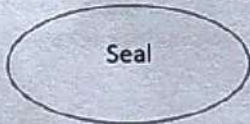


Annex-3

Internship Certificate

This is to certify that Mr/Miss..... Student of Department of Political Science, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG), has successfully completed the.....Days internship from date-.....to..... With (name of organisation/institution/individual) He/she has completed all the responsibilities assigned to him/her and submitted the final internship report within time. His/her conduct during his association with us was good/satisfactory/ excellent.

Signature



Name-
Designation-
Contact no.-
Email.id-
Date-

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Letter to be sent to various organisations where our students have opportunities to do internships. This will also be posted on department webpage.

Dear Sir/Madam,

We are pleased to inform you that the Students of Department of Political Science, Guru Ghasidas Central University, Bilaspur (CG) are now available for internships. Our students are highly motivated, hardworking individuals who demonstrate strong technical skills, excellent academic performance, and a desire to learn new technologies.

We believe this is an ideal opportunity for your organization to gain from our students' enthusiasm and provide them with real-world experience that will help them in their future careers.

Department of Political Science offers various programs tailored to suit the specific needs of both the student and your organization's objectives. We have a wide variety of courses, which provide valuable hands-on experience in complex social issues, Public Policy, Election campaign, international relations, Gender studies and many more fields.

We look forward to hearing from you soon!

Sincerely yours,

**Office of Head
Department of Political Science
Guru Ghasidas Central University, Bilaspur (CG)**

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