

Office of the Principal CBL Govt.College Balsamand (Hisar)

Notice

Ref. No. GCB/2025/ 523

Date 06 June, 2025

All the students of B.A 1st are hereby informed that as per the National Education Policy (NEP) 2020, it is mandatory for all first-year undergraduate students (Semester II) to complete an internship of 4 to 6 weeks (120 hours) during their summer vacation. This internship can be undertaken either after the Semester II or Semester IV theory examinations.

Students are free to pursue an internship on their own, based on their interests and willingness, at any recognized company, firm, or skill Centre. A list of a few organizations with which the college has signed Memorandum of Understanding (MoUs) is provided below for reference.

The procedure for completing internship is as follows:

1. Students will submit an application form duly filled in the college up to 10 June, 2025.
2. Students will obtain a recommendation letter from the college.
3. The recommendation letter will be submitted to the firm/company or any other place where student wishes to do their internship.
4. The student will submit the consent from the company to the college.

After completion of Internship

1. Student has to submit a completion certificate as per the format given by the university.
2. The certificate format can be obtained from the internship cell.
3. Internship report as per the format given by the university, which can be obtained from the internship cell.
- 4 After submission of report and certificate the student has to appear for viva-voce.

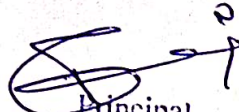
Recommendation letter, Consent form and Format of Certificate is attached.

[Handwritten Signature]
06/06/2025

[Handwritten Signature]
Principal
CBL Govt College Balsamand
Hisar
Balsamand, HISAR 06-6-25

Office of the Principal CBL Govt.College Balsamand (Hisar)

Objective of MoU	Name of Org. of MoU	Domain/Industry of the Org. with which MoU is signed.	Nature of MoU	Deliverables under MoU	Date of Signing of MoU
Internship for UG students as per NEP 2020	Heaven's Hospitality Hisar	Hospitality	Training	Food preparation & Serving Skills	02.06.2025
Internship for UG students as per NEP 2020	PK CSC Saral Kendra, Siswala	I.T Services	Training	Computer Skills & Literacy	02.06.2025
Internship for UG students as per NEP 2020	Mahatma Gandhi Institute of Medical Sc., Hisar	Health Care	Training	First Aid	02.06.2025
Internship for UG students as per NEP 2020	GICS Balsamand	I.T Services	Training	Computer Skills & Literacy	02.06.2025
Internship for UG students as per NEP 2020	Chhabildas Memorial Hospital, Balsamand	Health Care	Training	First Aid	02.06.2025


 Principal
 CBL GOVT. COLLEGE
 Balsamand, HISAR 02.06.25

Appendix-I

Application for Internship Programme

1. Name of Student:

2. Fathers Name:

3. Class/Semester:

4. Programme of Admission:

5. Session:

6. College Roll No:

7. University Roll No:

8. Students Id:

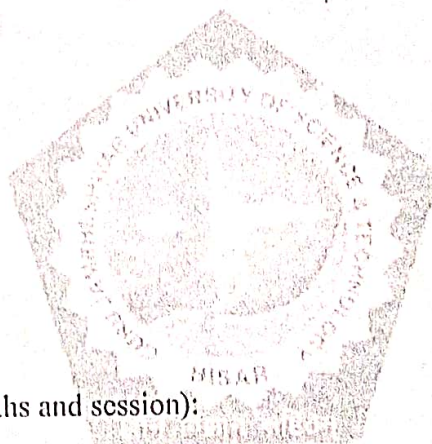
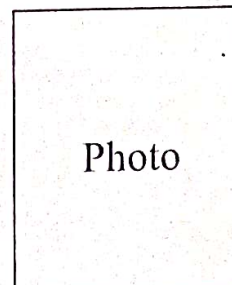
9. Mobile No:

10. Email Id:

11. Address:

12. Period of Internship (Months and session):

13. Internship Preferences:



	Core-Area	Organization	Location
(i)			
(ii)			
(iii)			
(iv)			

Signature of the Student

Appendix-II

Recommendation Letter from Institute to Internship Providing Organization

To

.....

.....

Subject: Request for 04/06 Weeks Internship of Undergraduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful.

I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year	Discipline

Kindly accord your permission and convey your consent in the format of Appendix III at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

Yours sincerely

Internship Coordinator/Supervisor

Appendix-III

Consent of Internship Mentor

I (Name)..... having designation in the organization hereby extend my consent to allow the student of Class Roll No. of Department/College/Institute/ to do the internship in the area of in this organization during the period Mr./Ms./Mrs. or myself will act as an Internship Mentor.

Signature

Name:

Designation:

Address:

Email:

Mobile:

Seal of the Organization



Appendix-IV

Format of Internship Report

A. Report of Internship for Enhancing the Employability

OR

B. Report of Internship for Developing Research Aptitude

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Index of Contents
- v. About the Organization
- vi. Objectives of Internship
- vii. Learning/Research experiences
- viii. Learning/Research outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced on next page and should be adhered to. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

Appendix-V

Internship Completion Certificate

It is certified that Mr./Ms./Mrs..... S/D/O.....
.....Class.....Roll. No.....of(Department
/ College / Institute) carried out his/her internship from..... to..... in this
organization in the area of His performance
during internship was(Satisfactory/Good/Very
Good/Excellent)

Remarks, if any

Date:

Signature of Mentor

Name of Mentor

Designation:

Name of Organization:

Address:

Email:

Mobile:

Seal of the Organization



Appendix-VI

Evaluation Report of Internship

Credits: 4

MM: 100

Session:

Pass Marks: 40

Sr. No.	University Roll No.	Marks in Internship on the basis of Report and Viva- Voce examination awarded by Committee	Total Marks (100 Marks)	
			In Figures	In Words

Signature of Internship Coordinator

Signature of Internship Supervisor

(Name in Capital)

(Name in Capital)

Designation:

Designation:

Address:

Address:

Phone No:

Phone No: