



KANNUR UNIVERSITY
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(Abstract)

Three Year Under Graduate programme in FYUGP pattern under the Private Registration Scheme of the School of Lifelong Learning- Guidelines for the Internship- Approved and implemented w.e.f 2024 admission

ACADEMIC C SECTION

ACAD C/ACAD C5/27483/2025

Dated: 16.06.2026

- Read:-1) U.O No.FYUGPSC/FYSC-III/15268/2024(I) dtd:04.09.2024
 2) U.O No. ACAD C/ACAD C5/21553/2025 dtd: 10.02.2026 and 18.03.2026
 3) Minutes of the meeting of the FYUGP Implementation and Monitoring committee held on 05.05.2026
 4) Minutes of the meeting of the Standing Committee of the Academic Council held on 16.05.2026
 5) Orders of the Vice Chancellor in File No . ACAD C/ ACAD C1/20003/2024 (PART-VIII) dtd: 02.06.2026

ORDER

- 1) Regulations of the Three Year Undergraduate programmes in FYUGP pattern under the Private Registration scheme of the School of Lifelong Learning of the University was approved w.e.f 2024 admission as per paper read (1) and certain modifications were effected thereto as per paper read (2) above.
- 2) Subsequently, the draft Guidelines for Internship, to be followed as part of the FYUG Programmes, submitted by the Director, School of Lifelong Learning was placed before the meeting of the FYUGP Implementation and Monitoring Committee held on 05.05.2026, and the committee recommended to approve the draft Guidelines as per paper read (3) above .
- 3) The Vice Chancellor after considering the matter ordered to place the recommendations of the FYUGP Implementation and Monitoring Committee before the Standing Committee of the Academic Council for consideration.
- 4) The Standing Committee of the Academic Council, as per paper read (4) above, recommended approval of the draft Guidelines for the Internship for the FYUG programmes under the Private registration scheme of the School of Lifelong Learning .
- 5) Subsequently, the Vice Chancellor, after considering the recommendation of the Standing Committee of Academic Council, and in exercise of the powers of the Academic Council conferred under Section 11(1) of Chapter III of the Kannur University Act 1996, and all other enabling provisions read together with, **approved the Guidelines for the Internship for the FYUG Programmes, and accorded sanction to implement the same under the Private Registration Scheme of the School of Lifelong Learning, with effect from the 2024 admission, subject to reporting to the Academic Council.**

University Order of File ACAD C/ACAD C5/27483/2025 Approved by Assistant Registrar II on 16-Jun-2026 10:38 AM - Page 1



- 3) The Guidelines for the Internship for the FYUG Programmes under the Private Registration Scheme of the School of Lifelong Learning, implemented w.e.f 2024 admission, are appended

herewith and uploaded on the University website

Sd/-

Jisha K P

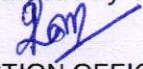
Assistant Registrar II

For REGISTRAR

To: 1. The Controller of Examinations (Through PA)
2. Director, (In charge) School of Lifelong Learning

Copy To: 1. PS to VC/PA to R
2. EX CI/EG I/AR-I/AR-IV/AR V
3. DR/AR (Academic)
4. IT Cell/Computer Programmer
5. SF/DF/FC

Forwarded / By Order


SECTION OFFICER





Three Year Under Graduate programme in FYUGP pattern under the private registration scheme.

Guidelines for the Internship

I .Introduction

Three Year Undergraduate Programme in FYUGP pattern under the private registration scheme of the School of Lifelong Learning envisages a mandatory internship for 2 credits with 50 marks to be reflected in the grade card of IV semester. The internship requires the candidates to participate in a professional activity or gain work experience or engage in cooperative education activities at an institution approved by the School of Lifelong Learning for this purpose, with 90-120 hours/15-20 days engagements under the supervision of an expert of the institution and internship supervisor opted by the candidate, to acquire 2 credits. The internship will provide opportunities to enable the candidates to actively engage with practical aspects of learning and to improve their employability.

2. Two pathway of Internship

The candidates may choose any of the two distinct pathways for internship:

A. Work Experience

Or

B. .Research-focused internship.

Candidates may opt for a work-based internship to gain practical industry exposure and professional skills, or they may choose a research-focused internship to explore academic investigations, data analysis, and technical reporting.

Regardless of the chosen angle, the internship is a credit-bearing component carrying **2 credits** with a minimum requirement of **90-120 hours/15-20 days** of

engagement, considering the nature of internship. This dual-track approach empowers students to align their internship with their personal career aspirations, whether they intend to enter the workforce immediately or pursue higher studies and specialized research.

3.The Key Objectives.

The key objectives of the internship include, but are not limited to, the following:

a) Integration of " Workshop with Workplace" (Work Experience)

The primary objective is to transition from a theoretical "workshop" environment to a functional "workplace." Internships provide candidates with first-hand exposure to the organizational culture, professional ethics, and operational hierarchies of government, corporate, or non-profit entities. This ensures that graduates are not just degree-holders but are industry-ready professionals.

b) .Development of Research Aptitude and Inquiry (Research).

For the research-focused track, the internship aims to move candidates from being "consumers of knowledge" to "producers of knowledge." It provides hands-on training in:

- Identifying real-world research problems
- Mastering analytical tools, methodologies, and data collection
- Understanding the ethical frameworks of research, including Intellectual Property Rights (IPR) and academic integrity

c) Competency in Emerging Technologies

Both focus areas serve as a gateway for students to interact with state-of-the-art technologies and automation. Whether it is using advanced software in a corporate setting or high-end laboratory equipment in a research institute, the internship ensures students stay current with contemporary industry standards and technological shifts.

d) Promotion of Problem-Solving and Decision-Making

The guidelines emphasize shifting away from rote learning toward experiential learning. By working on live projects or research questions, students develop critical thinking and the ability to extrapolate theoretical concepts to solve complex, unfamiliar problems. This builds the confidence necessary for independent decision-making in future careers.

e) Strengthening Professional Networks and Mentorship

A critical objective is to facilitate Industry-Academia collaboration. By placing students under the guidance of "Industry Mentors" or "Research Supervisors" the Program expands the candidate's professional circle. These connections are vital for future job placements, research fellowships, and the acquisition of "insider" industry knowledge.

4.Scope and Placement

Candidates may pursue their internship in their Major, Minor, Interdisciplinary, or Allied disciplines. The internship must be hosted by an institution, organization, or location formally approved by the SLL-level FYUGP Committee. Only those candidates registered for the IV semester examination can join the Internship.

5.Duration and Timing

A minimum of 90-120 hours/15-20 days of active engagement is required. Candidates may complete the internship during and after the fourth semester but before the submission of their fourth semester Continuous Comprehensive Assessment (CCA) components to the Director, School of Lifelong Learning. Only those candidates registered for IV semester examination are eligible to submit internship completion certificate.

6.Registration and approved Host Institution (Internship providing institutions).

a) For Work Experience

For a work-based internship to gain practical industry exposure and professional skills, candidates may undertake internship through :

- i. Any Educational institutions affiliated to universities and University Teaching Departments.
- ii. Any Centrally funded institutions like IITs/NITs/IISERs/IIMs/Central Universities etc.
- iii. Any National Research Laboratories of CSIR, DRDO, ISRO, DST, DBT etc.
- iv. Any Industries registered with NATS/NAPS and similar central agencies;
- v. Any Government/Private Skill Training Centre recognized by central agencies like NSDC etc.
- vi. Any Local Self Governments under the Panchayathraj system
- vii. Any HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects
- Viii. Business establishments (micro, small and medium) with Government registration.
- ix. Media (Print and Visual) with government registration
- x. Any nationalized /cooperative banks/financial institutions.
- xi. Any IT parks/institutions approved by Government

xii. Internships may be undertaken at the institutions in the following categories as per the list of institutions separately approved by the School of Lifelong Learning for this purpose from time to time..

- Social organizations
- Artists, craft persons, or a professional (individual/organization)
- Research laboratories;
- Organizations working for adult education;
- Community service;
- Organization/enterprise/start-ups/corporate;
- Farmlands;
- Non-government organizations (NGOs);
- Research & development organizations;
- Economy and Banking Services;
- Trade and agriculture;
- Legal Services;
- Logistics, automotive and capital goods;
- Information technology/IT embedded services /Electronics;

- Health care and Life Sciences;
- Sports/Wellness and Physical Education;
- Tourism and Hospitality;

- Environment;
- Digitalization and emerging technologies (IoT/AI/DS/ML/AR/VREtc.)
- Consumer Goods and Retail;
- Historical places of importance;
- Handcraft, Art, Design, Music;
- School & Higher Education;
- Sustainable Development
- Commerce and Trade
- Any other appropriate agency/organization/institute

If the Internship Provider Organization (IPO) is from the private sector, Private organizations must have a minimum of 10 years of operational experience in their respective fields.

b) For Research-focused internship,

- i) Research internships may be done under research laboratory, or industry facility, provided the host institution possesses the requisite infrastructure for the proposed study. Candidates are also permitted to utilize Centers of Excellence or laboratories facilitated by State or Central Government agencies, including those within their parent institution.
- ii) The research track should prioritize the development of technical skills, data collection, and the application of research methodologies relevant to the student's field of study.
- iii) To ensure academic rigor, the student must work under the direct supervision of a qualified **Research Mentor of the above institution.**

Eligible mentors for research focused internship include:

- Faculty members holding a **Ph.D.**
- **Post-Doctoral Fellows** currently active within the department.

iv) **Research-based** placements must be vetted and approved by the **Internship Supervisor** to ensure the proposed research plan aligns with the 2-credit requirement.

7.Fee for Internship:Every candidate shall remit fee at the rate fixed by the Vice Chancellor towards the supervision and evaluation of internship.

8.The Internship Cell

There shall be an **Internship Cell** to oversee all internship-related activities, with the following members:

- i)The Registrar (Chairperson)
- ii) The Controller of Examination
- iii) Director, School of Lifelong Learning(Internship Coordinator)
- iv) Two teachers nominated by the Vice Chancellor.
- v) Deputy Registrar/Assistant Registrar ,School of Lifelong Learning.

9.Role of the Internship Cell

The InternshipCell shallfacilitate and guide candidates through well-defined internships with clear learning outcomes.

Partnerships:Actively exploring and signing MoUs with local businesses, Government/PSUs, research organizations, NGOs, and other HEIs to enhance trainingand employment.

AdministrativeOversight: Maintaining records ofenrollment,placement, and evaluation.

Acting as Grievance Cell:Any concerns regarding the internship during the period of internship shall be addressed by the Internship Cell

10. Role of the Internship Coordinator

The Internship Coordinator is responsible for the overall management of the internship course. Key responsibilities include:

- **Management:** Coordinating all activities of the Internship Cell and convening regular meetings.
- **Liaising:** Identifying potential host organizations and facilitating the signing of Memoranda of Understanding (MoUs) if necessary.
- **Communication:** Ensuring timely notification of internship opportunities via the University website and through media.
- **Evaluation & Records:** Overseeing the timely forwarding of Internship Evaluation Report by the Internship Supervisor to the Controller of Examination .

11. Internship Supervisor

Candidates enrolled for Three Year Undergraduate programme in FYUGP pattern under the private registration scheme shall on their own initiative and interest opt to pursue internship voluntarily with an institution approved by the School of Lifelong Learning , under the supervision of an Internship Supervisor Any faculty of University Teaching Department or colleges affiliated to the Kannur University are eligible to be selected as Internship Supervisor.

The faculty opted by the candidate as Internal Supervisor are eligible for remuneration at the rate fixed by the University.

The duties and functions of the Internship Supervisor include:

- Guiding students in identifying interest areas and suitable internship placements at the institutions approved by the University.
- Supervise and monitor student progress throughout the internship period.
- Maintaining records of the organization's consent, the Internship Mentor's evaluation report, and the student's final report.
- Conducting at least one formal meeting (online or offline) with the external Internship Mentor during the program.
- Evaluation of the internship in consultation of internship mentor and award marks/Grade

The Marks /Grade awarded to the candidate shall be communicated to the Controller of Examinations through the Director ,School of Lifelong Learning.

12. Internship Mentor:

There shall be a designated Internship Mentor at the institute/organisation where the Internship is offered who should monitor the regularity and performance of the student. The Internship mentor shall submit performance report of the candidate to the Internship Advisor for evaluation.

13. Declaration by the candidate and parent:

Candidates will be permitted to do internship at the approved institutions only with the permission of their parents /Guardians .A signed declaration in the format given in **Annexure 1** shall be produced to the host institution before joining internship.

14. Internship Report :

On completion of the internship, the candidate shall submit the internship report in the format given in **Annexure 2**. The internship report may be prepared in typed format in English or Malayalam and shall be submitted to the Internship Supervisor along with the covering sheet of the Internship report in the prescribed format.

The Internship Report must include the following components:

i) **A Covering Sheet** in the prescribed format containing the name of the candidate, register number, fee payment details, name and address of the Internship Supervisor

ii) **Cover Page:** Title of the internship, Student's Name, University Register Number, Academic Year, and the names of the College and Department.

iii) Content part with the following

1. Acknowledgement
2. Declaration by the candidate
3. Internship completion Certificate
4. Introduction
5. Internship Objectives
6. Work Register
7. Works undertaken
8. Skills Acquired
9. Challenges and solutions
10. Conclusion
11. Annexures, if any

15. Internship Certificate: The Internship Certificate must be issued and certified by the **Head/authorized authority of the Host Institution** in the prescribed format.

It must explicitly state:

- Name of the student and the specific internship course.
- Name of the host institute/organization.
- Nature of work performed.
- Total period in days and cumulative hours completed.

- To be valid for university records, the Internship Certificate must be formally signed by the Internship Mentor, Internship Supervisor and the Head of the Host Institution.

16. Work Register.

Candidates are required to maintain a formal **Work Register** throughout the internship period, in the prescribed format. Candidates must make regular, detailed, and dated entries regarding their daily activities. The designated **Internship Mentor** shall periodically examine and countersign the register to monitor progress.

17. Assessment of Internship:

The course internship carries 2 credits with 50 marks. The assessment shall be treated as End Semester Evaluation by the Internship Supervisor in consultation with the Internship mentor and the Head of the host institution on the basis of the following components:

<u>Components</u>	<u>Weightage</u>
1. Work Register Daily Maintenance	20%
2. Feedback from the Internship Mentor	25%
3. Internship Report (content and quality)	25%
4. Digital competency (skill of understanding and using digital tools and technology)	10%
5. Presentation and viva (before the Internship Supervisor)	20%

Mark system shall be followed for the evaluation. Based on the marks awarded out of 50, the weighted grade point shall be mentioned as given below.

Sl No	Percentage of marks (Maximum Marks 50)	Description	Letter Grade	Grade Point (P)	Range of GradePoints.
1	95% and above	Outstanding	O	10	9.50-10
2	Above 85% and below 95%	Excellent	A+	9	8.50 – 9.49
3	Above 75% to below 85%	Very Good	A	8	7.50 -8.49
4	Above 65% to below 75%	Good	B+	7	6.50 -7.49
5	Above 55% to below 65%	Above Average	B	6	5.50 -6.49
6	Above 45% below 55%	Average	C	5	4.50-5.49
7	Above 35% to below 45%	Pass	P	4	3.50 -4.49
8	Below 35%	Fail	F	0	0-3.49
9	Non completion of internship	Absent	Ab	0	0

The candidate shall secure 35% (Minimum grade point 4) for the successful completion of the course Internship.

The Faculty Supervisor shall forward the internship Report prepared by the candidate in the format given in Annexure 2, along with the evaluation report

entered on the Internship Covering Sheet and remuneration bill , to the Director , School of Lifelong Learning .The Director, School of Lifelong Learning shall forward the report and evaluation report to the Controller of Examinations for mark/grade entry which shall be verified and authenticated by the Internship Supervisor online. The Director School of Lifelong Learning will make arrangement for payment of remuneration to the Internship Supervisor towards the supervision and evaluation on receipt of the list of Internship Supervisors who authenticated the marks/grade from the Controller of Examinations.

18. No Improvement of Marks

There shall be no provision for improvement of marks/revaluation once the internship evaluation is finalized.

19. Safety and Protection:

Host Institutions shall at all times prioritize the safety and professional integrity of students. Host Institutions must take all necessary precautions to ensure that candidates are not subjected to any form of exploitation or harassment at the Internship Provider Organization (IPO).

20. Grievance Redressal

Any concerns arising during the internship period shall be addressed by the Internship Cell, while issues related to internship marks shall be handled by the grievance Redressal cell of the University.

21. Extensions and Deadline Compliance

In unavoidable circumstances, a candidate may be permitted to complete the internship before the end of the Sixth Semester, subject to prior permission from the Director, School of Lifelong Learning .Regardless of when the internship is physically completed, all candidates must register for the IV semester examination and remit fee for internship.

Annexure 1.

DECLARATION FORM

(By the candidate and parent/guardian)

(To be submitted to the Host Institution through the Internship Supervisor along with copy of Registration Card issued at the time of admission by the School of Lifelong Learning)

I ,Mr/Ms.....(Enrolment Number)
, candidate enrolled for Three Yearprogramme in FYUGP pattern under the School of Lifelong Learning , Kannur University hereby by declare that:

1.I have voluntarily opted to pursue my internship with (name of the host institution.....) under the supervision of(name and official address of the internship supervisor)

2. I agree that I shall complete the requirements of the completion of internship

3.I shall abide by the rules and regulations of both the School of Lifelong Learning and the host institutionand comply with the instructions of the Internship Supervisor.

4.I shall maintain discipline of the institution.I shall not misuse the internship for unauthorized purpose and will maintain confidentiality.

Name and Signature Candidate

I, Mr/Ms(Name and Address), parent/Guardian of the above candidate , have no objection in my ward undergoing the internship at (Name of the host institution.....) under the supervision of(name and official address of the internship supervisor)

I understand that the School of Lifelong Learning and the Internship Supervisor will not be responsible for any personal liabilities of my ward arising during the internship.

Date :

Signature,

Name and address Parent/Guardian.

Mob No:

Forwarded to host institution:

Signature

Date

Name and Official Address of the Internship Supervisor

Annexure 2.Internship Report Format.

KANNUR UNIVERSITY

Three Year UG (FYUGP Pattern - private registration scheme-2024 Admission)

INTERNSHIP REPORT COVERING SHEET

(To be provided by School of Lifelong Learning on remittance of fee by the candidate)

Name of the Candidate	
Semester &Session	
Enrollment number	
Fee Paid	
Date of remittance	
Order ID	

Name ,designation and official address of the Internship Supervisor (To be entered by the candidate)	
Name and address ,phone number of the host institution of internship (To be entered by the candidate)	

Date:

Signature of the Candidate

For Office Use Only -CONFIDENTIAL
(To be entered and submitted by the Internship Supervisor)

	In Figures	In Words
Total Marks	50	
Marks awarded		
Grade Awarded		

(Original to be submitted along with Internship Report of the candidate. Copy to be submitted with bill for claiming remuneration. Split up marks should be kept with Internship supervisor and be produced as and when required by the University)

Signature

Name ,designation and official address ,email id, phone number of the Internship Supervisor

Cover page

KANNUR UNIVERSITY

School of Lifelong Learning

Three YearProgramme
(in FYUGP pattern under private registration scheme)

INTERNSHIP REPORT

Title :(Your internship title here)

Name of the host institution:

Duration :From.....to.....

Submitted by :

Name :

Enrollment/Register number number :

Under the supervision of(Name and official address of
the Internship Supervisor)

Content part

Contents

1. Acknowledgement
2. Declaration by the candidate
3. Internship completion Certificate
4. Introduction
5. Internship Objectives
6. Work Register
7. Works undertaken
8. Skills Acquired
9. Challenges and solutions
10. Conclusion
11. Annexures , if any

Acknowledgements

I would like to express my sincere gratitude to my internship mentor.....,my internship supervisor..... and Head of the Institution..... for their guidance and supervision during my internship

Date

Signature

Name of the candidate:

Register number :

DECLARATION

I(Name and Register number) hereby declare that the internship report entitled(topic)submitted in partial fulfillment of the requirements for the award of the Undergraduate Degree of the Kannur University , is a bonafide work carried out by me under the supervision of(Name and designation of the internship supervisor) .This report represents my original work and has been written in my own words. Where the ideas or words of others have been used, they have been duly and appropriately acknowledged through proper citation and referencing.

Date

Signature

Name of the candidate:

Register number :

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that(name and register number of the candidate) has successfully completed an internship at(name of the host institution in the list approved by the University) from(start date) to(end date) under guidance and supervision of(Name and official designation of the mentor of the host institution) and (ofName and designation of Internship Supervisor) .

This is to certify further that this report titled(topic of the candidate) is a bonafide record of the internship successfully completed by(name and register number of the candidate) under the guidance and supervision of the above mentioned internship Mentor and Supervisor during the academic year, in partial fulfillment of the requirement for the award of the Undergraduate Degree of the Kannur University and this report in any form has not been submitted to any other University or institution for any purpose.

1. Signature

Internship Supervisor

Name and Designation

2. Signature

Internship Mentor

Name and Designation

3. Signature

Head of the host Institution

Name and Designation with Seal

INTERNSHIP WORK REGISTER

(Total 90-120 hours/15 -20 days depending up on the nature of internship)

Name of the candidate:.....

Enrolment Number

Date	Task/Project undertaken	Hours spent	Skills Learned	Signatutire of the Mentor

Mentor’s weekly review:

Internship Supervisor’s remarks