



KANNUR UNIVERSITY
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(Abstract)

FYIMP - Guidelines for Internship/Apprenticeship applicable to FYIMP & PG Programmes of University Teaching Departments , Guidelines for University Teaching Departments offering Internship and Internship Documents - Approved and Implemented w.e.f 2024 admission - Orders Issued.

ACADEMIC J SECTION

ACAD J/ACAD J3/7988/2026

Dated: 20.06.2026

Read:-1. UO No ACAD/ACADC3/22488/2023 dated 15/03/2024.

2. UOs No ACAD/ACADC3/22488/2023 dated 30/09/2024 , 15/01/2026 & 26/03/2026

3. Email dated 26/04/2026 from Dr Anil Ramachandran, Nodal Officer FYIMP

4. Minutes of the meeting of the FYIMP Implementation Committee held on 30/04/2026

5. Minutes of the meeting of the Standing Committee of the Academic Council held on 16/05/2026

ORDER

1. The Regulations of the Kannur University Five Year Integrated Master's Programme (KU-FYIMP Regulations, 2024) in University Teaching Departments were implemented with effect from 2024 admission, vide paper read as (1) above and certain modifications were effected to the same thereafter, vide papers read as (2) above.

2. As per paper read (3) above, Dr Anil Ramachandran, Nodal Officer, FYIMP forwarded the Guidelines for Internship/Apprenticeship applicable to FYIMP & PG Programmes of University Teaching Departments, Guidelines for University Teaching Departments offering Internship and Internship Documents with a request to place the same before the FYIMP Implementation Committee for approval.

3. A meeting of the FYIMP Implementation Committee was convened on 30/04/2026 and as per paper read (4) above the meeting suggested certain modifications in the Guidelines.

4. Minutes of the meeting of the FYIMP Implementation committee was placed before the Standing Committee of the Academic Council for approval and the meeting of the Standing Committee of the Academic council held on 16/05/2026, as per paper read (5) above recommended to approve the aforesaid Minutes.

5. The Vice Chancellor after considering the recommendation of the Standing Committee of the Academic Council and in exercise of the powers of the Academic Council conferred under Section 11 (1) Chapter III of the Kannur University Act 1996, approved the **Guidelines for Internship/Apprenticeship applicable to FYIMP & PG Programmes of University Teaching**



Departments , Guidelines for University Teaching Departments offering Internship and Internship Documents and has ordered to implement the same w.e.f 2024 admissions, subject to report to the Academic Council.

6. Orders are issued accordingly.

Guidelines for Internship/Apprenticeship applicable to FYIMP & PG Programmes of University Teaching Departments , Guidelines for University Teaching Departments offering Internship and Internship Documents are appended and uploaded on the official website.

Sd/-

Jisha K P

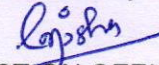
Assistant Registrar II

For REGISTRAR

To: 1. Heads of all Teaching Departments
2. Controller of Examinations

Copy To: 1. PA to CE (to circulate among the sections concerned under Examination Branch)
2. PS to VC/ PA to R
3. EXC1/EG1/EPIV
4. AR /JR (Academic)
5. Webmanager (To upload in the website)
5. SF/DF/FC

Forwarded / By Order


SECTION OFFICER

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Kannur University

GUIDELINES FOR INTERNSHIP / APPRENTICESHIP

(Applicable to Five-Year Integrated Programmes and PG Programmes of University Teaching Departments)

1. Introduction

The Internship/Apprenticeship is an integral component of both the Five-Year Integrated Programmes and Postgraduate Programmes offered by University Teaching Departments. It is designed to bridge the gap between theoretical knowledge and practical application.

The programme provides students with structured experiential learning opportunities in professional, academic, research, or industry settings. Through this engagement, students gain hands-on experience, develop domain-specific skills, and understand real-world work environments.

The internship aims to enhance:

- **Employability skills** through practical exposure
- **Research aptitude** by engaging in field-based or laboratory work
- **Interdisciplinary competencies** through collaborative and applied learning

Overall, the Internship/Apprenticeship serves as a vital platform for preparing students for professional careers, higher studies, and research-oriented pathways.

Students may opt for either:

- **Work Experience Track** (Industry/Field-based Internship, Community engagement),
or
- **Research Track** (Academic/Research-oriented Internship)

The Internship/Apprenticeship shall be a mandatory credit-bearing component of the programme.

- The internship shall carry either 2 credits or 4 credits (or even more credits for PG programmes, depending on the programme structure and requirements).
- For a 2-credit internship, students must complete a minimum of 90–120 hours of engagement, equivalent to approximately 15–20 working days.
- For a 4-credit internship, students must complete a minimum of 180–240 hours of engagement, equivalent to approximately 30–40 working days.

The internship shall be undertaken in a continuous manner or in approved phases, as prescribed by the Department/University.

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.



In the case of Five-Year Integrated Masters programme (FYIMP) all students shall undergo a 4 credit Internship /Apprenticeship in a Firm, Industry or Organization; or Training in labs with faculty and researchers or other Higher Education Institutions (HEIs) or research institutions or field visit/industry visit as mandated in the respective syllabus before the three-year exit.

Students shall be provided with opportunities for internships with research organisations, local industries, business organizations, agriculture, health and allied sectors, Local Government institutions (such as panchayats, municipalities), State Planning Board, State Councils/ Boards, elected representatives to the parliament/state assembly/panchayath, media organizations, artists, crafts persons etc. These opportunities will enable the students to actively engage with the practical aspects of their learning and to improve their employability.

The internship requirement may be fulfilled either through one 4-credit internship or by completing two 2-credit internships, which may be undertaken in different organisations or sectors.

2. Objectives

The internship is intended to:

- Facilitate transition from classroom learning to real-world application
- Develop research aptitude and analytical skills
- Enhance problem-solving and decision-making abilities
- Provide exposure to emerging technologies and professional practices
- Strengthen industry-academia linkage and professional networking

3. Scope and Placement

Students may undertake internships in:

- Major / Minor / Interdisciplinary domains
- Government organizations, industries, NGOs, startups
- Research institutions, laboratories, higher education institutions
- Sectors such as IT, healthcare, sports, environment, education, media, etc.

Internships may be pursued within or outside the country, subject to approval by the Department Internship Committee or University Internship Committee.

4. Duration and Timing

- Minimum duration: 180-240 hours / 30-40 days
- Recommended period:



- Within the end of sixth semester (UG Phase) or
- After 6th Semester (Advanced Stage)
- “In exceptional circumstances, internships may be undertaken on weekends or public holidays to meet the prescribed hour requirements, subject to prior approval of the Department Internship Committee.
- The internship shall preferably be completed before the end of the 5th or 6th Semester, as prescribed by the Department.
- Internships completed prior to the formal publication of these guidelines may be granted retrospective approval, provided they align with the core objectives and structural requirements outlined herein.

5. Organizational Structure

Each University Teaching Department shall constitute a Department Internship Committee consisting of:

- Chairperson: Head of the Department
- Internship Coordinator: Faculty member
- Members: One or two faculty representatives

6. Roles and Responsibilities

6.1 Department Internship Committee

- Ensure the formal offer of Internships with internship-providing organizations/ sectors
- Maintain records and coordinate evaluation
- Allocate supervisor based on student enrolment and availability
- Liaison with the university for submitting final internship awards to the university portal

6.2 Internship Coordinator

- Identify internship opportunities and arrange for MoUs / agreements
- Notify students and facilitate placements

6.3 Internship Supervisor (Faculty)

- Guide students in selecting internships
- Monitor progress and maintain documentation
- Conduct internal assessment and viva

6.4 Internship Mentor (External)

- Supervise student work at host organization
- Evaluate performance and certify completion

7. Registration



- Internship registration shall be done along with Semester Registration (preferably between 4th to 6th Semester)
- Students may secure internships through:
 - Recognized portals (University, State or Central government)
 - Institutional MoUs
 - Approved organizations as listed below:
 - Educational institutions affiliated to universities;
 - Centrally funded institutions like IITs/NITs/IISERs/IIMs/Central Universities etc.;
 - National Research Laboratories of CSIR, DRDO, ISRO, DST, DBT etc.
 - Industries registered with NATS/NAPS and similar central agencies;
 - Government/Private Skill Training Centre recognized by central agencies like NSDC etc.
 - Business establishments (micro, small and medium);
 - Local governments (such as Municipal Corporations, Zila Parishads, Block Samiti, Panchayats and Municipalities);
 - Media (Print and Visual) organizations;
 - Social organizations;
 - Artists, craft persons, or a professional (individual/organization);
 - Research laboratories;
 - HEIs for doing survey studies regarding social, economic, agricultural, cultural, educational aspects;
 - Organizations working for adult education:
 - Community service;
 - Organization/enterprise/startups/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;
 - Healthcare and Life Sciences;
 - Sports! Wellness and Physical Education – institutes / academies / coaching centres



- Tourism and Hospitality;
- Environment;
- Digitalization and emerging technologies (IoT/AI/DS/ML/AR/VR etc.)
- 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 as approved by the department internship committee.
 - In case of internship offered by private sectors, the following conditions may be met:
 - Private sectors must have a minimum of 10 years of operation experience in their respective fields.
 - To ensure academic standards, departments may establish MoU / agreements with these organisations, clearly outlining the scope and details of internship

8. Research Internship (8th Semester Internship)

Research track internships may be undertaken at any recognised institution or department (other than the parent department), research laboratory, industry, or professional organisation, provided that the host possesses the requisite infrastructure for the proposed study. Students are encouraged to choose centres of excellence or laboratories affiliated with central or state governments, or reputed private research institutions.

Departments may enter into MoU with other Higher Education institutions / research laboratories / reputed departments / specialised centres to facilitate student internship. Such formal agreements ensure structured placement and resource sharing for both research and work experience tracks.

Mentorship:

- Must be conducted under:
 - PhD-qualified faculty / Post-Doctoral Fellow
- Focus areas include:
 - Data collection and analysis
 - Research methodology
 - Academic writing and reporting



9. Documentation Requirements

Students shall submit:

- Work Register (daily log of activities)
- Internship Certificate (with duration and work details)
- Final Internship Report
- Necessary signatures from:
 - Internship Mentor
 - Internship Supervisor
 - Head of the Department

Preparation of the Internship Report

Submission Guidelines:

The internship report may be prepared in either typed or handwritten format and may be submitted in English, Malayalam, or any other language approved by the Internship Supervisor. The final report must be submitted to the designated Internship Supervisor prior to the commencement of the Sixth Semester (Or before completion of sixth semester in case of special approval from the department)

The report must include the following components:

- Cover Page: Title of the internship, Student's Name, University Register Number, Academic Year, and the names of the College and Department.
- Declaration: A signed statement of authenticity by the student.
- Official Certificate: The original certificate issued and signed by the Head of the Internship Institution.
- Content Body: A detailed account of the work undertaken, duration of the internship, and the specific learning outcomes achieved.

10. Final Validation

For the internship to be valid for university records, the Internship Report must be duly signed by the Internship Mentor (External), Internship Supervisor, and the Head of the Department.

11. Assessment of Internship

The internship shall be evaluated internally by a committee constituted by the Head of the Department (HoD), using assessment methods appropriate to the nature of the internship.

The Internship Mentor (external) shall provide a performance rating on the following scale:

- **A – Excellent**
- **B – Good**



- **C – Average**
- **D – Poor**

The following rubrics may be considered for converting the grading of external mentor to marks

Grade	Performance Level	Marks Range (%)
A	Excellent	80 – 100
B	Good	60 – 79
C	Average	50 – 59
D	Poor	Below 50

Marks and credits will be awarded based:

- (i) Performance rating of mentor (40%)
- (ii) Internship Report (40%)
- (iii) Viva Voce (20%)

Marks and credits shall be awarded based on this grading scale. The official award of marks and credits shall be recorded only upon completion of the Fifth / Sixth Semester as per university regulations and guidelines.

For Postgraduate Programmes, where internship, apprenticeship, or community engagement components carry higher credit weightage, the detailed evaluation criteria and rubric may be determined as per the approved syllabus and regulations of the respective Department.

12. Verification and Monitoring

If deemed necessary, the Internship Supervisor may visit the internship site to verify the nature of the work and monitor student performance.

13. Transparency and Marks Notification

To ensure transparency, internship marks shall be displayed on the department notice board at least one week prior to the commencement of end-semester examinations or before submission to the Controller of Examinations, whichever is earlier.

14. Improvement of Marks

There shall be no provision for improvement of marks once the internship evaluation has been finalized.

15. Grievance Redressal



Any grievances related to internship evaluation shall be addressed through the appropriate grievance redressal mechanisms in accordance with UGC, University, or State Government regulations.

16. Administrative Provisions and Student Welfare

16.1 Transfer Protocol

In the event of a department or university transfer, the student must submit all relevant documents from the previous institution to ensure continuity of credit, including:

- Official Attendance Statement
- Internship Certificate and Final Report (if completed)
- Interim Progress Reports (if the internship is ongoing)

If a student is unable to complete the internship at the designated institution for valid reasons, they must fulfil the requirement before the completion of the Sixth Semester End-Semester Examination through weekends or holidays if necessary.

16.2 Student Safety and Protection

The Interns shall follow all the safety guidelines of the Host Institution.

- **Non-Exploitation:** The department must ensure that students are not subjected to exploitation or harassment at the Internship Provider Organisation (IPO).
- **Duty of Care:** The department retains primary responsibility for monitoring the well-being and safety of students during the internship period.

17. Compliance and Conditions

- Internship must be undertaken in approved organizations
- Private organizations must have adequate credibility and experience
- Student safety, ethics, and non-exploitation must be ensured

18. Extensions and Special Cases

- In exceptional cases, internship completion may be extended with prior approval
- All students must register for the internship course within the prescribed semester



GUIDELINES FOR UNIVERSITY TEACHING DEPARTMENTS OFFERING INTERNSHIP

(Since these Guidelines are meant for Internship for students doing internship in Kannur University, the Internship norms specified by the Institution concerned will be followed. Mode of evaluation also shall be in accordance with the Regulation of Parent University.)

1. Scope of Internship Offering

Internships may be offered by each University Teaching Departments of Kannur University based on:

- Academic domain expertise of the department
- Availability of faculty specialization
- Physical infrastructure and laboratory facilities
- Research capabilities and academic resources

Departments shall design internship programmes aligned with their disciplinary strengths and institutional capacity.

2. Types of Internships Offered

Departments may offer internships under two broad categories:

2.1 Academic (Skill-Based) Internship

- Intended primarily for Undergraduate (UG) students
- Focus on:
 - Skill development
 - Employability enhancement
 - Applied learning

2.2 Research Internship

- Focus on:
 - Research methodology
 - Laboratory work
 - Project-based learning
- Based on faculty expertise and research infrastructure

3. Fee Structure

Fee structure shall be fixed by the Department Councils concerned, which should be intimated to the University. Fee shall be collected under Consultancy Head and deposited in the DDF.

3.1 Academic Internship (UG Level)

- Shall be **offered free of cost**
- However, students shall bear:
 - Travel expenses
 - Accommodation



- Daily expenses
- Local travel within the University

3.2 Research Internship (UG Level)

- Departments may:
 - Identify specific focus areas
 - Offer internships based on:
 - Faculty specialization
 - Laboratory facilities
- A nominal fee may be charged towards:
 - Consumables
 - Laboratory usage

Maximum limit:

- Shall not exceed ₹5000 per student for a 4-credit internship (In exceptional cases of high-end equipment use, the fee may be recommended by the department council and approved by the university)

3.3 Postgraduate (PG) Research Internship

For advanced or high-end research internships / apprenticeships / community engagement programmes carrying 4 credits or more, the following provisions shall apply:

- Programme Design:
- Departments may design specialized internship or apprenticeship modules focusing on:
 - Advanced research methodologies
 - Laboratory-based investigations
 - Field-based community engagement projects
 - Interdisciplinary or industry-linked research activities

- Fee Structure:

Departments may propose and levy:

- User Fee (to cover institutional resources, supervision, and administrative support)
- Laboratory Charges (for use of specialized equipment, consumables, and technical facilities)
- Such fees must be approved by the University authority prior to implementation



- Nature of Engagement:
 - The internship/apprenticeship/community engagement shall:
 - Involve high-level research output (e.g., dissertation, publication, technical report)
 - Encourage innovation, problem-solving, and field application
 - Be aligned with discipline-specific or societal needs
- Supervision and Monitoring:
 - Each student shall be assigned a faculty supervisor / research mentor
 - Regular progress evaluation through presentations, logs, or review meetings
- Expected Outcomes:
 - Research report / thesis / publishable paper
 - Community impact documentation (for engagement programmes)
 - Skill development in research, analysis, and professional practice

4. Utilization of Fees

- All collected fees shall be:
 - Deposited in the Department Development Fund
 - Utilized for:
 - Procurement of laboratory consumables
 - Equipment accessories
 - Maintenance of research infrastructure

5. Collaboration and MoU-Based Internships

Departments may offer internships in collaboration with:

- Professional organizations
- Industries
- Research institutions

Key Conditions:

- Should preferably be based on a formal MoU/ Agreement
- Internship may be conducted:
 - Within the department
 - At the collaborating organization
 - Or in a hybrid mode
- The MoU shall clearly specify:
 - Roles and responsibilities
 - Duration and structure
 - Fee (if applicable)



- Facilities provided

6. Interdisciplinary and Expert-Based Internships

Departments may:

- Offer interdisciplinary internships
- Engage external experts
- Provide domain-specific exposure through:
 - Workshops
 - Field training
 - Industry interaction

7. Intake Capacity

- The Department Council may fix the number of Interns depending on the infrastructure and number of mentors available (Faculty, post – Doctoral Fellows, or PhD Scholars). Certificate shall be issued by the head of the Department.
- Mentorship shall be free and voluntary.

8. Faculty Allocation

- Each faculty member may supervise interns based on:
 - Area of specialization
 - Available workload
 - Research and teaching commitments

(Faculty of the teaching department may preferably take 5 – 7 interns at a time. In exceptional cases more interns may be taken with justification and approval of the department council)

9. General Principles

- Internships must ensure:
 - Academic relevance
 - Ethical conduct
 - Safety and supervision
 - Outcome-based learning
- All programmes shall comply with:
 - NEP-2020 guidelines
 - University academic regulations

CONDITIONS FOR INTERNS

1. Attendance Requirements

- Interns shall maintain minimum 90% attendance during the internship period.
- Attendance must be:



- Certified by the Internship Supervisor / Mentor
- Recorded in the attendance register / logbook
- Absence beyond permissible limits may lead to:
 - Extension of internship duration, or
 - Non-award of credits

2. Work Assignment and Responsibilities

- Interns shall:
 - Undertake tasks assigned by the Supervisor/Mentor
 - Actively participate in:
 - Academic activities
 - Fieldwork / laboratory work
 - Research assignments
- Work assigned must be:
 - Relevant to the academic discipline
 - Aligned with defined learning objectives
- Interns must adhere to:
 - Institutional discipline
 - Ethical standards
 - Confidentiality requirements (if applicable)

3. Daily Logbook / Work Diary

- Every intern shall maintain a Daily Logbook including:
 - Date-wise activities
 - Tasks completed
 - Skills acquired
 - Observations and reflections
- The logbook must be:
 - Signed periodically by the Mentor/Supervisor
 - Submitted along with the final internship report

4. Internship Report

- At the end of the internship, each intern shall submit a comprehensive report including:
 - Introduction and objectives
 - Description of work carried out
 - Methodology (if applicable)
 - Learning outcomes
 - Challenges faced



- Conclusion

5. Assessment and Evaluation

The evaluation of the Internship / Apprenticeship / Community Engagement programme shall be carried out under two components:

5.1 Continuous Assessment (Internal Assessment)

Continuous assessment shall be conducted throughout the internship period by the Internal Supervisor / Mentor based on the following:

- Attendance and Discipline
- Work Performance and Task Completion
- Logbook / Daily Work Diary Maintenance
- Periodic Review and Supervisor's Evaluation

This component shall reflect the student's consistency, engagement, and professional conduct during the internship period.

5.2 End Assessment (Final Assessment)

End assessment shall be conducted at the completion of the internship based on:

- Internship Report / Dissertation
- Presentation and Viva Voce Examination

Evaluation shall focus on quality of work, analytical ability, application of knowledge, and communication skills.

5.3 Mode of Evaluation

- The End Assessment shall be carried out by:
 - Internal Supervisor, and
 - External Expert (wherever applicable), nominated by the Department / University
- In case of collaborative internships (e.g., industry, research institutes, community organizations):
 - Evaluation may include inputs from both:
 - Internal Supervisor (University)
 - External Mentor / Industry Supervisor (if applicable)
 - Such evaluations may be considered as a combination of internal and external assessment components

6. Grading Criteria

6.1 Grading Components

- Attendance & Discipline
- Quality of Work
- Innovation / Initiative / Skill / Competency



- Report Quality
- Presentation & Viva
- Overall grading

6.2 Weightage distribution for assessment

Component	Weight (%)
Attendance & Discipline	10%
Quality of Work	25%
Innovation / Initiative / Skill / Competency	20%
Report Quality	25%
Presentation & Viva	20%
Total	100%

6.3 Grading rubrics to marks (if required)

Grade	Marks Range	Descriptor	Performance Level
A (Excellent)	80–100	Outstanding performance in all components; highly consistent, innovative, and professional	Demonstrates advanced research skills, originality, and strong impact
B (Good)	60–79	Above-average performance; good understanding and execution	Shows competence, reliability, and some initiative
C (Satisfactory)	50–59	Meets minimum expectations; acceptable quality	Basic skills demonstrated, limited innovation
D (Unsatisfactory / Fail)	Below 50	Does not meet required standards	Poor performance, lack of engagement or incomplete work

7. Completion Certificate

- A Completion Certificate shall be issued only upon:
 - Fulfilment of minimum required hours (180-240 hours for 4 credits)
 - Submission of report and logbook
 - Successful completion of evaluation
- Certificate shall include:
 - Name of the student



- Title of internship
- Duration
- Organization / Department
- Signature of authorized authority

8. Research Publication Policy

- Any research work carried out during internship shall follow:

8.1 Authorship

- Authorship shall be based on:
 - Actual contribution
- Faculty Supervisor/Mentor shall be included as:
 - Co-author (where applicable)

8.2 Approval Requirement

- Prior approval from:
 - Department / Supervisor is mandatory before submission

8.3 Institutional Affiliation

- Publications shall clearly mention:
 - Kannur University / Department affiliation

8.4 Intellectual Property (IPR)

- Any:
 - Data
 - Findings
 - Innovationsgenerated during internship shall be governed by University IPR policy

8.5 Ethics and Plagiarism

- All submissions must comply with:
 - Academic integrity
 - Anti-plagiarism norms
- Violation may lead to:
 - Rejection of internship
 - Disciplinary action

9. General Conduct

- Interns shall:
 - Follow rules of the host institution
 - Maintain professional behaviour
 - Ensure safety in laboratory/field settings

10. Non-Compliance



Failure to comply with the above conditions may result in:

- Cancellation of internship
- Withholding of credits
- Requirement to repeat the internship



ANNEXURES – INTERNSHIP DOCUMENTS

- I. Internship Application Form**
(To be submitted by the student seeking approval for internship) Can also be based on the format of the recommending institute / organisation
- II. Internship Acceptance Form**
(To be issued by the host organization confirming acceptance)
- III. Internship Daily Log Book**
(Record of daily activities, tasks, and learning outcomes)
- IV. Internship Evaluation Form**
(Assessment by the Industry Supervisor / Mentor)
- V. Internship Completion Certificate**
(Issued by the department / departments upon successful completion)
- VI. Internship Report Format**
(Prescribed structure for submission of final internship report)
- VII. Student Declaration of Ethics and Plagiarism (if applicable)**
(Undertaking confirming originality and ethical compliance)
- VIII. MoU / Industry Internship Agreement**
(Formal agreement between University and Host Organization)



ANNEXURE I: INTERNSHIP APPLICATION FORM
KANNUR UNIVERSITY
INTERNSHIP APPLICATION FORM

1. Name of the Student:
2. Register Number:
3. Programme & Semester:
4. Department:
5. Contact Number & Email:
6. Title/Area of Internship:
7. Type of Internship:
 Academic (Skill-based) Research-based
8. Preferred Organization/Department:
9. Duration (From – To):
10. Total Expected Hours:
11. Statement of Purpose (Brief):

12. Previous Experience (if any):

13. Declaration:

I hereby declare that the above information is true and I agree to abide by the internship guidelines.

Signature of Student

Date:

Recommendation of Faculty Advisor

Name & Signature:



ANNEXURE II: INTERNSHIP ACCEPTANCE LETTER
KANNUR UNIVERSITY / HOST ORGANIZATION
INTERNSHIP ACCEPTANCE LETTER

This is to certify that Mr./Ms. _____
(Reg. No: _____) from (Institute)

_____ is permitted to undertake internship at **Organization/Department:**

Title of Internship: _____

Duration: From _____ To _____

The student will work under the supervision of:

Name: _____

Designation: _____

Name & Signature (Internship Supervisor)

Signature of Head / Authorized Signatory

Seal



ANNEXURE III: DAILY LOGBOOK FORMAT

KANNUR UNIVERSITY INTERNSHIP DAILY LOGBOOK

1. Name of Intern:
2. Department:
3. Academic Programme (FYIMP / PG / Others):\
4. Semester:
5. Roll Number / Register Number:
6. Area / Field of Internship:
7. Name of Organization / Institution (in case of collaborative / interndisiplinary)
8. Internship Duration (From – To):
9. Name of Supervisor (Internal and External if applicable)

Sl. No.	Date	Attendance (FN)	Attendance (AN)	Task Assigned / Work Done	Skills Learned / Outcome	Supervisor Remarks	Signature
1.							



ANNEXURE IV: INTERNSHIP EVALUATION FORM

KANNUR UNIVERSITY INTERNSHIP EVALUATION FORM

(Suggestive - may differ according to internship mode and as prescribed in the approved syllabus of respective departments)

Student Name:

Register Number:

Department:

Internship Title:

Evaluation Criteria

Sl. No.	Component	Maximum Marks	Marks Awarded	Remarks
1	Attendance & Discipline	10		
2	Quality of Work	25		
3	Innovation / Initiative / Skill / Competency	20		
4	Report Quality	25		
5	Presentation & Viva	20		
	Total	100		Grade

Grade	Marks Range
A	80-100
B	60-79
C	50-59
D	Below 50

Signature of Mentor (Supervisor)

Signature of External Mentor (If applicable)

ANNEXURE V: INTERNSHIP COMPLETION CERTIFICATE



KANNUR UNIVERSITY
INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Mr./Ms. _____
(Register No: _____)

has successfully completed a [2 Credit / 4 Credit Internship/ any other for PG]

in the area of: _____

at: _____

during the period from _____ to _____

The student has completed the required **120 hours / 240 hours/** _____ hours and fulfilled all academic requirements.

SupervisorSignature

Head of Department

Seal



ANNEXURE VI: INTERNSHIP REPORT FORMAT

1. Cover Page
2. Certificate
3. Acknowledgement
4. Table of Contents
5. Introduction
6. Objectives
7. Work Done / Methodology
8. Results / Learning Outcomes
9. Discussion
10. Conclusion
11. References
12. Appendices (Logbook, etc.)



ANNEXURE VII: STUDENT DECLARATION ON ETHICS & PLAGIARISM

(If applicable)

I hereby declare that:

- The work submitted is original
- No plagiarism has been committed
- All data and findings are authentic

Signature of Student

Date:



**ANNEXURE VIII: MOUs / INDUSTRY INTERNSHIP AGREEMENT
(BRIEF FORMAT)**

- Name of Parties
- Purpose of Internship
- Duration
- Roles & Responsibilities
- Financial Terms (if any)
- Confidentiality Clause
- Termination Clause

Signature (both parties)

