



KANNUR UNIVERSITY  
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**(Abstract)**

Kannur University - Four Year Undergraduate Programme -2024- Guidelines for Summer Internship/ Apprenticeship -- Implemented w.e.f 2024 admission -Orders issued

**ACADEMIC C SECTION**

ACAD/ACAD C1/20003/2024

Dated: 25.03.2026

- Read:-1. U. O No. FYUG PSC/FYSC- U5074 I 2024 dared 18.04.2024  
2. FYUGPSC/FYSC-I / 5074/2024 dated 06.08.2024  
3. U.O. No. ACAD/ACAD C1/21507/2024 dated 20.12.2024  
4. ACAD/ACAD C1/ 20003 /2024 dated 15.04.2025  
5. ACAD/ACAD C1/20003/2024 (I) dated 15.04.2025  
6. ACAD/ACAD C1/20003 / 2024 dated 28.05.2025  
7. ACAD/ACAD C1/20003/2024 dated 27.12.2025  
8. Minutes of the meeting of the State Level Monitoring Committee held on 06.02.2026, received from Higher Education (B) Department on 26.02.2026.  
9. Orders of Vice Chancellor in file No ACAD/ACAD C1/20003/2024 PART XIII dated 21.03.2026

**ORDER**

The Regulations of the Kannur University Four Year Undergraduate Programme (KU-FYUGP Regulations, 2024) for affiliated colleges were implemented with effect from the 2024 admission, vide paper read as (1) above, and certain modifications were subsequently effected to the same vide papers read as (2), (3), (4), (5), (6) and (7)

Subsequently, the Principal Secretary, Higher Education (B) Department, vide paper read as (8) above, submitted the approved minutes of the meeting of the FYUGP State Level Monitoring Committee held on 06.02.2026, along with the FYUGP - Guidelines for Honours with Research and Internship/Apprenticeship, for further necessary action in this regard.

The Vice-Chancellor, after considering the matter, ordered to place the minutes of the meeting of the FYUGP State Level Monitoring Committee held on 06.02.2026, along with the FYUGP Guidelines for Honours with Research and Internship/Apprenticeship, before the Standing Committee of the Academic Council for consideration. The Standing Committee of the Academic Council, at its meeting held on 12.03.2026, recommended approval of the same.

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, and all other enabling provisions read together, approved the **Guidelines for the FYUGP Internship/Apprenticeship** and accorded sanction to implement the same with effect from the 2024 admission in the University, subject to reporting to the Academic Council.



The **FYUGP - Guidelines for Internship/Apprenticeship** are appended herewith and uploaded on the University website.

Orders are issued accordingly.

Sd/-

**Bindu K P G**

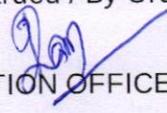
**DEPUTY REGISTRAR (ACADEMIC)**

For REGISTRAR

- To:
1. Th Principals of all affiliated colleges offering FYUGP
  2. The Examination branch ( Through PA TO CE)
  3. The convenor, FYUGP implementation and monitoring Committee

- Copy To:
1. PS to VC, PA to R, PA to CE
  2. JR II (Exam), AR VII (exam)
  3. IT Cell (to publish in the website)
  5. Computer Programmer
  6. SF/DF/FC

Forwarded / By Order

  
SECTION OFFICER



## Four Year Undergraduate Programme

### Guidelines for the Summer Internship/ Apprenticeship

#### Introduction

The Four-Year Undergraduate Programme (FYUGP), represents a transformative shift toward a more holistic and skill-oriented academic framework. At the heart of this reform is the mandatory internship, designed to bridge the gap between classroom theory and professional reality. These guidelines serve to standardize the internship experience, ensuring that every student in Kerala engages in a high-quality, structured learning environment. By integrating professional exposure with academic rigor, the programme aims to cultivate a generation of graduates who are not only "job-ready" but also possess the analytical skills required for innovation and advanced inquiry.

A unique feature of this internship is the flexibility it offers students to choose between two distinct pathways: **Work Experience** or **Research**. Students 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.

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

##### **1. Integration of "Workshop with Workplace" (Work Experience)**

The primary objective is to transition from a theoretical "workshop" environment (the classroom) to a functional "workplace." Internships provide students 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.

## **2. Development of Research Aptitude and Inquiry (Research)**

For the research-focused track, the internship aims to move students 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

## **3. 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.

## **4. 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 classroom concepts to solve complex, unfamiliar problems. This builds the confidence necessary for independent decision-making in future careers.

## **5. 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" external to their college, the



program expands the student's professional circle. These connections are vital for future job placements, research fellowships, and the acquisition of "insider" industry knowledge.

## **Guidelines**

### **1. Scope and Placement**

Students 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 College-level FYUGP Committee or Internship Kerala Portal of Kerala State Higher Education Council (<https://internshipkerala.org/>). It can be within or outside the country.

### **2. Duration and Timing**

**Hours:** A minimum of 90- 120 hours/15-20 days of active engagement is required.

**Preferred Timeline:** It is recommended that students complete the internship during the summer vacation following the fourth semester.

**Alternative Scheduling:** In exceptional cases, students may utilize weekends or public holidays to fulfill the hour requirement. This requires prior approval from the Head of the Department.

**Final Deadline:** Regardless of the schedule chosen, the internship must be concluded before the end of the fifth semester.

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.

### **3. Organizational Structure and Roles**

#### **3.1 Composition of the Internship Cell**

Every college shall establish an **Internship Cell** to oversee all internship-related activities. The cell will consist of:



- **Chairperson:** The Principal
- **Internship Coordinator:** A faculty member appointed by the Principal
- **Members:** One representative for every UG programme

### 3.2 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).
- **Communication:** Ensuring timely notification of internship opportunities via the college website and notice boards.
- **Evaluation & Records:** Overseeing the timely evaluation of reports, submitting final awards/grades to the cell, and maintaining all internship-related records with the help of Department level representative.

### 3.3 Role of the Internship Cell

The primary mandate of the Internship Cell is to facilitate and guide students 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 training and employment.
- **Administrative Oversight:** Maintaining records of enrollment, placement, and evaluation.
- **University Liaison:** Submitting final internship awards on the University portal.



- **Resource Management:** Allocating supervisors based on student enrollment and available faculty.

### 3.4 Internship Supervisor

A faculty member in the department shall be assigned as an **Internship Supervisor** for each student at the beginning of the academic year by the Department for monitoring and supervising the student during the internship. In exceptional cases, full time Post Doctoral Fellow in the department can also be the Internship Supervisor. Their duties include:

- **Mentorship:** Guiding students in identifying interest areas and suitable internship placements.
- **Monitoring:** Supervise and monitor student progress throughout the internship period.
- **Documentation:** Maintaining records of the organization's consent, the Internship Mentor's evaluation report, and the student's final report.
- **Evaluation:** Conducting internal assessments and arranging examiners for the Viva Voce examination.
- **Coordination:** It is recommended that the Supervisor conduct at least one formal meeting (online or offline) with the external Internship Mentor during the program.

## 4. Registration and Approved Host Institutions (Internship Providing Organization)

4.1 Internship registration must be completed concurrently with the **Fifth Semester Course Registration**.

4.2 Students may secure internships through the Internship Kerala Portal, managed by the Kerala State Higher Education Council (KSHEC).



4.3 Internships offered through Central/State Govt. portals for offering internship/apprenticeship/skill development/training programmes shall also be considered as equivalent to internship courses.

4.4 Alternatively, internships may be undertaken at the following:

- 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, ZilaParishads, Block Smiti, 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/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 servces/Electronics;



- Healthcare and Life Sciences;
- Sports/Wellness and Physical Education;
- 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

**4.4 Private Sector Requirements:** If the Internship Provider Organization (IPO) is from the private sector, the following conditions must be met.

**Experience:** Private organizations must have a minimum of 10 years of operational experience in their respective fields.

**Documentation:** To ensure academic standards, colleges are advised to establish a Memorandum of Understanding (MoU) with these organizations, clearly outlining the scope and details of the internship.

**4.5** Following conditions shall be followed for **research-focused internship**

**Host Institution:** Research internships may be undertaken at any recognized higher education institution (not their parent institute), university department (not their parent department), research laboratory, or industry facility, provided the host possesses the requisite infrastructure for the proposed study. Students are also permitted to utilize Centers of Excellence or laboratories facilitated by State or Central Government agencies, including those within their parent institution.



Colleges are encouraged to enter into Memoranda of Understanding (MoUs) with other Higher Education Institutions (including colleges), research laboratories, and specialized centers to facilitate student internships. Such formal agreements ensure structured placement and resource sharing for both research and work-experience tracks.

**Mentorship Qualifications:** To ensure academic rigor, the student must work under the direct supervision of a qualified **Research Mentor**. Eligible mentors include:

- o Faculty members holding a **Ph.D.**
- o **Post-Doctoral Fellows** currently active within the department.
- **Objectives:** 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.
- **Approval:** Like industry internships, research-based placements must be vetted and approved by the **Department-level Internship Supervisor** to ensure the proposed research plan aligns with the 2-credit requirement.

**4.6 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. On completion of the internship, the student should submit the project report in the prescribed format along with the internship completion certificate issued by the Internship mentor/authority from the host institute/organisation.

The Internship certificate should be certified by the Head of the Institution/designated authority where the Internship is offered. It should contain the Name of the Student, Name of the Internship course, Name of the Institute, Type of work done and duration of work specifying total period in days and number of hours for the internship.

## 5. Documentation, Submission, and Certification

### 5.1 Maintenance of Work Register



Students are required to maintain a formal **Work Register** throughout the internship period.

- **Dated Entries:** Students must make regular, detailed, and dated entries regarding their daily activities.
- **Supervision:** The designated **Internship Mentor** shall periodically examine and countersign the register to monitor progress.
- **Submission:** Both the Work Register and the final Internship Report must be submitted for evaluation upon completion of the internship.

## 5.2 Internship Certification

The Internship Certificate must be issued and certified by the **Head/authorized authority of the Host Institution**. It must explicitly state:

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

## 5.3 Preparation of the Internship Report

**Submission Guidelines:** The internship report may be prepared in typed or handwritten format and may be submitted in English, Malayalam, or any other approved language by the Internship Supervisor. The final report must be submitted to the designated Internship Supervisor prior to the commencement of the Sixth Semester.

## 5.4 Structure of the Report



The report must include the following components:

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

### **5.5 Final Validation**

To be valid for university records, the Internship Report must be formally signed by the **Internship Mentor, Internship Supervisor and the Head of the Department.**

### **6. Assessment of Internship**

The internship shall be evaluated internally by a committee constituted by the Head of the Department (HoD), employing assessment methods appropriate to the nature of the internship. The Internship Mentor shall provide a performance rating on a scale of A (Excellent), B (Good), C (Average), and D (Poor), which will serve as the basis for awarding marks and credits. Marks and credits shall be assigned based on this grading scale. The official award of credits and marks shall be recorded only upon the conclusion of the Fifth Semester.

#### **6.2 Verification and Monitoring**

If deemed necessary, the Internship Supervisor is authorized to visit the internship sites to physically verify the nature of the work and monitor student performance.

#### **6.3 Transparency and Marks Notification**



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

#### **6.4 Improvement of Marks**

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

#### **6.5 Grievance Redressal**

Any concerns regarding the internship marks shall be addressed by the grievance redress committees as per the UGC/University/State government directions.

### **7. Administrative Provisions and Student Welfare**

#### **7.1 Transfer Protocol**

In the event of a **College or University Transfer**, the student is responsible for producing all relevant documentation from the previous institution to ensure continuity of credit. This includes:

- The official Attendance Statement.
- The Internship Certificate and Final Report (if completed).
- **Interim Progress Reports**, if the internship is still in progress at the time of transfer.

In the event that a student is unable to complete the internship at a previously designated institution for any justifiable reason, they must fulfill the internship requirement prior to the commencement of the Fifth Semester End-Semester Examination using weekends and other holidays.

#### **7.2 Student Safety and Protection**

The College shall prioritize the safety and professional integrity of the student at all times.



- **Non-Exploitation:** The College must take every precaution to ensure that students are not subjected to any form of exploitation or harassment at the Internship Provider Organization (IPO).
- **Duty of Care:** Monitoring the well-being and safety of the student during the internship period remains the primary responsibility of the College.

### 7.3 Extensions and Deadline Compliance

While the standard requirement is to complete the internship before the end of the **Fifth Semester**, the following exceptions apply:

- **Extensions:** In unavoidable circumstances, a student may be permitted to complete the internship before the end of the **Sixth Semester**, subject to prior formal permission from the University.
- **Mandatory Registration:** Regardless of when the internship is physically completed, all students **must register** for the internship course during the **Fifth Semester course registration** period. Failure to register during this window may result in a delay in credit awarding.

