

# **S.S Jain Subodh PG College**

**Autonomous**

**Jaipur**

## **NOTICE**

### **PROCEDURE AND EVALUATION GUIDELINES FOR INTERNSHIP**

All students are hereby informed that the following procedure must be strictly followed while applying for an internship. The assessment criteria mentioned below shall also be applicable for the issuance of the internship certificate.

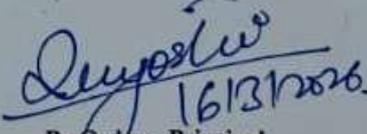
#### **Internship Application Procedure**

1. The student shall contact the concerned Supervisor at S.S Jain Subodh PG College.
2. The proposed internship area shall be discussed with and approved by the Supervisor.
3. The student shall select a suitable Mentor from the Host Institute/Organization.
4. A Letter of Acceptance (LOA) shall be obtained from the Mentor of the Host Institute and submitted to the Supervisor.
5. The Letter of Recommendation (LOR) and undertaking shall be duly filled by the student.
6. The LOR shall be signed by the Supervisor.
7. Thereafter, the LOR shall be signed by the Nodal Officer Dr. Rachna Gaur.
8. The approved LOR shall be submitted to the Mentor.
9. A photocopy of the approved LOR and undertaking must be submitted to the Supervisor/Mentor.
10. The internship shall commence only after completion of the above steps.

#### **Assessment Criteria for Issuing Internship Certificate**

- Maintenance of an Activity Log Book (daily work carried out must be recorded in it by the student).
- Regular attendance during the internship period (Total duration of 120 hours to be submitted by agency/internship firm).
- Submission of the final internship report.
- Presentation of the internship report in the form of a seminar.

Students are advised to strictly follow the above instructions.

  
16/3/2026  
By Order – Principal