

## **SOP for Internship and Community Outreach**

1. The college would try to engage NGOs and Companies for possible Community Outreach activity and Internship for the students and notify.
2. Number of seats will be limited.
3. Duration of the Community Outreach activity/Internship will be minimum 60 hours
4. There will be an MoU between the two parties(College and NGO/Company)
5. Students who will search for a company or NGO himself/herself for the same will have to get the MoU signed between the college and the company or NGO.
6. Internship should be in discipline specific domain.
7. Total duration of the Internship/Outreach activity is 60 hours for 2 credits
8. Internship and Outreach Activities would be permissible either after classes or on the weekends.
9. The college will not permit students to pursue these activities during classes.
10. The college will assign mentors to the students who will opt for internship/community outreach.
11. Student must maintain an activity logbook during the period of internship or community outreach activity.
12. Student should preferably inform college mentor and Internship/activity supervisor one day in advance before taking a leave.
13. Continuous assessment of the student will be done in consultation with college mentor and Internship/activity supervisor.
14. The student will be evaluated at the end of the semester through presentation/viva-voce in the presence of committee formed by the college.