

GOVERNMENT COLLEGE, SECTOR-9, GURUGRAM

NOTICE

Subject: Mandatory Internship for Undergraduate Students

In accordance with the **Ordinance and Syllabus** issued by Gurugram University all undergraduate students are hereby informed that **completion of a mandatory internship of 4–6 weeks (4 credits)** is an integral and essential requirement for the award of **Undergraduate Certificate, Diploma, or Degree**.

Key Guidelines and Instructions

1. Duration & Credit:

- Each student must undertake an internship of **4–6 weeks (minimum 120 hours)** carrying **4 academic credits**.
- The internship must be completed **during the summer vacation** after the **2nd or 4th semester**, depending on the student's academic progression and chosen exit option.

2. Eligibility and Timing:

- Students exiting with a **UG Certificate (after 2nd semester)** must complete the internship immediately after the 2nd semester examination.
- Students continuing for **UG Diploma or Degree** programmes shall undertake the internship after the 4th semester examination.

3. Approval:

- Before joining, students must obtain **written approval** from the **Head of Department, Internship Coordinator/ Mentor** must be informed for facilitating proper records of internship.
- Internships may be undertaken in **Government or Private organizations, NGOs, research institutions, industries, media organizations, start-ups, artisans, corporate firms, educational institutions, or local government bodies**.

4. Report Submission and Evaluation:

- Within **15 days of internship completion**, students must submit:
 - **Internship Report** (detailing organization profile, objectives, tasks performed, learning outcomes).
 - **Completion Certificate** signed by the Internship Mentor.

5. Special Provision: Subject to the scheme/ program

- Students who are unable to secure physical internships may opt for **virtual or digital internships** through government-recognized portals such as **Internshala, AICTE, NAPS, or other approved platforms**.
- Students may extend internships into summer/winter breaks or Non-class Hours "subject to the condition that academic credits do not get affected in terms of attendance and other assignments." (Gurugram University letter no, Ref. No./GUG/TPO/1881, Implementation of Flexible Internship Timings, dated 05/09/2025.)

Note: Non-completion or failure in internship evaluation will result in **withholding of the degree or certificate** until successful completion and approval by the College.

**Principal
Govt. College Sector 9, Gurugram**

