



VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

Affiliated to University of Rajasthan & Govt. of Rajasthan
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Notice (Session -2025-26)

General Guidelines for Internship-UG Semester V (Batch 2023-24)

All the students of **Undergraduate Semester V (Batch enrolled in 2023-24)** are hereby informed that completion of an internship is mandatory for acquiring the UG Degree. The following general guidelines must be strictly followed:

1. Minimum Duration of Internship

Students are required to complete the internship for the **minimum duration as prescribed by the university/college norms (120 hours)**.

2. Timing of Internship

1. On working days (weekdays): Internship may be undertaken after college hours, is, from 3:30 PM to 6:00 pm

2. On Sundays, declared holidays and during winter vacations: Internship may be undertaken on a full-day basis (6-7 hours per day)

3. Internship Areas and Organisations

Students may pursue internships in relevant areas related to their course under:

- Government or Semi-Government Offices
- Courts, Law Firms, NGOs, Legal Aid Centres
- Educational Institutions, Research Organisations
- Corporate Offices, Companies, Start-ups
- Any other recognised organisation/association relevant to the discipline, subject to approval

4. Completion of Internship

Successful completion of the internship is compulsory. The **Internship Completion Certificate** will be required at the time of uploading the Mid-Term Mark of Semester V1.

5. Documents to be Submitted

Students must submit the following documents:

1. Internship Completion Certificate clearly mentioning:

- a. Total number of hours completed
- b. Duration (from date to date)
- c. Official seal and signature
- d. Printed on the letterhead of the organisation

2. Attendance Certificate issued by the organisation

Both certificates must clearly mention:

- a. Name of the student
- b. Father's name
- c. Class/Semester
- d. Name of the College

Students are advised to adhere strictly to the above guidelines. Any discrepancy or incomplete documentation may result in non-acceptance of the internship.

*W.D.M.
24/12/25*
PRINCIPAL