



# VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

Affiliated to University of Rajasthan & Govt. of Rajasthan  
(NAAC Accredited with CGPA 2.89)

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Date-24-12--2025

## 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.

11/20/25  
24/12/25  
PRINCIPAL