



Ref. No. KU/2024/Reg./NH/132

Dated 25.08.2024

OFFICE ORDER

Subject: Implementation of Internship & Training Policy at Kalinga University

With the objective of providing students with **practical exposure, experiential learning, professional skills, industry interaction, and enhanced employability**, the **Internship & Training Policy of Kalinga University** is hereby approved for implementation with effect from the date of issuance of this Office Order.

The Policy provides a structured framework for facilitating, monitoring, assessing, and documenting internships and training undertaken by students.

Accordingly, the following directions are hereby issued:

- 1. Internship and Training Opportunities:** Students shall be encouraged to undertake internships, industrial training, research internships, project-based training, field training, community internships, entrepreneurship/start-up internships, and other approved experiential learning activities relevant to their academic programmes.
- 2. Approval and Eligibility:** Students shall undertake internships/training in accordance with the prescribed academic requirements and only after obtaining approval from the concerned Department/Internship Coordinator. The selected organization and internship activities shall be relevant to the student's programme wherever applicable.
- 3. Industry and Institutional Collaboration:** The University/Departments may establish suitable collaborations, MoUs, and institutional linkages with industries, research organizations, government bodies, NGOs, start-ups, laboratories, and other organizations for providing structured internship and training opportunities.
- 4. Roles and Responsibilities:** The Internship Cell/Department, Internship Coordinator, and Faculty Mentor shall guide students, coordinate with host organizations, monitor progress, provide academic support, and maintain appropriate records. Students shall comply with the rules and professional requirements of the host organization.
- 5. Monitoring and Documentation:** Students shall maintain prescribed records such as internship diary/logbook, attendance, work details, supervisor feedback, internship certificate, and final report.



KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

Kotni, Near Mantralaya, Naya Raipur, Chhattisgarh, INDIA – 492101
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Departments shall maintain appropriate records for academic monitoring, quality assurance, accreditation, and institutional reporting.

6. **Assessment and Academic Credit:** Where internship/training forms part of the curriculum, assessment shall be conducted according to the approved academic scheme and may include attendance, work performance, supervisor feedback, internship report, presentation/viva, and professional conduct.
7. **Student Conduct and Safety:** Students shall maintain professional discipline, confidentiality, workplace ethics, and safety requirements during their internship/training. Any significant academic, administrative, or safety-related concern shall be immediately communicated to the Faculty Mentor/Internship Coordinator.
8. **Review and Continuous Improvement:** The implementation of the Policy shall be periodically reviewed based on student and host-organization feedback, internship outcomes, academic requirements, and institutional priorities. Necessary improvements may be introduced by the competent authority.

All Deans, Heads of Departments, Training & Placement Coordinators, Faculty Mentors, faculty members and concerned administrative officials are directed to ensure effective implementation of the Internship & Training Policy.

This Office Order shall come into force with **immediate effect** and shall remain applicable until amended or superseded by the competent authority.

Dr. Sandeep Gandhi

REGISTRAR

Registrar

KALINGA UNIVERSITY
KOTNI, NEAR MANTRALAYA
RAIPUR (CHHATTISGARH)

Copy to :

1. Hon'ble Chairman – For Kind Information
2. Hon'ble Chancellor – For Kind Information
3. Hon'ble Vice-Chancellor – For Kind Information
4. Hon'ble Director General – For Kind Information
5. DAA & COE – For Information.

for Jindan
for Arjun
for Pooja



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6. **Director IQAC** – For Information. *[Signature]*
7. **Director CCRC** – For Information. *[Signature]*
8. **Director Admission** – For Information. *[Signature]*
9. **Deputy Registrar & Head HR** – For Information. *[Signature]*
10. **Chief Proctor** – For Information. *[Signature]*
11. **DSW** – For Information. *[Signature]*
12. **SDG Cell** – For Information. *[Signature]*
13. **Training & Placement Department** - For Information. *[Signature]*
14. **All Teaching & Non-Teaching Staff** – For Information.
15. **Research Cell** – For Information *[Signature]*
16. **Administrative Officer & Chief Warden/Hostel Wardens** – For Information. *[Signature]*
17. **Admission Department** – For Information. *[Signature]*
18. **University Coordinator** – For Information. *[Signature]*