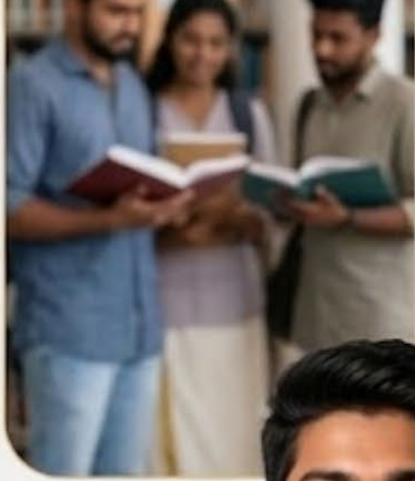MARCH 2026

Guidelines

INTERNSHIP UNDER FYUGP

THE KERALA STATE HIGHER EDUCATION COUNCIL

Equity   Excellence

The Kerala State Higher Education Council

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1.0 Introduction

In alignment with the UGC Guidelines for Internship/Research Internship for Undergraduate Students (2023) and the implementation of the Four-Year Undergraduate Programme (FYUGP), all undergraduate students are required to complete a mandatory internship of 60–120 hours after the fourth semester. The internship component is designed to strengthen experiential learning, enhance employability, promote research orientation, and bridge the gap between academic knowledge and real-world practice.

As per UGC norms, it is the primary responsibility of each Higher Education Institution (HEI) to proactively identify and empanel suitable Internship Providing Organisations (IPOs) relevant to the academic programmes offered. The identification and empanelment process shall be guided by:

- The nature, scope, and specialization of the academic programmes offered by the institution

- Availability of local, regional, and national industry and service sectors

- Opportunities for research, innovation, community engagement, and skill development

- Institutional capacity to monitor, supervise, and evaluate internships effectively

Each HEI is expected to develop a structured mechanism for facilitating internships. Ideally, institutions may establish a dedicated internship portal to publish available opportunities and enable registration of students, internship providers, mentors, and internship supervisors to ensure transparency and systematic coordination.

Recognizing the practical challenges faced by smaller colleges and institutions located in remote areas—particularly in identifying suitable IPOs, developing digital infrastructure, and maintaining independent portals—the Government of Kerala, through the Kerala State Higher Education Council in collaboration with Keltron, has developed the Kerala Internship Portal.

This centralized platform facilitates:

- Registration of internship providers across sectors and states

- Access for universities, colleges, and students to verified internship opportunities

- Registration of mentors and internship supervisors

- Streamlined coordination, monitoring, and documentation

The Kerala Internship Portal is voluntary in nature. Students, universities, and institutions are free to explore internship opportunities independently—either outside the portal or through direct collaboration with organizations—without any mandatory requirement to use the portal.

To ensure clarity and uniform implementation of internships under FYUGP, these guidelines are issued to provide direction on:

- Identification and empanelment of Internship Providing Organisations (IPOs)

- Nature and categories of internships (including research internships)

- Duration and hour requirements

- Credit allocation and integration within the curriculum

- Supervision, monitoring, and evaluation mechanisms

These guidelines aim to promote quality, flexibility, inclusiveness, and academic rigor in the implementation of internships, while supporting institutions in delivering meaningful experiential learning opportunities to undergraduate students.

2.0 Objective of Internship under FYUGP in Kerala

The internship component of the **Four-Year Undergraduate Programme (FYUGP)** in Kerala is envisioned as a transformative academic engagement that bridges classroom learning with real-world practice. It is designed not merely as a short-term training exposure, but as an integrated experiential learning process that enhances employability, research competence, entrepreneurial orientation, and social responsibility among undergraduate students.

In an internship course, students are required to actively engage in structured work experience, professional practice, or cooperative education with an entity external to the higher education institution, under the supervision and mentorship of a qualified expert from the host organisation.

A core feature of the internship or research internship is meaningful induction into real work environments, enabling students to gain authentic exposure to professional processes, responsibilities, and organisational culture.

Internships may involve engagement with government or private organisations, Higher Education Institutions (HEIs), universities, research and development laboratories, research organisations, non-governmental organisations (NGOs), innovation and entrepreneurship centres, business establishments, local industries, start-ups, artists, craftspeople, and other relevant entities.

Such engagements provide students with valuable opportunities for active participation in professional tasks, research activities, innovation processes, community development initiatives, and entrepreneurial ventures. Through this experiential learning process, students develop practical skills, research capabilities, problem-solving abilities, professional ethics, teamwork competence, and industry readiness, thereby enhancing their overall academic and career preparedness

Under FYUGP, the key objectives of internship are:

- **Integration of Classroom and Workplace Learning:** To align theoretical knowledge gained through workshops, laboratories, and classrooms with practical outcomes in workplaces such as industries, research institutions, start-ups, NGOs, farms, artisan sectors, corporate organisations, and Higher Education Institutions (HEIs). The internship ensures a holistic learning ecosystem connecting academic content with real-life applications.

- **Understanding the World of Work:** To provide students with first-hand exposure to professional environments, enabling them to understand workplace culture, expectations, ethics, challenges, and emerging job roles. This helps students shape their career aspirations and professional behaviour in accordance with evolving industry demands.

- **Hybrid and Flexible Learning Model:** To adopt a blended model combining physical and digital engagement, allowing students to work under mentors, industry experts, or research supervisors within or outside HEIs. This hybrid approach enhances flexibility, accessibility, and quality mentoring.

- **Development of Research Aptitude:** To cultivate research acumen by familiarising students with research methodologies, analytical tools, data analysis, academic integrity, manuscript preparation, journal identification, intellectual property rights (IPR), and patent processes. The internship encourages application of research knowledge to solve real-life and complex problems.

- **Exposure to Emerging Technologies:** To provide hands-on experience in emerging technologies and automation, and to understand their role in transforming industries, agriculture, traditional art-craft sectors, and heritage-based occupations.

- **Enhancement of Entrepreneurial Capabilities:** To help students understand organisational formation, sustainability, and innovation ecosystems, thereby encouraging start-up culture and nurturing job creators rather than job seekers.

- **Development of Decision-Making and Teamwork Skills:** To foster collaborative learning, leadership qualities, problem-solving ability, and teamwork culture essential for academic, research, and professional growth.

- **Cultivation of Social Responsibility and Citizenship Values:** To instil a sense of social awareness, ethical responsibility, and civic engagement, enabling students to contribute meaningfully to society.

- **Promotion of Industry–Academia Collaboration:** To strengthen partnerships between HEIs, industries, research organisations, and community sectors for structured internships, apprenticeships, and collaborative research opportunities.

- **Enhancement of Professional Competency:** To develop professional ethics, values, integrity, discipline, and workplace etiquette, ensuring that students graduate as competent, responsible, and industry-ready professionals.

In essence, the internship under FYUGP in Kerala serves as a structured experiential learning framework that integrates knowledge, skills, values, and innovation—preparing students for employment, research careers, entrepreneurship, and responsible citizenship in a rapidly evolving global knowledge economy.

Graduate employability can be significantly enhanced by providing students with meaningful practical exposure and by nurturing the appropriate professional attitude required in the workplace. Internship serves as a vital academic instrument to strengthen employability skills by fostering competence, capability, professional expertise, adaptability, and self-confidence among students. It also plays a crucial role in stimulating intellectual curiosity and cultivating an interest and passion for research.

Through internships, students gain first-hand experience in applying theoretical knowledge to real-world contexts, thereby bridging the gap between classroom learning and workplace practice. This experiential engagement enables them to understand organisational dynamics, problem-solving approaches, professional ethics, and performance expectations in actual work environments.

3.0 Nature and categories of internships

Undergraduate internships are broadly classified into two categories:

1. **Internship for Enhancing Employability** – Focused on developing professional skills, workplace readiness, industry exposure, and job-oriented competencies.

2. **Internship for Developing Research Aptitude** – Oriented towards building research skills, analytical abilities, methodological understanding, academic writing, innovation, and problem-solving capabilities in research-driven environments.

3.1 Structure and Supervision of Internship

An internship shall involve a student of a Higher Education Institution (HEI) being formally attached to an approved Internship Supervisor (IS) and a Mentor, preferably

from the same HEI or a recognized Internship Providing Organisation (IPO), for a specified duration as prescribed under the guidelines. The student shall undertake a structured and time-bound internship programme under their guidance, ensuring continuous supervision, monitoring, and academic support throughout the internship period

3.1 Provision for Group Internship

HEIs may introduce **Group Internships** to manage a larger number of students within a particular domain or thematic area. A group of students may work on a common theme in collaboration with an industry, organization, community body, or within the HEI. The internship shall be supervised by an approved Internship Supervisor and guided by a Mentor to ensure academic quality and structured monitoring.

Students may also form groups and submit a proposal to the Internship Cell or R&D Coordinator. After evaluation of its academic relevance and feasibility, the proposal may be approved or rejected. Upon approval, a Supervisor and Mentor shall be assigned as per norms. The framework should remain **student-centric**, encouraging teamwork, innovation, and research orientation while ensuring proper documentation and transparent evaluation of individual contributions.

3.2 Digital / Online Internship

A Digital or Online Internship refers to an internship undertaken through virtual or remote mode, where the student engages with the Internship Providing Organisation (IPO), Internship Supervisor, and Mentor using digital platforms. Such internships may involve research assignments, data analysis, content development, software development, policy analysis, design work, virtual training, or other knowledge-based activities that can be effectively carried out online. Digital internships are particularly useful when geographical constraints, industry location, or institutional limitations restrict physical participation. They also enable students to collaborate with national and international organizations and experts.

However, online internships must remain structured, time-bound, and outcome-oriented. The prescribed 60–120 hours must be completed with proper documentation, periodic monitoring, performance validation, and final certification. Approval by the HEI

is mandatory to ensure academic relevance, quality assurance, and alignment with programme outcomes.

4.0 Internship for Enhancing Employability

4.1 Identification and Empanelment of Internship Providing Organisations (IPOs)

Each Higher Education Institution (HEI) shall proactively identify and empanel suitable Internship Providing Organisations (IPOs) relevant to the academic programmes offered by the institution. The identification process should be based on:

- The nature and specialisation of programmes offered by the college/university

- Local and regional industry presence

- Availability of research institutions, government departments, NGOs, farms, artisan clusters, start-ups, and enterprises

- Emerging sectors and technology-driven industries

- Community-based organisations and traditional skill sectors

Based on a structured local assessment, each HEI shall prepare and maintain a verified list (panel) of IPOs, clearly indicating the sector, nature of engagement, internship capacity, and contact details. Periodic review and updating of this panel shall be undertaken to ensure quality, relevance, and diversity of internship opportunities.

4.2 Support through Empanelled Skilling Agencies

In case an HEI faces difficulty in identifying or establishing appropriate IPO linkages, it may seek assistance from Government-empanelled professional skilling agencies such as:

- ASAP Kerala
- ICT Academy

- LBS Centre for Science and Technology
- C-Apt
- Keltron
- IHRD
- Rutronix
- CCEK

These agencies support the establishment and operationalisation of the Centre for Skill Development Courses and Career Planning (CSDCCP) in HEIs. Through the CSDCCP framework, institutions can systematically coordinate internship opportunities, industry interactions, skill training, and career guidance. The agencies may facilitate industry connections, sector mapping, MoUs, internship design, and placement coordination**.**

4.3 Internship Kerala Portal

Further strengthening the ecosystem, the Government, through the Higher Education Council, has launched the Internship Kerala Portal as a centralised digital platform to facilitate internship opportunities. HEIs may utilise this portal to:

- Identify sector-wise internship opportunities
- Register students and institutions
- Connect with approved organisations
- Monitor and document internship engagement

Institutions are encouraged to actively use the portal to supplement locally identified IPOs and expand the range of opportunities available to students.

4.4 Use of Other Recognised Platforms

In addition to the above mechanisms, HEIs may also utilise other recognised internship platforms and professional networks at the state and national levels to widen access to quality internships. Such diversification ensures that internships remain relevant, accessible, industry-aligned, and responsive to academic and professional objectives.

In summary, the identification and empanelment of IPOs shall be a structured, multi-channel process involving local mapping, collaboration with empanelled skilling agencies, utilisation of the Internship Kerala Portal, and engagement with recognised internship networks—thereby ensuring a robust, inclusive, and sustainable internship ecosystem for students.

4.5 Role of the Internship Providing Organisation (IPO)

An Internship Providing Organisation (IPO) refers to any recognised organisation or entity that offers structured internship opportunities to students as part of their academic programme. IPOs may include government departments, Higher Education Institutions (HEIs), universities, research and development (R&D) institutions, research laboratories, public sector undertakings, private companies, start-ups, cooperatives, philanthropic organisations, non-governmental organisations (NGOs), farmers and agricultural enterprises, artisans, business establishments, innovation and entrepreneurship centres, institutions or persons of eminence, and other relevant professional bodies. The IPO plays a crucial role in ensuring that internships are meaningful, outcome-oriented, and aligned with academic objectives. The responsibilities of the Internship Providing Organisation include the following:

4.6 Institutional Coordination and Facilitation

The IPO shall designate a nodal officer or mentor to coordinate with the concerned HEI. On the student's arrival, necessary facilitation such as registration, access to workplace facilities, issuance of identity/library cards (where applicable), internet access, laboratory/workspace support, and other relevant requirements should be ensured. Where feasible, guidance regarding accommodation and local logistics may also be provided.

4.7 Structured Mentorship and Supervision

A qualified mentor from the IPO shall be assigned to supervise the intern. The mentor shall provide structured guidance, define work responsibilities, monitor

progress, and offer periodic feedback. The internship experience should involve clearly defined tasks, deliverables, and learning outcomes aligned with the objectives of the programme.

4.8 Exposure to Real Work Environment

The IPO shall ensure meaningful induction into actual work situations. Students should be actively engaged in professional assignments, research activities, innovation processes, fieldwork, community projects, or enterprise-related functions, depending on the nature of the organisation. This exposure should enable students to understand workplace culture, professional ethics, teamwork, accountability, and problem-solving approaches

4.9 Assessment and Certification

At the conclusion of the internship, the IPO may provide a performance evaluation or feedback report indicating the nature of work undertaken, skills acquired, and overall conduct of the intern. A certificate of completion may also be issued, as per institutional norms.

4.10 ACADEMIC CREDENTIALS & MONITORING OF INTERNSHIP

(a) Time schedule and semesters for doing the internship

Under the **FYUGP framework**, a **2-credit Internship** is a mandatory academic component of the undergraduate programme. As per the **UGC Guidelines for Internship/Research Internship for Undergraduate Students (2023)** under the Four-Year Undergraduate Programme (FYUGP), students are required to complete a mandatory 60–120 hours internship only after the completion of the fourth semester. While strictly adhering to this requirement, institutions may provide flexibility in scheduling the internship in order to ensure smooth academic progression and better access to opportunities. Accordingly, students may be permitted to undertake and complete their internship during the summer vacation immediately after the fourth semester, during the fifth semester, during the semester break after the fifth semester, or during the sixth semester. Such flexibility will enable students to align internship opportunities with academic

schedules and industry or research timelines without compromising academic rigor. However, all internships must be duly approved, supervised, documented, and evaluated in accordance with university and UGC regulations before the award of the degree.

Students shall be given the option to register the internship either along with the **Fifth Semester or Sixth Semester examination**, based on their completion and formal registration. The time schedule and mode of execution may be determined by the concerned **Internship Providing Organisation (IPO)** or the **Higher Education Institution (HEI)**, depending on the type of activity, field exposure, research engagement, or skill training assigned to the student.

(b) Calculation of Credit and Duration for internship

In terms of credit calculation, the FYUGP follows the **National Higher Education Qualifications Framework (NHEQF)**, under which internship credits are based on hours of engagement. Depending on the academic intensity, **30 to 60 hours of engagement may be considered equivalent to one credit**. However, for the purpose of uniform implementation under FYUGP, a **minimum of 90 hours and up to a maximum of 120 hours of structured engagement shall qualify for the award of a minimum of 2 internship credits**.

The credit equivalence may also be aligned with the **National Skills Qualifications Framework (NSQF)**, wherein **12 months of apprenticeship corresponds to 40 credits**, and therefore **one month of internship/apprenticeship is equivalent to approximately 3.33 credits**. Since the **National Credit Framework (NCrF)** functions as a meta-framework integrating both NHEQF and NSQF to ensure seamless academic and skill mobility, an internship of **20 working days (approximately 3 weeks)** or **90–120 hours of engagement** may be considered eligible for the award of a minimum of **2 Internship Credits under FYUGP**, subject to successful completion and academic evaluation.

4.11 Role of Higher Education Institutions in Internship Implementation

(a) Internship Nodal Officer

Under the FYUGP framework, each Higher Education Institution (HEI) shall designate an **Internship Nodal Officer** who will be responsible for the effective planning, execution, coordination, and monitoring of all internship-related activities of the institution. The Nodal Officer may be appointed from among members of the **Research & Development (R&D) Cell, FYUGP Monitoring Committee, CSDCCP, or any other responsible academic committee**, as deemed appropriate by the institution. The officer shall ensure systematic organization and registration of students, faculty mentors, Internship Providing Organisations (IPOs), and internship supervisors. The Nodal Officer may also function as the institutional coordinator for the **Internship Kerala Portal** or any centralized digital platform developed for managing internship processes.

The Internship Programme of the college/HEI shall be fully organized, executed, and monitored under the leadership of the Nodal Officer. In this capacity, the officer shall proactively reach out to other HEIs, research organizations, laboratories, corporates, industries, start-ups, NGOs, and government offices to identify and secure internship opportunities. This may include collaboration with local administrative and government departments such as Labour, Municipal Administration, Health Services, Tourism, Public Relations, Finance, Agriculture, Social Welfare, and other relevant agencies. Students may also be engaged in structured activities such as census operations, surveys, election processes, developmental schemes, and community outreach programmes, subject to proper mentoring and academic oversight.

The Nodal Officer shall act as the institutional liaison between the HEI and partnering organizations and shall facilitate the signing of Memoranda of Understanding (MoUs), wherever necessary, to formalize internship arrangements. The officer shall also ensure student welfare during the internship period, address grievances or operational issues, and maintain continuous communication with industry supervisors and faculty mentors. Overall, the Internship Nodal Officer shall play a central role in ensuring that internships

under FYUGP are meaningful, academically integrated, skill-oriented, and aligned with national credit frameworks.

(b) Internship Supervisor

Under the FYUGP framework, each Higher Education Institution (HEI) shall assign an **Internship Supervisor** to every student undertaking an internship. The Internship Supervisor shall be an individual formally nominated by the institution for monitoring, supervising, mentoring, and evaluating the student throughout the internship period. Supervisors may include faculty members of the institution, experts from industry, research organizations, academia, scholars, or retired professors with relevant expertise. Each institution may prepare a discipline-wise panel of approved Internship Supervisors to ensure academic relevance and effective mentoring.

Faculty members of the institution shall ordinarily be entrusted with the responsibility of supervising interns. Depending on the student strength and the availability of external supervisors willing to mentor interns, the institution may determine the number of students assigned to each supervisor in a balanced and manageable manner. Internship Supervisors shall be nominated at the beginning of the academic year for each batch to ensure proper planning and continuity of guidance.

The Internship Supervisor shall monitor the student's regularity, engagement, and performance at the workplace, in coordination with the host organization. They shall maintain communication with the industry or organizational mentor to ensure that the internship objectives are achieved in alignment with academic requirements. At the completion of the internship, the Internship Supervisor shall verify the fulfilment of required hours/days of engagement and facilitate the issuance of a Completion Certificate from the host organization.

Further, every internship shall culminate in the submission of a structured **Project Report/Internship Report**, reflecting the learning outcomes, skills acquired, and work undertaken. The Internship Supervisor shall assess the report and conduct evaluation (including presentation or viva, where applicable) as per institutional norms. Thus, the Internship Supervisor plays a crucial role

in ensuring academic integrity, quality assurance, and meaningful experiential learning under the FYUGP internship component.

C) internship Mentor

A Mentor is an empanelled professional or subject expert identified either by the Higher Education Institution (HEI) or by the student through academic or professional networks, with the concurrence of the internship supervisor. The mentor provides professional and/or research guidance to the student throughout the internship period and facilitates interaction with other experts to enrich the learning experience.

The mentor shall provide guidance either physically or digitally during the internship duration, monitor the student's progress on a fortnightly basis, validate performance, and, upon successful completion, issue a certificate/report for submission to the HEI. The mentor must ensure that the student develops relevant competencies with appropriate research orientation during the internship.

If required, HEIs may empanel a group of mentors under each internship supervisor to ensure effective guidance and domain-specific support. Institutions may also integrate internship mentoring responsibilities into the assigned duties of faculty members as part of their academic responsibilities.

d) Choice of Industry Mentor

Students may choose an Industry Mentor from Higher Education Institutions (HEIs), research organizations, industrial R&D laboratories, universities, institutions of national repute, industries, professional experts, NGOs, local government bodies, or reputed experts from outside India.

Internship opportunities and mentors may be identified through internship portals developed at the HEI or University level. Students may also utilize the Kerala Internship Portal managed by Keltron, as well as portals maintained by empanelled skilling agencies such as ICT Academy and ASAP Kerala. In addition, other recognized internship platforms such as Internshala and professional networking platforms like LinkedIn may also be used to explore opportunities.

All such selections shall be subject to approval by the concerned HEI to ensure relevance, credibility, academic alignment, and quality assurance.

4.12 Internship Allocation Mechanism

Higher Education Institutions (HEIs) shall develop a structured roadmap to ensure the smooth implementation of the internship programme under the FYUGP/Internship Cell. This mechanism shall clearly define the roles and responsibilities of the Internship Cell, Nodal Officer, Internship Supervisors, Mentors, students (interns), and recognised internship portals. The HEI shall also maintain an approved list of Internship Providing Organisations (IPOs) and thematic project areas. Internships may be undertaken based on mutually agreed terms and conditions between the HEI and the host organisation. The overall objective of the internship shall be to orient students towards a profession, enable them to understand and deconstruct job roles, and enhance job-readiness and research aptitude.

4.13 Process for Assigning/Selecting Interns:

1. **Application:** Students may apply for internships independently or through the guidance of a mentor/supervisor by registering on recognised internship portals approved by the HEI. For research internships, the HEI shall ensure that students have undergone appropriate research orientation or research ability enhancement courses as part of the curriculum.

2. **Selection by Host Organisation:** Interns shall be selected by the host organisation based on its prescribed selection criteria. The host organisation may communicate selection, confirmation, or further requirements through the portal or official communication channels.

3. **Alternative Provision:** If a student is unable to secure a physical internship, provisions for digital/online or group internships may be considered, subject to approval by the HEI.

4. **Approval and Joining:** Upon receiving the internship offer, the student must obtain formal permission from the parent HEI before joining the host organisation as per the agreed schedule.

5. **Supervision and Monitoring:** The student may undertake the internship at the supervisor's laboratory, workplace, or designated unit of the host organisation. During the internship period, the parent HEI—through the Internship Supervisor and Mentor—shall monitor progress based on periodic reports and feedback.

6. **Completion and Reporting:** On completion of the internship, the student shall submit a detailed internship report duly endorsed by the Mentor and/or Host Supervisor. The HEI shall evaluate the report, verify completion of prescribed hours, and award credits as per norms.

4.14 Internship Evaluation and Grading Mechanism

The internship shall be primarily evaluated internally by the Mentor and/or Internship Supervisor, and maximum weightage shall be assigned to this continuous performance assessment, as it reflects the student's actual engagement, competency development, research orientation, professionalism, and quality of output during the internship period. The performance of the intern may be assessed qualitatively and graded under categories such as Excellent, Very Good, Good, Average, and Satisfactory, based on the detailed evaluation report duly endorsed by the Mentor or Supervisor. The assessment shall consider factors such as punctuality, commitment, quality of work, skill acquisition, originality, initiative, teamwork, research contribution, and successful completion of the prescribed hours.

A maximum of 80% weightage shall be given to the performance evaluation submitted by the Mentor/Supervisor. The remaining 20% weightage may be assigned based on a final viva-voce or seminar presentation conducted at the departmental level, if the institution so decides. For the purpose of standardization within a conventional marking system, qualitative grades may be converted into equivalent marks; for example, Excellent may correspond to 90% and above, Very Good to 75–89%, Good to 60–74%, Average to 50–59%, and Satisfactory to 40–49%. The final grade shall be awarded based on the combined assessment of internship performance and viva-voce evaluation, thereby ensuring that primary importance is given to actual internship work while maintaining academic validation through institutional review.

5.0 Research Internship

A Research Internship may be undertaken in any recognized research centre, university department, national laboratory, industry R&D unit, or within the parent college itself under the supervision of a qualified Research Guide. Faculties with a Ph.D., Post-Doctoral Fellows, or recognized research supervisors may act as Internship Supervisors, while Ph.D. scholars may serve as Mentors to provide day-to-day academic guidance and research support. Post-Doctoral Fellows may also function as Internship Supervisors, subject to institutional approval.

The research internship shall be structured, time-bound, and outcome-oriented, with clearly defined objectives and deliverables. Activities may include literature review, problem identification, formulation of research questions, data collection (field/lab/archival), survey design, experimentation, data analysis, report writing, policy analysis, prototype development, documentation, or preparation of research papers/posters.

In Social Sciences and Humanities, research internships may involve field surveys, community studies, archival research, policy evaluation, ethnographic documentation, qualitative interviews, content analysis, translation work, case study preparation, cultural documentation, or socio-economic impact studies. In Sciences and Technology disciplines, internships may focus on laboratory experiments, computational modelling, software development, simulation studies, instrumentation handling, product testing, or innovation-driven projects.

The primary objective of a research internship is to inculcate research aptitude, critical thinking, analytical ability, ethical practices, and academic writing skills among undergraduate students, thereby preparing them for higher studies, research careers, and knowledge-based professions.

5.1 Research Internship: Nature, Scope and Expectations

Research aptitude refers to the ability to engage in systematic inquiry, investigation, analysis, and interpretation using scientific and objective methods to uncover facts and present informed viewpoints in an organized manner. A Research Internship is designed to nurture this aptitude by providing hands-on training in research tools, techniques,

methodologies, equipment handling, policy frameworks, and other essential components required for quality research.

Research internship experience may be gained by working with faculty members, scientists, research professionals, or mentors in Higher Education Institutions (HEIs), research centres, universities, industrial R&D laboratories, nationally and internationally reputed organizations, as well as with farmers, entrepreneurs, and recognized local experts, subject to institutional approval. The internship shall be structured, supervised, and outcome-oriented.

Through research internships, students are expected to develop competencies such as:

- Ideation and conceptualization of research questions or problems

- Critical review of literature and identification of research gaps

- Learning and application of new tools, techniques, and equipment

- Designing experiments or research frameworks

- Data collection, fieldwork, surveys, or laboratory experimentation

- Simulations, modelling, and analytical interpretation

- Preparation of research reports, posters, or presentations

- Ethical research practices and academic integrity

Research internships may span across Sciences, Social Sciences, Humanities, Commerce, Management, and interdisciplinary areas. Activities may include laboratory research, computational studies, policy analysis, archival research, ethnographic studies, socio-economic surveys, case study development, translation and documentation work, innovation projects, or prototype development.

The overall expectation of a research internship is to cultivate analytical thinking, problem-solving ability, academic writing skills, innovation, and research orientation, thereby preparing students for higher studies, competitive examinations, research careers, entrepreneurship, and knowledge-based professions.

6.0 Major Internship in 8th Semester – Honours and Honours with Research

Under the Four-Year Undergraduate Programme (FYUGP), students enrolled in the 4-Year UG Degree (Honours with Research) shall undertake a major research internship of one semester duration during the 8th semester, carrying 12 credits. Similarly, students in the 4-Year UG Degree (Honours) stream may undertake a major employability-oriented internship of one semester duration in the 8th semester.

The same institutional guidelines, supervision mechanisms, monitoring processes, and evaluation framework prescribed for internships shall be followed for this major internship component. However, considering the enhanced academic rigor and credit weightage (12 credits), the duration, depth, and expected outcomes shall be proportionately higher and clearly structured by the HEI.

For Honours with Research, the 8th semester shall include:

- Courses on Research Methodology, Research Tools and Techniques, Research Ability Enhancement, and Policy Framework, as prescribed by the curriculum; and

- A Dissertation/Thesis based on original research work carried out under the supervision of a recognized Research Guide.

The research internship at this stage shall involve advanced activities such as formulation of research problems, literature review, research design, data collection and analysis, experimentation/fieldwork/simulation (as applicable), interpretation of results, and preparation of a dissertation or thesis following academic standards.

For Honours (without Research), the 8th semester major internship shall focus on employability, professional skill enhancement, industry exposure, project-based training, innovation, entrepreneurship, or applied domain-specific engagement, with clearly defined outcomes aligned to job-readiness.

The 12-credit weightage shall determine the minimum duration, workload, and performance expectations as per university norms. The internship shall culminate in

submission of a dissertation/project report and a comprehensive viva-voce evaluation conducted by a duly constituted expert committee.

This structured major internship ensures deeper academic engagement, research competence (for Honours with Research), and enhanced professional preparedness (for Honours), thereby aligning the programme with national academic standards and global best practices.

7.0 Tentative Internship Sectors for Employability

1. Trade & Agriculture Sector
- Agri-business firms
- Organic farming enterprises
- Agri-tech startups
- Export–import companies
- Food processing units
- Commodity trading companies

2. Economy, Banking, Financial Services & Insurance (BFSI)
- Commercial banks
- Cooperative banks
- NBFCs
- Insurance companies
- Microfinance institutions
- Fintech startups
- Stock broking firms

3. Logistics, Automotive & Capital Goods
- Supply chain & logistics companies
- Warehousing and cold storage units
- Automobile manufacturing firms
- EV companies
- Capital equipment industries
- Shipping & freight companies

4. Fast Moving Consumer Goods (FMCG) & Retail
- FMCG manufacturing companies

- Supermarket chains
- E-commerce platforms
- Distribution agencies
- Retail marketing firms

5. Information Technology / IT Enabled Services & Electronics

- Software development companies
- IT consulting firms
- BPO/KPO companies
- Electronics manufacturing units
- Cybersecurity firms
- Data analytics companies

6. Handcraft, Art, Design & Music

- Handicraft clusters
- Design studios
- Fashion houses
- Cultural organizations
- Music production studios
- Creative media firms

7. Healthcare & Life Sciences

- Hospitals (public/private)
- Diagnostic laboratories
- Pharmaceutical companies
- Biotech firms
- Public health organizations
- Clinical research organizations

8. Sports, Wellness & Physical Education

- Sports academies
- Fitness centres
- Yoga institutes
- Sports management firms
- Rehabilitation centres

9. Tourism & Hospitality

- Hotels & resorts
- Travel agencies
- Tour operators

- Event management firms
- Eco-tourism projects

10. Digitisation & Emerging Technologies

- AI/ML startups
- IoT companies
- AR/VR development firms
- Robotics firms
- Blockchain companies
- Smart city projects

11. Humanitarian, Public Policy & Legal Services

- NGOs
- Think tanks
- Legal firms
- Government departments/PSUs
- Policy research organizations
- Human rights organizations

12. Communication

- Media houses
- Digital marketing agencies
- Public relations firms
- Advertising agencies
- Content development companies

13. Education

- Schools
- Colleges & Universities
- EdTech companies
- Skill development centers
- Curriculum development agencies

14. Sustainable Development

- CSR foundations
- Renewable energy firms
- Social enterprises
- Rural development projects
- Sustainable urban planning agencies

15. Environment

- Environmental consultancies
- Pollution control boards
- Waste management companies
- Climate research centers
- Biodiversity conservation projects

16. Commerce & Medium and Small-Scale Industries (MSMEs)

- Small manufacturing units
- Startups
- Local enterprises
- Industrial clusters
- Entrepreneurship development centers

GOVERNMENTOFKERALA

No.:HEDN-B3/151/2025-HEDN
Higher Education (B) Department
Thiruvananthapuram,
Dated: 13-12-2025

CIRCULAR

Sub: Higher Education-Four-Year Under-Graduate Programmes- Facilitating internship opportunities for students - Reg.

The Four-Year Undergraduate Programme (FYUGP) recently implemented in the State emphasizes experiential learning and the acquisition of practical skills. To achieve these objectives, it is essential to create a strong ecosystem of internship opportunities across all sectors. In this regard, the Kerala State Higher Education Council (KSHEC), in collaboration with Keltron, has initiated **'Project Internship Kerala 01'**.

2. This project envisages three types of internships for students:

   i. Free Internships – enabling exposure to real-world systems without financial implications.

   ii. Paid Internships - structured engagements that recognize student contributions.

   iii. Internships with Stipend - ensuring equitable access and sustained participation.

3. For the effective implementation and success of this initiative, the **enrollment of all State Public Sector Undertakings (PSUs)** is essential. The active involvement of PSUs and Government Departments will provide the necessary scale and relevance to this project, while also ensuring that students gain experience aligned with the State's developmental priorities. It is further envisaged that overtime these internships evolve into placement opportunities for students graduating under the FYUGP framework, thereby strengthening employability and professional readiness.

4. In view of the above, all Departments (including Finance and Law) are requested to take necessary steps to :
   - Identify areas and projects where student interns can be effectively engaged.
   - Provide internships lots in alignment with Departmental functions and responsibilities.
   - Nominate Nodal Officers to coordinate with Universities and Colleges.
   - Submit periodic reports on the engagement of interns to facilitate monitoring and policy improvement.

DRSHARMILAMARYJOSEPH
PRINCIPALSECRETARY

To:
All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries
All Departments (including Finance and Law) in Government Secretariat.
I&PR (Web & New Media) Department
www.highereducation.kerala.gov.in
Stock file/ Office copy (HEDN-B3/151/2025-HEDN)

Forwarded/By order,

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Section Officer.

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