

OFFICE OF THE PRINCIPAL
FAKIR MOHAN AUTONOMOUS COLLEGE, BALESHWAR

No: 4097

NOTICE

Date: 11.09.2026

With reference to the DHE, Odisha, Bhubaneswar Letter No-20820 dated 20/04/2026 and FMU Letter No-1392 dated-20.03.2026 issued for the implementation of the Students' Internship and Community Engagement Programme, it is hereby informed to all UG 2nd Year, 4th Semester students that they are required to submit their final internship project report/work record book in their respective departments from 17/09/2026 to 19/09/2026.

The Viva-Voce Test of the Internship Programme will be conducted on 22/09/2026 in each department by the respective HODs and Mentors during normal working hours.

Due to the increased strength of students in the Department of Commerce, the Viva-Voce Test for the Commerce Department will be conducted from 22/09/2026 to 24/09/2026.

The evaluation shall be based on continuous assessment, with emphasis on the quality of students' engagement and learning outcomes.

For any clarification or assistance, the guidelines issued by the FMU, Baleshwar, Odisha in this regard may be referred to. A copy of the said guideline is enclosed herewith for reference.


Principal, 11.9.26
F.M Auto College, Baleshwar

Memo No: 4098 Date: 11.09.2026

Copy to All notice boards/ Controller Of Exam, Exam Section/ Nodal Officer, Internship/ Academic Bursar/ Administrative Bursar/HODs & Co-ordinators of all Departments/SCR/ WhatsApp Group/College Website Notice/Internship/ Office file for information.


Principal, 11.9.26
F.M Auto College, Baleshwar



FAKIR MOHAN UNIVERSITY

VYASA VIHAR, NUAPADHI, BALASORE – 89

No. Exam-I-C/20/2026/1392/FMU

Date: 20.03.2026

From

**The Controller of Examinations
Fakir Mohan University, Balasore**

To

**The Principals,
All +3 Degree Colleges under
F. M. University, Vyasa Vihar, Balasore**

Subject: Regarding Internship Programme in UG 4th Semester (NEP-2020)

Madam/Sir,

In compliance with the direction of the Higher Education Department, Government of Odisha vide letter No 6896/HE date 07.02.2026 and in alignment with the recommendations of the University Grants Commission under the National Education Policy 2020, the following comprehensive guidelines are hereby notified for strict implementation by the University and all its affiliated colleges/institutions including Autonomous Colleges.

1. Mandatory Nature

- 1.1 Internship / Community Engagement / Field Work shall be mandatory for all undergraduate students during the 4th Semester.
- 1.2 The programme shall carry 04 (Four) Academic Credits equivalent to 120 Hours of engagement.
- 1.3 No student shall be eligible for award of the credits without fulfilling the prescribed requirements.

2. Scope and Nature of Activities

- 2.1 Community Engagement activities shall not be confined exclusively to NSS units.
- 2.2 Higher Education Institutions (HEIs) shall provide multiple avenues such as:
 - Community service projects
 - Field-based assignments
 - Internships in Government/Public/Private sectors
 - Industry engagement
 - Non-Government Organisations (NGOs) participation
 - Micro, Small and Medium Enterprises (MSMEs) involvement
 - Social development initiatives
- 2.3 Where no alternative arrangement is available, students may undertake community engagement through the NSS / NCC / Youth Red Cross unit for credit earning.

3. Students Not Enrolled Under NSS / NCC / YRC

- 3.1 Students not enrolled under NSS/NCC/YRC may arrange internships/field work in:
 - NGOs
 - Private sector organizations

- Government/Public Sector Institutions
 - Industries
 - MSMEs
- 3.2 Such engagement shall require prior approval of the concerned HEI.

4. Online / Digital Internship

- 4.1 Internship may be undertaken in Online or Hybrid Mode through recognized Government of India platforms or other approved agencies.
- 4.2 Online internships must fulfill the prescribed 120-hour requirement and obtain institutional approval.

5. Place of Internship

Internship / Community Engagement may be undertaken anywhere in India, subject to:

- Prior institutional approval
- Fulfilment of credit norms
- Submission of required documentation

6. Documentation, Report & Evaluation for Award of Academic Credits

- 6.1 Student to submit a detailed Engagement Report to the institution
- 6.2 Student to appear for presentation before a competent authority constituted by the institution.
- 6.3 For internships undertaken outside HEIs, the following documents shall be submitted:
- Completion Certificate
 - Work Report
 - Attendance Record (where applicable)
 - Feedback/Evaluation from the Host Organization

7. Credit Award and Financial Liability

- 7.1 Colleges shall facilitate non-financial internship opportunities for students.
- 7.2 Students shall bear expenses, if any, unless otherwise supported by sponsoring agencies.
- 7.3 Four (04) Academic Credits shall be awarded only upon
- Successful completion of prescribed duration
 - Submission of report
 - Successful presentation/viva
 - Approval by the competent authority
- 7.4 Credits shall be duly reflected in the student's Academic Record / Mark Sheet / Transcript as per prescribed norms.

8. Institutional Responsibility

8.A. All HEIs shall constitute an Internship Monitoring Committee (IMC) comprising:

- Principal / Head (Chairperson)
- Internship Coordinator
- Subject Expert
- NSS Programme Officer (if applicable)

8.B. All HEIs shall appoint a Faculty Supervisor for every group of 20–25 students.

8.C. Procedure for Implementation

Step 1: Approval Process

- Student submits Internship Proposal Form.
- Approval by Internship Monitoring Committee.

Step 2: Engagement

- Student completes 120 hours.
- Maintains Daily Log Book.

Step 3: Documentation

- Student to obtain Completion Certificate.
- Collect feedback from Host Organization (where applicable).

Step 4: Submission

- Student to Submit Final Report.
- Appear for Presentation/Viva-voce.

8.D. Attendance Requirement

- Minimum 90% of prescribed hours mandatory.
- Shortfall requires compensatory work with approval.

8.E. Monitoring & Documentation

Institution shall maintain:

- Student Allotment Register and Attendance Record
- Copy of Completion Certificates
- Evaluation Records
- Viva Proceedings

9. Evaluation Criteria & Marks Distribution

Total Marks: **100 Marks** (Equivalent to 04 Academic Credits)

Component	Marks	Evaluation Authority
A. Attendance & Completion of 120 Hours	20	Faculty Supervisor
B. Performance at Workplace / Field	20	Host Organization / Supervisor
C. Internship Report (Content & Quality)	30	Evaluation Committee
D. Presentation & Viva-Voce	20	Evaluation Committee
E. Log Book & Documentation	10	Faculty Supervisor
Total	100	

Detailed Assessment Process**A. Attendance (20 Marks)**

- 100% Completion – 20
- 95–99% – 18
- 90–94% – 15
- Below 90% – Not Eligible

B. Workplace Performance (20 Marks)

- Excellent Initiative & Skill – 16–20
- Good – 11–15
- Satisfactory – 6–10
- Poor – 0–5

(Based on Host Feedback)

C. Report Evaluation (30 Marks)

Criteria	Marks
Introduction & Objectives	5
Description of Organization/Area	5
Work Undertaken	8
Learning Outcomes	5
Analysis & Reflection	5
Presentation & Formatting	2

D. Presentation & Viva (20 Marks)

Criteria	Marks
Subject Knowledge	8
Clarity of Communication	5
Practical Understanding	5
Response to Questions	2

E. Log Book (10 Marks)

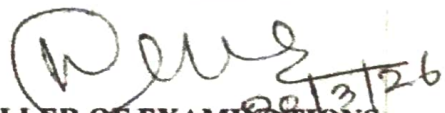
- Properly maintained with signatures 8-10
- Partially maintained 4-7
- Poor documentation 0-3

The framework is designed to facilitate the acquisition of substantive real-world exposure for students by engaging them in a spectrum of multidisciplinary opportunities across varied sectors. Any alternative internship programme may be instituted, subject to the prior sanction and approval of the competent University authorities.

Enclosure:

Format for Internship Programme

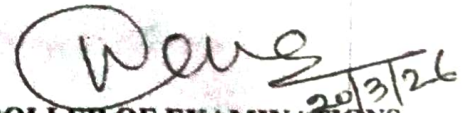
By the order of Vice Chancellor


CONTROLLER OF EXAMINATIONS

Memo No. 1393 /FMU

Dt. 20-03-2026

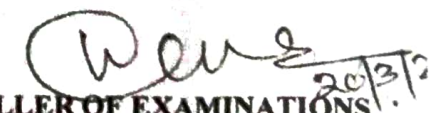
Copy forwarded to PA to Vice-Chancellor / Steno to Registrar / Comptroller of Finance / Chairman, P.G. Council / Director, CDC, Fakir Mohan University / Notice Board / Guard File for information.


CONTROLLER OF EXAMINATIONS

Memo No. 1394 /FMU

Dt. 20-03-2026

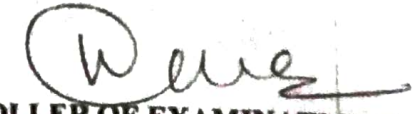
Copy forwarded to the Special Secretary to Gov. Department of Higher Education for information / Vice Chairman, OSHEC, Bhubaneswar for information.


CONTROLLER OF EXAMINATIONS

Memo No. 1395 /FMU

Dt. 20-03-2026

Copy forwarded to M/S IVY Baron, Bhubaneswar for information and necessary action.


CONTROLLER OF EXAMINATIONS

EVALUATION SHEET

University Name

Internship / Community Engagement Evaluation Sheet

4th Semester UG

Student Name:

Roll No.:

Programme:

Name of Organization:

Duration:

1. Attendance

(Out of 20): _____

2. Workplace Performance

(Out of 20): _____

3. Report Evaluation

(Out of 30): _____

4. Presentation/Viva

(Out of 20): _____

5. Log Book

(Out of 10): _____

Total Marks: _____ / 100

Grade: _____

Name of Examiner 1: _____

Signature:

Name of Examiner 2: _____

Signature:

Faculty Supervisor: _____

Signature:

Date: _____