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(Accredited with Grade 'A' by NAAC)

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No. 1372 /Acd. -I

Dated: 16.02.2026

Notification

It is hereby notified for the information of all concerned that the Vice-Chancellor, in exercise of his of his power vested under sub section 15 of section 6 of the Odisha Universities Act. 1989, has been pleased to approve the recommendations of the **Multi-Disciplinary Board of Studies** for the implementation of the guidelines for **Internship/Community Engagement/Field Work** carrying **4 credits** with **120 hours** for **Undergraduate Three/Four-Year Degree Course** based on **NEP-2020**, effective for the academic session 2024-25.

Controller of Examinations

Date: 16.03.2026

Memo No. 1373 **/Acd. -I**

Copy forwarded for information and necessary actions to: -

The Joint Secretary to Govt. Dept. of Higher Education, Bhubaneswar.

Controller of Examinations

Date: 16.03.2026

Memo No. 1374 **/Acd. -I**

Copy forwarded for information and necessary actions to: -

1. The Chairman, P.G. Council, Sambalpur University.
2. The Joint Secretary, Dept. of Higher Education, Govt. of Odisha, Bhubaneswar.
3. The Secretary to Vice-Chancellor, Sambalpur University.
4. The members of the Multi-Disciplinary Board of Studies, Sambalpur University.
5. All Heads of the P.G. Departments/Nodal Centers/ Principal, all affiliated colleges under Sambalpur University.
6. The P.A to the Registrar/Controller of Examinations, Sambalpur University.
7. The Asst. Registrar (Exam) Asst. COE (P), Sambalpur University.
8. The Director, College Development Council, Section, Sambalpur University.
9. The Director, e-Governance with request to upload in the University Website.
10. The Programmer, Computer Centre, Section, Sambalpur University.
11. The Section Officers all E.G/E.C. (General & Professional), Section, Sambalpur University.

Controller of Examinations

GUIDELINE FOR COMMUNITY ENGAGEMENT AND SERVICES/FIELD WORK/ INTERNSHIP

UG PROGRAMME OF THREE /FOUR YEAR DEGREE COURSE BASED ON NEP-2020

EFFECTIVE FROM SESSION 2024-25

SAMBALPUR UNIVERSITY

JYOTI-VIHAR, BURLA, SAMBALPUR, ODISHA-768019

INTRODUCTION

Higher Education plays an extremely important role in promoting human as well as societal well-being and in developing India as envisioned in its Constitution- a democratic, just, socially-conscious, cultured, and humane nation upholding liberty, equality, fraternity, and justice for all. Higher education significantly contributes towards sustainable livelihoods and economic development of the nation.

The curriculum component of "Community Engagement and Services/ Field work/ Internship" is specifically incorporated as an integral part of NEP-2020 curriculum to acquaint the students about the issues and challenges of local and extended community so that the theoretical learning can be supported by actual life experiences. The course aims to help students to connect with and interact with heterogeneous communities to identify the issues they face and suggest solutions to community-level problems. The approach is important for broadening opportunities, advancing environmental sustainability, nation-building, and a self-sustaining society.

OBJECTIVES

The objectives of the course are

1. Align classroom learning with awareness about societal issues.
2. Provide students an exposure to societal issues and align their experiences with contemporary problems/ concerns
3. Integrating theoretical and practical aspects to create blended learning experience under the guidance of their faculty.
4. Enhance research skills including knowledge discovery, analytical tools, methodologies and ethical conduct.
5. Facilitate problem-solving, decision-making, teamwork, and collaboration.
6. Foster ability to work in teams, develop social awareness and nurturing of human values in students.
7. Create collaboration between Higher Education Institutes (HEIs), social organization, Government and non-government institutes for impactful Community Engagement Projects.

A student has to be engaged in Community Engagement at least for 120 hours or internship for 120 hours or Field Work related to major during the summer vacation and earned 4 credits. The college will award the grade as per regulation.

LEARNING OUTCOMES

After the completion of the course, the student will be able to:

1. Tackle/ Understand the societal issues more efficiently and effectively.
2. Apply concepts learned in classrooms to real-world socio-economic conditions enhancing their understanding and skills.
3. Show insights into the challenges, opportunities and culture of socioeconomic diversity, preparing them for future roles as responsible citizens.
4. Demonstrate evidence of research aptitude and skills of critical thinking, analytical skills, and ethical research conduct in field work.
5. Display problem-solving abilities in making informed decisions in complex scenarios through practical situations.
6. Work in teams and collaborate to achieve common goals in the work field environments through collaborative efforts.
7. Show integrity in their dealings with their work and the people that they interact with by upholding professional; principles and ethical standards.

GENERAL GUIDELINES

1. Community Engagement and Services/ Field work/ Internship programme is **mandatory** for all students of 4th Semester undergraduate Programmes of NEP-2020 (Students admitted in the session 2024-25 onwards) under affiliated colleges of Sambalpur University.
2. Internship/ Community Engagement / Field Work carrying 4 CH which shall be completed in **120h**.
3. Students have to opt any one programme from the following: -

   A. Internship: A course requiring students to participate in a professional activity or work experience or cooperative education activity with an entity external to the education institution, normally under the supervision of an expert of the given external entity. A key aspect of the internship is induction into actual work situations**.**

   - Internships may be undertaken anywhere in India, subject to institutional approval and compliance with credit requirements.

- Internships involve working with local industry, government or private organizations, business organizations, artists, crafts persons, NGOS, Private Sector organizations, Government / Public Sector institutions, Industries, MSMEs (Online or Offline) and similar entities to provide opportunities for students to actively engage in on-site experiential learning.
- **Online / Digital Internship Opportunities**: Internship may also be undertaken in online or hybrid mode through recognized Government of India platforms, subject to institutional approval and fulfilment of credit requirements.
- Students may undertake internships or field work through their own arrangement, subject to prior approval of the concerned HEI.

B. Community Engagement and Services/ Field work: Community Engagement activities shall be conducted through NSS. Students not enrolled under NSS may undertake community engagement projects / field work for 120h duration under the supervision of faculty members.

4. After completion of Internship students will collect an internship completion certificate from the organization /competent authority.
5. **Submission of Report and Evaluation**: Students opted for Internship/ Community engagement projects/ Field work are required to submit a report to the Institution for evaluation. Supporting documents like feedback from the host organisation, geotagged photos and other relevant documents should be submitted with the report.

OPERATIONAL GUIDELINES FOR AFFILIATED COLLEGES

To facilitate effective implementation of community engagement and services/ field work/internship in 4th semester Undergraduate programmes of NEP-2020 Students (Admission Session 2024-25 onwards) in the Colleges, the following guidelines are required to be followed:

1. The HEIs are required to counsel each student through the "COURSE COUNSELLING CELL" or a Committee. **A preparatory / Orientation session** should be conducted by each Department to explain the objective, procedure, Code of conduct and learning outcome of the study.

2. Students opting Internship programme will obtain consent from the host organisation and permission from the Head of the Institute to attend the Internship programme.

3. The HODs/Principal are required to allocate guide /supervisor (Faculty)to all the students opted for Community engagement and services/ Field work. In case, the number of in- house guides are not adequate then students can be allotted to competent external experts.

4. The role of Guide/ Supervisor is to continuously monitor the students progress and extend guidance. Throughout the study period, the student will maintain activity reports and get it validated by the supervisor. Upon completion of the program, students must submit a completion certificate duly signed by the faculty supervisor.
5. All the students after completion of Internship/ Community engagement and services/ field work will submit a Project report to the HEI duly signed by supervisor.
6. An **external examiner** will examine the report and conduct presentation and viva voce in presence of HOD, Supervisor and a senior faculty from other Department nominated by Principal.
7. **Scheme of Evaluation**: Project Report- 70 marks, Viva voce- 30 marks
8. The mark obtained by the students will be uploaded in the university portal.
9. Project Report and relevant documents will be submitted in the College.

INDICATIVE LIST AREAS FOR COMMUNITY ENGAGEMENT AND SERVICES/FIELD WORK/INTERNSHIP

Indicative (yet non-restrictive) areas for above study can be:

1. **Social work:** NSS/ Gram Panchayat/ Post Office/ Rural Banking/NGO etc.
2. **Industries:** PC Culture (Fishery), Water Treatment Plant, Private Hospital, Pathology Laboratories, Agriculture & Farming, Dairy Industries, Automobiles, Transport, Hotel Industries, Museum etc.
3. **Art and Craft: Handicrafts** (Terracotta & Pottery, Applique, Wooden crafts, Bamboo crafts, Batik Print) **Textile & Handlooms** (Cotton, Khadi, Sambalpuri Saree, Bomkei, Kotpad)
4. **Government and Private Institutions:** Universities/ Auto Colleges/ITI/Poly Technics/Local Industry/ Regd. Private Hospital/ Regd. Diagnostic centers/Mental health centers etc.
5. **Business Organisation:** CA farm/Income Tax/ Sale tax/Finance/ SHG.

Recommended field-based activities (Tentative):

1. Participate in Gram Sabha meetings, and study community participation;
2. Visit to Swachh Bharat Mission project sites, conduct analysis and initiate problem-solving measures;
3. Interaction with Self Help Groups (SHGs) women members, and study their functions and challenges; planning for their skill-building and livelihood activities;

4. Visit Mahatma Gandhi National. Rural Employment Guarantee Act 2005 (MGNREGS) project sites, interact with beneficiaries and interview functionaries at the work site;
5. Surveys on Mission Antyodaya to support under Gram Panchayat Development Plan
6. Visit Rural Schools/mid-day meal centers, study academic and infrastructural resources, digital divide and gaps.
7. Associate with Social audit exercises at the Gram Panchayat level, and interact with programme beneficiaries;
8. Visit to local Nagarpalika office and review schemes for urban informal workers and migrants;
9. Attend Parent Teacher Association meetings, and interview school drop outs.
10. Visit local Anganwadi and observe the services being provided.
11. Visit local NGOs, civil society organizations and interact with their staff and beneficiaries;
12. Organize awareness programmes, health camps, Disability camps and cleanliness camps;
13. Conduct soil health test, drinking water analysis, energy use and fuel efficiency surveys and building solar powered village;
14. Understanding of people's impacts of climate change, building up community's disaster preparedness;
15. Organize orientation programmes for farmers regarding organic cultivation, rational use of irrigation and fertilizers, promotion of traditional species of crops and plants and awareness against stubble burning;
16. Identifying the small business ideas (handloom, handicraft, khadi, food products, etc.) for rural areas to make the people self-reliant.
17. Financial Literacy Awareness Programme
18. Digital Literacy Awareness Programme
19. Education Loan Awareness Programme
20. Entrepreneurship Awareness Programme
21. Awareness Programmes on Government Schemes
22. Products Market Awareness
23. Services Market Awareness
24. Consumer Awareness Programme
25. Accounting Awareness Programme for Farmers etc.

FORMAT FOR INTRNSHIP REPORT/COMMUNITY ENGAGEMENT SERVICES PROJECT REPORT

All projects should be typed on ***A4 sheets, Font Size 12, Times New Roman, one and a half spacing on executive bond paper.*** The project report shall have appropriate chapter scheme and report should be arranged in the following order **Title Page**

- Title of the Report (Font size 14)
- Name of the Student
- Roll number/Seat number
- Program Title
- Name of the Mentor
- Month of Submission
- Name of the Institute

Certificate by the host Institute / Certificate by Mentor

Student's Declaration

Acknowledgement Abstract

A brief summary of the community interactions, key observations, and main conclusions (200-300 words)

Table of contents

- Include headings and subheadings with page numbers.

List of Figures and Tables

- List all figures and tables included in the report with corresponding page numbers. **Chapter 1: Introduction**
- Purpose of the visit: Outline the objectives and expected outcome of the community interactions.
- Background Information: Provide context about the community interactions and its significance.
- Scope of the Report: Define the boundaries of what the report will cover.

Chapter 2: Literature Review

- Review relevant literature on the site(s) visited, focusing on previous studies, historical accounts, and critical analyses of the literary significance.

Chapter 3: Methodology

- Describe the approach and tools used for data collection during the visit (e.g., observational methods, interviews, archival research).
- Discuss the rationale behind the chosen methods.

Chapter 4: Description of the community interactions, Observations and Analysis

- Provide detailed descriptions of community interactions and engagements carried out.
- Include observations related to fieldwork: work's-relevance to topic selected. Use photographs, diagrams, and sketches, etc. to support the descriptions.
- Analyze the data collected in relation to the study objectives. **Chapter 5: Conclusion and Recommendations**
- Discuss how the findings from the visits contribute to the understanding of subject area.
- Summarize the key findings and their significance.
- Offer recommendations based on the research findings for further study or preservation efforts.

References

- List all sources cited in the report in a consistent format.

Appendices

- Include additional data, interview transcripts, notes, or documents that are relevant to the report but not integral to its main text.

CERTIFICATE OF MENTOR

I hereby certify that Mr./Ms. _____, Student of _____Institute/college studying in _____ program has completed Community Engagement and Services Report titled _____ in the area of _____specialization for the academic year 2025-2026. To the best of my knowledge the work of the student is original and the information included in the project is correct. Internal Guide Head of the Department Principal

DECLARATION BY STUDENT

I, Mr./Ms. _____ Student of _____Institute/college studying in _____program, hereby declare that I have completed the Community Engagement Project titled _____ during the academic year 20252026.

The report is original and the information/data included in the report is true emerging from the primary and/ secondary data gathered and analyzed as part of this Community Engagement project.

Due credit is extended on the work of Literature/Secondary Survey by endorsing it in the Bibliography as per prescribed format.

Signature of the Student with date