



COTTONUNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

Panbazar, Guwahati, Assam-781001

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No: CU/Acad/NEP-2020-FYUGP/2023/213 /99

Date: 19/02/2026

NOTIFICATION

(Policy Guidelines for FYUGP students from other Institutions applying for Internship at Cotton University)

As per resolution/discussion taken place in HoD Meeting held on 4th Dec, 2025, the University needs to frame a Policy Document for students from other institutions applying for Internship at Cotton University.

Accordingly, a draft policy (as compiled by the committee designated for the purpose) was deliberated in a meeting held on 10th Feb, 2026 with respective Deans of Faculties for onward reference in this regard.

The same may be considered as a 'Draft Version' and may invite review taking into consideration of observation if any (as to be experienced with) after its ground execution.

All departments concerned (as applicable) are requested to comply with implementation of the said policy guidelines as enclosed herewith.

This Notification has been issued with approval of Honorable Vice Chancellor and is subject to ex-post fact approval in designated forum (s) in due course of time.


Academic Registrar

Encl :

1. Policy Guidelines-CU

e-Copy to:

1. PS to VC.
2. PS to Registrar.
3. All Deans.
4. All Heads of Departments.
5. Controller of Examination.
6. Director of Students' Welfare.
7. Chairperson-Internship Committee.
8. Sr. Member-Internship Committee.
9. Convener-Internship Committee.
10. Librarian.
11. Office File.



COTTON UNIVERSITY

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Policy Guidelines for Students from other Institutions applying for INTERNSHIP at Cotton University

1. This Policy Guidelines pertain to FYUGPs presently run by the University.
2. Students from other institutions willing to applying for Internships at Cotton University need to approach concerned Head of Department of their interest.
3. The Department holds a prerogative to decide the number of interns to be taken in a particular semester based on its operational feasibility. Taking into consideration of summer break period, mentor teachers may be engaged on rotational basis as per their availability.
4. Evaluation would be done at department level and certificate on successful completion of the internship will be issued by Head of the Department concerned.
5. The minimum contact hours for per Credit Internship Course will be 30 hours as per UGC guidelines and any other modalities regarding the method of evaluation of the internship will be as per guidelines set by the parent organization of the interns.
6. There will be no provision for accommodation, food or travel allowances for the interns during the internship period.
7. Applicable Internship Fees (INR 3,000 per intern) may be charged from the interns, covering various heads like laboratory expenses, field work-related expenses, certificates, use of stationery and other related contingencies.
8. 90% of the funds raised from the internship assignment are to be credited to the Department in advance mode that invites due settlement with required vouchers/bills (as applicable) in due course of time.
9. In-house faculty members are expected to facilitate the smooth implementation of the internship program while simultaneously carrying out their routine duties without any concession therein.
10. The aforesaid policy guidelines may subject to revision (based on demand) time to time.