



পশ্চিমবঙ্গ পশ্চিম বাংলা WEST BENGAL

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## MEMORANDUM OF UNDERSTANDING (MoU)

Between

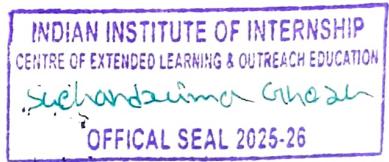
**Indian Institute of Internship-  
Centre of Vocational & Internship Excellence**  
Globsyn Crystals Building Regus 102 Salt Lake City, Kolkata- 700091

And

**Santipur College**

(Affiliated to the University of Kalyani), Santipur, Nadia, W.B, pin 741404

Ajib  
PRINCIPAL  
SANTIPUR COLLEGE  
SANTIPUR, NADIA



18 DEC 2025

350L

18 DEC 2025

21.01.2026

This Memorandum of Understanding (MoU) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20

## BETWEEN

Indian Institute of Internship- Centre of Vocational & Internship Excellence, a registered organization, having its registered office at Globsyn Crystals Building Regus 102 Salt Lake City, Kol-700091, hereinafter referred to as the "Internship Providing Organization (IPO)",

## AND

Santipur College, affiliated to the University of Kalyani, Nadia, West Bengal, having its address at Santipur, Nadia, W.B, pin 741404, hereinafter referred to as the "College."

The IPO and the College are hereinafter collectively referred to as the "Parties" and individually as a "Party."

### **1. Purpose of the MoU**

The purpose of this MoU is to establish academic cooperation between the Parties for providing Undergraduate Internship Programmes to students of Santipur College in accordance with:

- National Education Policy (NEP) 2020, and
- Guidelines for Internship in the Undergraduate Courses issued on 22.12.2025, by the University of Kalyani under the Kalyani University Act, 1981 (as amended).

### **2. Scope and Category of Internship**

2.1 The IPO shall offer internship opportunities to eligible undergraduate students of the College under the following categories, as applicable:

- Category I: Internship for enhancement of employability
- Category II: Internship for development of research aptitude

2.2 The nature, objectives, learning outcomes, and evaluation of the internship shall strictly conform to Sections 03 to 10 of the University of Kalyani Guidelines.

### **3. Duration and Mode of Internship**

3.1 Internship duration shall be:

- 60 hours (before the 4th Semester), or
- 120 hours (after the 4th Semester),

to be completed within a maximum period of four (4) weeks.

3.2 The internship may be conducted in block mode or blended mode, provided the prescribed contact hours are fulfilled.

### **4. University Empanelment**

4.1 The IPO declares that it is empanelled/approved by the University of Kalyani as an Internship Providing Organization in accordance with the University Guidelines.

4.2 Internship completion certificates issued by the IPO shall be considered valid only after countersignature by the Principal / Teacher-in-Charge of Santipur College and subject to compliance with University regulations.

## **5. Roles and Responsibilities of the IPO**

The IPO shall:

5.1 Appoint Nodal Officer(s), Internship Supervisor(s), and Mentor(s) as required under the University Guidelines.

5.2 Provide a structured internship programme with defined learning objectives.

5.3 Ensure a safe, secure, ethical, and non-discriminatory work environment for student interns.

5.4 Comply with:

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Vishaka Guidelines, 1997 (where applicable)

5.5 Monitor attendance, performance, and discipline of interns.

5.6 Validate the Daily Activity Log maintained by interns.

5.7 Issue internship completion certificates on successful completion.

## **6. Roles and Responsibilities of Santipur College**

The College shall:

6.1 Appoint a College Nodal Officer from among its faculty members.

6.2 Monitor academic progress and maintain institutional records.

6.3 Forward reports and records to the University of Kalyani as required.

## **7. Roles and Responsibilities of Santipur College**

The College shall:

7.1 Appoint a College Nodal Officer from among its faculty members.

7.2 Monitor academic progress and maintain institutional records.

7.3 Forward reports and records to the University of Kalyani as required.

## **8. Registration of Students**

8.1 At the commencement of each internship course, the IPO shall submit to the College, a list of students registered for the internship, including student's name, course category, and internship duration.

8.2 Any addition, withdrawal, or discontinuation of students shall be promptly communicated in writing.

## **9. Registration of Students**

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## **10. Registration of Students**

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10.2 Any addition, withdrawal, or discontinuation of students shall be promptly communicated in writing.

## **11. Code of Conduct and Discipline**

11.1 During the internship period, students shall abide by:

- The Code of Conduct of Santipur College, and
- The rules and professional standards of the IPO.

11.2 Any misconduct may result in termination of internship after due intimation to the College.

## **12. Internship Fee and Financial Arrangement**

12.1 The IPO may charge a fee of Rs. 400/- (Rupees Four Hundred only) per student per internship course towards internship facilitation, mentoring, and certification.

12.2 The said fee shall be paid directly by the student to the IPO.

12.3 There shall be no monetary or financial transaction whatsoever between Santipur College and the IPO in this regard.

12.4 The College shall not be responsible for collection, refund, or dispute related to the said fee.

12.5 The IPO may charge a fee of Rs. 400/- (Rupees Four Hundred only) per student per internship course towards internship facilitation, mentoring, and certification.

12.6 The said fee shall be paid directly by the student to the IPO.

12.7 There shall be no monetary or financial transaction whatsoever between Santipur College and the IPO in this regard.

12.8 The College shall not be responsible for collection, refund, or dispute related to the said fee.

## **13. Confidentiality**

13.1 Where required by the nature of work, interns may be asked to sign a Non-Disclosure Agreement (NDA).

13.2 Such confidentiality obligations shall not conflict with academic reporting requirements.

## **14. Certification and Timeline**

14.1 Upon completion of the internship, the IPO shall forward the internship completion certificates to the College within fourteen (14) days of completion of internship.

14.2 The certificates shall be countersigned by the Principal of Santipur College and thereafter distributed to the students.

14.3 In the event of loss or misplacement of an internship completion certificate, the Internship Providing Organization (IPO) shall, upon written request from Santipur College, issue a duplicate certificate to the College for onward processing and distribution, subject to verification of records.

## 15. Liability and Safety

15.1 The IPO shall take reasonable measures to ensure workplace safety during the internship period.

15.2 The College and the University shall not ordinarily be liable for any accident, injury, or loss during internship, except in cases of proven academic negligence.

## 16. Liability and Safety

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16.2 The College and the University shall not ordinarily be liable for any accident, injury, or loss during internship, except in cases of proven academic negligence.

## 17. Validity and Termination

17.1 This MoU shall remain valid for a period of 12 months from the date of signing.

17.2 Either Party may terminate this MoU by giving one month's written notice to the other Party.

17.3 Internships already in progress at the time of termination shall be allowed to be completed.

## 18. Amendments

Any amendment to this MoU shall be made in writing and signed by both Parties with mutual consent and, where required, approval of the University of Kalyani.

## 19. Jurisdiction

This MoU shall be governed by the laws of India, and any dispute shall be subject to the jurisdiction of courts in West Bengal.

### IN WITNESS WHEREOF

The Parties have signed this MoU on the date first written above.

#### For Indian Institute of Internship

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

#### For Santipur College

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: Principal

Seal: \_\_\_\_\_

  
PRINCIPAL  
SANTIPUR COLLEGE  
SANTIPUR, NADIA

INDIAN INSTITUTE OF INTERNSHIP  
CENTRE OF EXTENDED LEARNING & OUTREACH EDUCATION  
  
OFFICIAL SEAL 2025-26