



NAMAL UNIVERSITY MIANWALI

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Item No. 5.6

Notification

The Academic Council (AC), Namal University, Mianwali in its 5th meeting held on March 19, 2025, approved the Internship Policy (enclosed), in accordance with Sub-section (h)(2) of Section 23 of the Namal University, Mianwali Act 2021.

This issues with approval of the competent authority.



Asif Ali
Registrar

Encl: (Total 13 pages including this)

Copy to:

1. All Chairpersons/Heads of Academic Departments
2. Controller of Examinations, NU
3. All Directors, NU
4. Head, Nisar Aziz AgriTech Center
5. ES to Rector
6. Record File

Namal University, Mianwali



Internship Policy

Preface

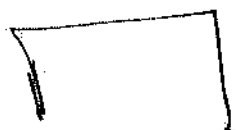
This document contains instructions and information regarding the internship process for all undergraduate programs offered at Namal University Mianwali, including common as well as specific requirements of the departments.

It aims to standardise the internship process for the University, and clarify any ambiguities for students as well as concerned departments regarding the process and responsibilities.



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1. Introduction

The internship is a compulsory component of the curriculum for all undergraduate programs under the Higher Education Commission (HEC)'s undergraduate education policy 2023 (UGEP-23). This policy is designed in accordance with HEC's guidelines for internships under the UGEP-23. It aims to fulfil the academic requirements stipulated by these guidelines, as well as the requirements of different accreditation bodies.

2. Eligibility Criteria

Students who have completed 4 semesters are eligible to apply for internships and get the internship to be represented in their transcript. Students may enrol in the summer after the 4th or 6th semester of their undergraduate studies.

In case the student has not completed the internship requirement during these summers, he/she will be required to complete a minimum of 6 weeks of internship after the 8th semester. Clearance will not be complete and degree will not be available to the students unless this requirement is fulfilled i.e. a student will not graduate without fulfilling this requirement.

3. Requirements

Students must complete an internship of 6 to 9 weeks.

The internship must be on-site. No online internships will be considered for the requirement to be fulfilled.

Internships may be completed in **one or two parts** (subject to approval from both the department and the host organizations).

4. Roles and Responsibilities

4.1 Placement Office (Namal University, Mianwali)

During the course of the internship process, from announcement to placement, the Namal University Placement Office is responsible for the following:

1. Conduct information sessions for 4th and 6th semester students each year, where the placement related process is conveyed to the students.
2. Compile list of available internships for all department students and disseminate the available opportunities periodically.
3. Approve internship requests of students who apply directly to organizations and secure internships themselves.



4. Provide internship request letters to students where required by organizations.
5. Request organizations to assign an on-site supervisor to each student.
6. Act as a liaison between the University and the Organizations before, during, and after the internship.

4.2 Internship Coordinators (Department)

Each department will nominate one Faculty member as internship coordinator to perform the following duties:

- Explain department specific requirements for internships to students of the respective department.
- Disseminate site supervisor evaluation form, attendance record template, activities logbook template, and report template to students.
- Schedule presentations for students who complete their internship.
- Distribute evaluation forms to the Faculty Supervisors assigned by the department.
- Compile the result for internships and submit the same to the exams office.

4.3 Site-supervisors for Internship (Host Organization)

Host organization will assign a site supervisor to each student. The site supervisor will be responsible for guiding the student, assigning relevant tasks, and monitoring performance. The following documents will be required:

- a) Attendance record - maintained by intern - verified and signed by site-supervisor
- b) Logbook of tasks - maintained by intern - verified and signed by site-supervisor
- c) Mid-internship evaluation - form provided by University - filled and signed by site-supervisor
- d) Final internship evaluation - form provided by University - filled and signed by site-supervisor

4.4 Faculty Supervisors for Internship (Department)

Each department will assign one (or more) Faculty supervisor to perform the following duties:

1. Collect the following from assigned students at the end of internship:
 - a) Site supervisor evaluation form (filled and signed by site supervisor)
 - b) Activities Logbook (filled by student, signed by student and site supervisor)



- c) Attendance record (filled by student, signed by student and site supervisor)
 - d) Internship report (Made by student)
 - e) Internship certificate copy (The original must be seen at the time of submission of the copy)
2. Evaluate student submissions and presentations as per the department's evaluation criteria.
 3. Submit the result for assigned students to the Department Internship Coordinator.

The department may form an internship evaluation committee to perform task 2 stated above.

5. Application and Approval Process

The department internship coordinators will share the site supervisor evaluation forms, attendance record template, logbook template, and report template with the students after the midterm exam of 4th and 6th semester.

5.1 Process Initialised by Student

Students are encouraged to find and apply for internships in organizations of their choice as early as possible to secure their internships at the start of summer. If a student would like to secure his/ her own internship, the following process will be followed:

1. Apply for internships advertised by the organization
2. Secure internship at host organization and provide proof of secured internship to placement office. Include details (Name, Designation, Email, and Contact No.) of site supervisor in your application.
3. The placement office will send the application to the student's department HoD for approval, receiving which, they will approve the application.
4. Once the placement office approves your application, get an internship letter from the placement office.
5. Follow the rules as detailed in Section 6 of this document during internship.
6. At the end of the internship, submit the evaluation forms of the site supervisor, internship certificate (original (to be returned to the student) + 1 copy), your attendance record, activities logbook, and final report to the department faculty supervisor.
7. Present your work/ experience to the faculty supervisor/ department internship evaluation committee.

5.2 Process Initialised by Placement Office

The placement office may announce a list of available internship opportunities at organizations with whom the University has understanding/ signed MoUs. The students may apply for the opportunities to the placement office, who will shortlist/ forward the applications as per pre-defined criteria. The following process may be followed by the students:

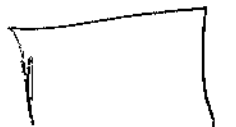
1. Apply to the placement office for an internship advertised by them at an organization of your preference.
2. The placement office will respond to your request with a positive/negative outcome for your application, after getting approval from the respective department's HoD.
3. In case of positive outcome (i.e. internship secured) get an internship letter from the placement office.
4. Follow the rules as detailed in Section 6 of this document during internship.
5. At the end of the internship, submit the evaluation forms of the site supervisor, internship certificate (original (to be returned to the student) + 1 copy), your attendance record, activities logbook, and final report to the department faculty supervisor.
6. Present your work/ experience to the faculty supervisor/ department internship evaluation committee.

Once the internship is approved, the process is considered complete, and no further internship options should be pursued by students or approved by the HoD.

6. Expectations from Students

The students are ambassadors of Namal to the host organizations, and are expected to follow the Namal Code of Conduct, and be representatives of Namal values while performing their duties as interns. There are some expectations from students during the course of their internship, which need to be met:

1. Professional Conduct: As ambassadors of Namal University, the conduct of students reflects on the University's reputation. Professional conduct should be maintained at all times in the professional setting.
2. Attendance record: Attendance is mandatory for the students during internship, and the students must keep record of it, and get it signed by the site supervisor.
3. Commitment: Students must show commitment to the experience by completing assigned tasks in a timely manner.
4. Communication and Teamwork: Communicate effectively within and outside the assigned team, and ensure participation in team tasks.



5. Professional and Skills Development: Internships are a learning opportunity, and students should utilise them to the fullest by developing professional attitudes and technical/ non-technical skills.
6. Reporting: Students must maintain a logbook of activities, to be signed by the student and site supervisor, and submitted at the end of internship. There will also be a report that the student will write about the internship experience and submit at the end of internship.
7. Feedback: Any feedback about the internship experience, and the internship process may be communicated honestly but respectfully to the department/ internship coordinator.

7. Expectations from Host Organizations

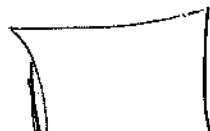
Namal University hopes that the organizations offering internships to Namal students will ensure a productive and supportive environment for interns. There are a few expectations from the host organizations, which will ensure a smooth experience for all involved:

1. Orientation: Familiarise the interns with the organization's culture, environment, procedures, and policies.
2. Responsibilities: Assign meaningful work to the interns, guiding them through the experience, and communicate clear expectations and responsibilities.
3. Supervision: The organizations are requested to assign a site-supervisor to each student, who will provide formal evaluation reports to the University.
4. Feedback: The organization may provide feedback regarding the overall experience to the University, for improvement in the process, knowledge bases, or projects at the University's end.

8. Internship Assessment and Result

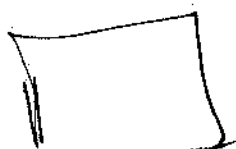
Department	Attendance	Site Supervisor Evaluation	Report and Presentation	Credits	Grading
CS	5-10%	40-50%	40-55%	3	Absolute
EE	5-10%	40-50%	40-55%	NC	As per PEC's grading criteria
BS	5-10%	40-50%	40-55%	3	Absolute
Maths	5-10%	40-50%	40-55%	3	Absolute

Registration for the graded internship will be processed during the summer semester. The grades will then be reflected in the student's transcript for the relevant summer semester. The internship coordinator from the relevant department will be responsible for submitting the results to the exams office. The assessment will be done based on



predefined criteria, as per departments' / accreditation bodies' requirements. The assessment tools and their weightage ranges are provided in the table below:

Each department may design its own evaluation forms and internship report format according to its departmental / council-specific requirements. The sample evaluation forms are given below.



Sample evaluation forms (Based on HEC internship policy)

Sample Site Supervisor Evaluation Form

Site supervisor (name): _____

Designation: _____

Host Institution: _____

Student-intern (name): _____

Reporting Period: _____

Report Number (Circle one number): 1 2 3

Instructions:

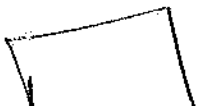
1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

- 1= Does not meet expectations 2= Inconsistently meets expectations
 3= Consistently meets expectations 4= Above expectations 5= Far above expectations

Sr #	Scale (Circle the number that best describes the student-intern's performance)					
1	Arrives to work on time	1	2	3	4	5
2	Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3	Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4	Exhibits basic skills required at the workplace	1	2	3	4	5
5	Conducts self professionally in all work-related scenarios	1	2	3	4	5
6	Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7	Completes tasks and reports to supervisor on time.	1	2	3	4	5
8	Demonstrates the ability to work with others in a team	1	2	3	4	5
9	Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____



Sample Student Internship Report Form

Intern Name: _____

Host Institution & Site Supervisor Name: _____

Faculty Supervisor: _____

Reporting Period: _____

Report Number (circle one): 1 2 3

Section-A

Instructions: The intern will complete this section:

a) Task/s performed (Includes major duties designated to you and assignments you have completed.) _____

b) Learning Experience (Communicate skills and knowledge that you gained or refined through the internship).

c) Challenges (Detail major challenges in your role and how you tackled them.

Section-B

Instructions: This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

1= Does not meet expectations

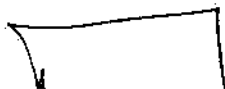
2= inconsistently meets expectations

3= Consistently meets expectations

4= Above expectations

5= Far above

expectations



Sr #	Scaling Rubric					
	1	Tasks performed	1	2	3	4
2	Learning experience	1	2	3	4	5
3	Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: _____

Sample Student Internship Activity Log

Intern Name: _____

Host Institution: _____

Faculty Supervisor: (DD/MM/YY) _____

Reporting Period: (DD/MM/YY) _____

Instructions: 1. The student-intern is to fill this form by recording major tasks performed by them.

2. Respective internship supervisors are to review and evaluate the student's activity log.

Weeks	Tasks Performed	Number of Hours
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		

Site Supervisor signature: _____

Faculty Supervisor signature: _____

Student-Intern signature: _____

