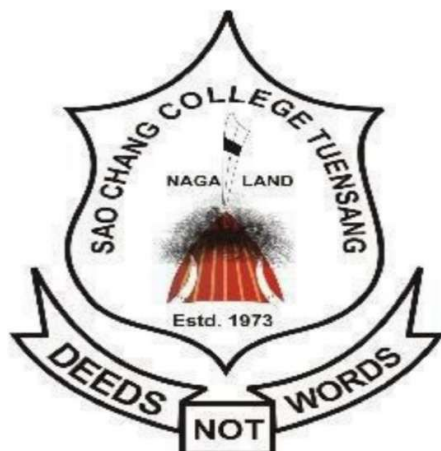


SAO CHANG COLLEGE TUENSANG



INTERSHIP MANUAL

Name:

Reg.No:

Degree:

Batch:

Subject Code:

Month & Year:

Subject Name:

INDEX

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PREFACE:

Higher Education plays the dominant role in providing educated labour force to the country. Every year, thousands of students graduate from various colleges and the job opportunities in the organized sectors are limited. Even the job opportunities in the Government sector remains stagnant due to various reasons.

Internship provides opportunity to gain firsthand knowledge about work culture and a basic exposure to the field of interest. By actively participating, student will gain practical experience of the work, develop skills and get acquaintance to collaboration and networking opportunities, which will have far reaching impact on their career choice. It provides platform to discover new abilities and talents in a real-world setting.

The Internship program will not only help fresh graduates in gaining professional know-how but also look to deliver fresh perspectives in their field of exposure realizing future scope for benefits of all.

ELIGIBILITY

The internship programme is compulsory. Students from 5th Semester will take up the Programme.

NATURE OF INTERNSHIP PROGRAMME

- A student has to undergo minimum of sixty hours of practical training in any organisation/establishments.
- The list of these establishments consented to offer the programme is provided mentioning their thematic areas of intervention.
- Students can choose the field in consultation with their respective Head of Department and Institutional Supervisor.
- Course(s) bearing financial implication can be decided by the student in consultation with their respective Head of Department(s).
- The HoD(s) and Institution Supervisor(s) will ensure proper coordination and successful completion of the course.
- Evaluation will be done at two levels, the IPO and the Institute.

INTERNSHIP LOG BOOK

The Log book is to assist the student to keep record of the internship training. It will show the department and sections in which the student has worked and the period of time spent in each.

The daily work carried out during the period of internship training is to be recorded clearly with sketch and diagrams where applicable.

Students are required to present the logbook to the **Internship Providing Organisation (IPO) Supervisor** for assessment of daily activity record. The supervisor can use any page for comments which is critical for assessment of internship.

The **Institution Supervisor** will monitor course progress and check the log book at regular intervals to ensure that proper internship training is being received, and record comments on the page provided for this purpose towards the end of the book.

CHANGE OF ATTACHMENT

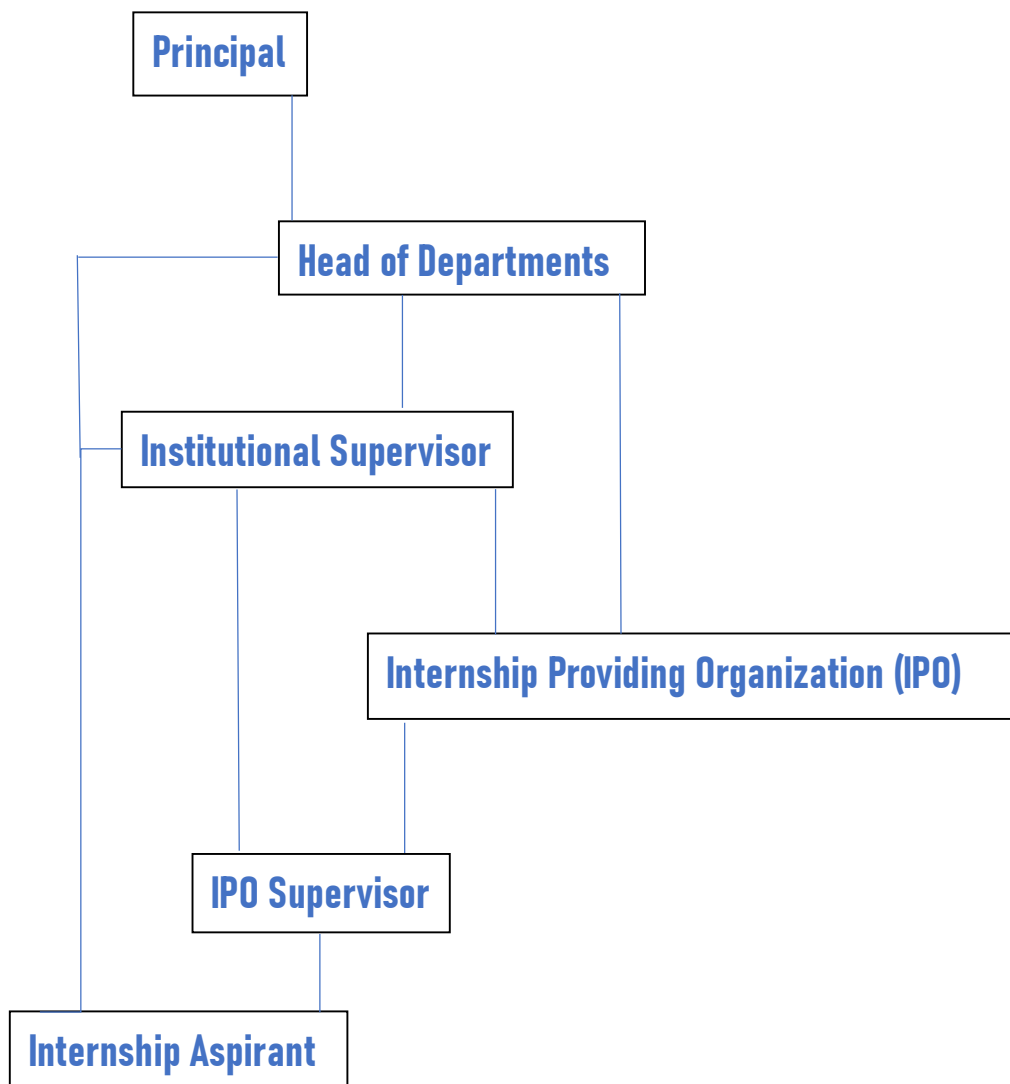
A student is expected to start and complete his/her internship in one establishment. For unavoidable circumstance to change his/her place of attachment, the student should first secure permission in writing from the HoD. His/her application for change of place of attachment should indicate the name and address of the company or organization to which he/she wishes to transfer clearly stating the reason(s). Any attachment not properly authorized or not conforming to the above condition will be cancelled.

OBJECTIVES

Following are the intended objectives of engaging undergraduate students in internship for employability and research internship programmes (*Source* ; Guidelines for Internship/Research Internship for Under Graduate Students, *UGC 2023*).

- 1. Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop/classroom/lab/research lab learnings with the workplace (organisation/enterprise/start-ups/corporate/farmlands/artisans/gig workers/Non-government organisations (NGOs)/research & development organisations, higher education institutions (HEIs), etc).
- 2. Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
- 3. Hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.
- 4. Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.
- 5. Exposure in emerging technologies:** To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve and reinforce work processes/ culture/ job roles/art and craft, including the traditional areas of art-craft/ heritage skills, agriculture, etc.
- 6. Enhance entrepreneurial capabilities:** Understand how organisations / enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.
- 7. Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.
- 8. Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
- 9. Stimulate collaborative influence:** To promote HEIs collaboration, industry- academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organisations, academicians, and students to collaborate on how to learn with one another.
- 10. Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

ORGANISATIONAL STRUCTURE OF INTERNSHIP EXECUTION



WORK PLAN

- Step 1:*** Head of the Institution will write a request letter to IPOs to allot various slots for Internship periods for the students.
- Step 2:*** The IPO will confirm the training slots and number of seats allocated for internships via Confirmation Letter mentioning assigned IPO.
- Step 3:*** Based on the number of slots agreed by the IPO and depending on their preference the Department will allocate the students to the IPO.
- Step 4:*** Students on joining the training at concerned IPO, submit the Joining Report to the HoD.
- Step 5:*** Supervision and monitoring, performance evaluation of students will be done daily and periodically by the IPO Supervisor and Institutional Supervisor.
- Step 6:*** Students will maintain records of the daily activities, relevant documents including complete report and feedback form.
- Step 7 :** Training Certificate is obtained from the IPO.
- Step 8:*** Submission of Internship Report by the student.
- Step 9 :** Receipt of Performance and Evaluation Reports from IPO Supervisor.
- Step 10 :** Final evaluation of the Internship.

Student's recent
passport size
photograph

STUDENT'S PARTICULARS

- 1. Name :**
- 2. Registration No. :**
- 3. Course & Year :**
- 4. Subject combination in UG Course :**
- 5. Contact Address of the Student :**
- 6. Guardian's/Parent's Mobile Number :**
- 6. Student's Mobile Number :**
- 7. E-Mail :**
- 8. Details of Institution Supervisor :**

SIGNATURE OF THE STUDENT

PROFILE OF THE ORGANISATION

1. Name of the Organisation (IPO) :

2. Year of Establishment :

3. No. of Employees :

4. Vision and Mission :

5. Nature of Work/Activity :

5. Name and Contact details of the Chief Functionary of IPO :

6. Name & Designation of the IPO Supervisor :

7. Contact details of IPO Supervisor (Mobile Number & E-mail id) :

Signature of the Student

Signature of the IPO Supervisor

Signature of the Institution Supervisor

Signature of the HoD

INTERNSHIP CONFIRMATION CERTIFICATE

(Copy of Internship confirmation Letter from the IPO duly mentioning the assigned Supervisor's name and designation)

DEPARTMENT OF

SAO CHANG COLLEGE, TUENSANG, NAGALAND-798612 B.Sc./B.A. DEGREE INTERNSHIP PROGRAMME 2024-25 JOINING REPORT

Student details	Name:		Roll Number:	
	Contact Address while at Internship Placement: Mobile No.: Email:		Permanent Address: Guardian/ Parent's Contact No.:	
Details of the IPO Supervisor	Complete Official Address of IPO:		Date of Joining by Student:	
			Area/Department in which attached:	
	Name of IPO Supervisor:		Designation of the IPO Supervisor:	
	Phone No.:	Fax No.:	E-Mail:	
Project Details	Topic of Study:			
Signature of Student		Signature of IPO Supervisor		Office Seal

TABLE OF CONTENTS FOR INTERNSHIP

Sl.No.	Date	Time	Nature of Works/Activities
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

ATTENDANCE REGISTER

(To be filled by the Student and should be Authorized by the IPO Supervisor)

Day	Date	Time-in	Time-out	Signature of IPO Supervisor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

OVERALL COMMENTS ABOUT THE ATTENDANCE BY IPO SUPERVISOR

Name & Signature of the IPO Supervisor with Official Seal

DETAILS OF INTERNSHIP PROGRESS ON DAILY BASIS

<i>Day 1</i>	Date:
Activities of the Day	
Signature of the Student	Signature of the IPO Supervisor with Seal

<i>Day 2</i>	Date:
Activities of the Day	
Signature of the Student	Signature of the IPO Supervisor with Seal

Note: Students can add more pages till the last day of Internship.
Supplement with Photos where ever applicable.

FOR THE USE OF IPO SUPERVISOR ONLY
(General Comments on participation & performance of the Interns)

Name and signature of the Supervisor

Organisation Seal with date

FOR THE USE OF INSTITUTION SUPERVISOR ONLY
(General Comments on participation & performance of the Interns)

Name & Signature of the Supervisor

Date:

UPON COMPLETION OF THE INTERNSHIP
STUDENTS MUST SUBMIT THE REPORT AS PER THE FOLLOWING TEMPLATE

DEPARTMENT OF

SAO CHANG COLLEGE, TUENSANG, NAGALAND-798612
B.Sc./B.A. DEGREE INTERNSHIP PROGRAMME 2024-25

INTERNSHIP REPORT

Submitted in Partial Fulfilment of the requirement for the B.A/BSc. Degree

Submitted by

Name

Roll No.

SL.NO.	CONTENTS		PAGE NO.
1	ACKNOWLEDGEMENTS		
2	SUMMARY		
3	IPO PROFILE		
4	ACTIVITIES UNDERTAKEN WITH BRIEF DESCRIPTION		
5	LEARNING OUTCOME		
6	REFLECTION ON THE INTERNSHIP		
7	CONCLUSION		
8	DOCUMENTS TO BE ENCLOSED	INTERNSHIP COMPLETION CERTIFICATE	
		ATTENDANCE REGISTER	
		DAILY PROGRESS REPORT	
		FEEDBACK FORM	

STUDENT FEEDBACK

(to be filled by the student)

Internship has;	Strongly agree	Agree	No opinion	Disagree
Given me the opportunity to explore a career option				
Helped me to understand the nature of working with others				
Build my confidence to work in new situations				
Given me a chance to improve my interpersonal skills				
Helped me learn to handle responsibility and use my time wisely				

In what areas did you most develop and improve?

Based on your experience, give suggestions to improve the Internship program.

Signature of Student with date

SAO CHANG COLLEGE, TUENSANG NAGALAND-798612
INTERNSHIP PROGRAMME, 2024-25
PERFORMANCE REPORT

(to be sent to the respective Head of Department)

Student	Name:		Roll Number:
Host Organization	Complete Official Address:		Date of Joining by Student:
			Field/Department in which attached:
			Date of Leaving:
	Name of Organization Supervisor:		Designation:
	Phone No.	Fax No.	E-Mail:
Project Details	Topic of the study:		
Internship placement feedback at IPO	Consultation made/Discussion had with the Organization Supervisor		(Please Tick the Relevant Box) ☐ Frequent ☐ Occasional ☐ Very Less
	Learning Skills during the Placement		☐ Excellent ☐ Fair ☐ Poor
	Ability with which the works assigned were completed		☐ Excellent ☐ Fair ☐ Poor
	Commitment & interest shown by the student in learning & carrying out the duties assigned to them		☐ Excellent ☐ Fair ☐ Poor
	Contribution made in understanding the Problem taken for Project		☐ Excellent ☐ Fair ☐ Poor
	Problem solving ability of the Intern		☐ Excellent ☐ Fair ☐ Poor
Signature of IPO Supervisor		Office Seal of Organization	

NOTE: Any further Confidential Performance report of the student can be sent to the *respective* Head of Department, Sao Chang College, Tuensang; Nagaland.

INTERNSHIP EVALUATION FORM -I

(FOR IPO SUPERVISOR ONLY)

Sl.No.	Name of the Student	Total Marks : 30 (10+10+10 = 30)		
		Continuous Evaluation (10)	Regularity (10)	Timely Completion (10)

Note: This page is Confidential and must be submitted to IPO Supervisor by the HoD concerned along with a self-addressed sealed envelope. To be returned back to the HoD after evaluation by the IPO Supervisor.

Name & Signature with Seal
IPO Supervisor

INTERNSHIP EVALUATION FORM-II

(FOR INSTITUTION ONLY)

Sl.No.	Name of the Student	Total Marks : 70 (20+30+20 = 70)		
		Effectiveness of Report Writing/Writing Skill (20)	PowerPoint presentation & Clarity of work performed (30)	Viva Voce (20)

Note: This page is Confidential and must be submitted to the HoD concerned.

**Name & Signature with Seal
Institutional Supervisor**

INTERNSHIP COMPLETION CERTIFICATE

(Copy of Internship completion Letter from the IPO to be pasted here)

**Internship course available for the academic year 2024-25
under various Internship Providing Organization (IPO).**

Course Code	Thematic Intervention	Organization	Intake capacity	Remuneration to Trainers & other logistic expenses
025-A	1. Livelihood promotion 2. Women Cooperatives through Micro financing 3. Rural Health Care 4. Education 5. Water and Sanitation	Eleutherous Christian Society (ECS), Tuensang	Intake and Curriculum will be decided by the Organisation	Decision through respective Head of Departments. Transportation, Food, Accomodation.
025-B	1. Mushroom cultivation 2. Beekeeping 3. Vermicomposting 4. Livestock production and management 5. Poultry production and management 6. Kitchen garden 7. Value addition 8. Winter crop cultivation 9. Cereal crop cultivation 10. Protected cultivation	Krishi Vigyan Kendra (KVK), Tuensang	20	Decision through respective Head of Departments. Transportation, Food, Accomodation.
025-C	Sewing Technology	Industrial Training Institute (ITI), Tuensang	20	Decision through respective Head of Departments. Transportation, Consumable expenses, Daily Remuneration to Trainers.
025-D	Wood Work Technician	Industrial Training Institute (ITI), Tuensang	20	Decision through respective Head of Departments. Transportation, Consumable expenses, Daily Remuneration to Trainers.

025-E	Electrician	Industrial Training Institute (ITI), Tuensang	20	Decision through respective Head of Departments. Transportation, Consumable expenses, Daily Remuneration to Trainers.
025-F	Diesel Mechanics	Industrial Training Institute (ITI), Tuensang	20	Decision through respective Head of Departments. Transportation, Consumable expenses, Daily Remuneration to Trainers.
025-G	Advances in microbiology and molecular techniques	Integrated Molecular Diagnostic and Research Laboratory, District Hospital Tuensang	5	Decision through respective Head of Departments. Food, Consumable expenses.
025-H	Introductory course on Cybercrime	Office of the Superintendent of Police, Tuensang	20	Decision through respective Head of Departments. There will be a screening test for Computer Application aptitude.
025-I	Basic course on Modern farming technique and sustainable resource management	District Agriculture Office	20	Decision through respective Head of Departments. Transportation to & fro Tuensang village and Helipong village, Food/Tiffin.
025-J	Social Welfare Programs with special reference to Empowerment of Women	District Hub for Empowerment of Women, Office of the Deputy	40	Decision through respective Head of Departments.

		Commissioner, Tuensang		
026-K	Introductory Course on Computer Applications	Digital Morung	25	Decision through respective Head of Departments. 25 seats (summer vacation) at 3rd NAP Saksi Office. 10 seats at Town Office. Course fee of Rs.500 per intern.

Note:

1. Student has to bear expenses for food, accommodation and remuneration to trainers, where ever necessary.
2. Student can contact the department HoD, for all necessary guidance.

Principal
Sao Chang College, Tuensang

TENTATIVE PROGRAMME FOR INTERNSHIP IN AGRICULTURE AND ALLIED SECTORS (AT KRISHI VIGYAN KENDRA TUENSANG)

Timing: 9.30 AM-3.30 PM

Day	Topic	Theory (Hours)	Practical (Hours)
1	Orientation and pre test		
2	Mushroom cultivation	1+1	2+2
3	Beekeeping	1+1	2+2
4	Vermicomposting	1+1	2+2
5	Livestock production and management	1+1	2+2
6	Poultry production and management	1+1	2+2
7	Kitchen garden	1+1	2+2
8	Value addition	1+1	2+2
9	Winter crop cultivation	1+1	2+2
10	Cereal crop production	1+1	2+2
11	Protected cultivation	1+1	2+2
12	Post test and valedictory function		

SEWING Technology

Sewing Basics

Curriculum/Syllabus

Duration :

Sl.no	Duration	Topic	Theory	Practical
1.		Introduction to sewing, Sewing Machine	- Machine Operation - Different parts of machine and their functions. - Safety precautions - Proper maintenance and oiling.	- Practice sewing (Spiral, continuous squares, rectangles, zigzag etc. on paper) and handling of sewing machine. - Identification and function of sewing machine parts - Sewing Needles and threads. - Common machine problems and remedies.
2.		Familiarization and handling of tools. Basic process of Garment making.	Description of various tools used in tailoring - Drafting tools - Cutting Tools - Stitching tools - Hand stitches - Machine stitches - Decorative stitches	- Practice hand stitches - Preparation of sample pieces of stitches - Temporary, Permanent and decorative stitches.
3.		Body measurements	- Use of tape for measurement - Proper / correct measurement taking, Precautions - Sequence of measurement	- Methods, individual and charts - Measuring from garments.
4.		Garment Sewing		- Making samples: draft, cut and sew Tote bag.

Tools and Equipment requirements for each trainee

1. Sewing Machine
2. Measuring Tape
3. Marking Chalks
4. Bobbin and Bobbin Case
5. Muslin Fabric
6. Polyester Chenille fabric
7. Pencil and eraser
8. Sewing Needles (Machine and Hand)
9. Brown Paper
10. Scissors
11. Embroidery skeins
12. Sewing threads
13. Chart paper
14. 12" Scale

Estimated cost of materials for hands-on-training for each trainee:

Sl.No	Particulars	Specification	Quantity	Price
1.	Muslin Fabric	56" width	5 mtrs	130/m
2.	Chenille Fabric	60" width	12 mtrs	270/m
3.	Crepe/Lining Fabric	44" width	10 mtrs	50/m
4.	Scissors	8"	5 nos	80/pc
5.	Chart Paper		10 nos	10/pc
6.	Embroidery Skeins	Assorted colours	20 nos	5/pc
7.	Sewing Needles	Size 5 Non 14	2 pkts each	50/pkt
			Total	Rs. 5190/-

WOODWORK TECHNICIAN

Curriculum/Syllabus

Duration: 60 hrs

Sl.No	Topic	Practical
1.	Introduction to Woodwork Trade (Basic and Advanced) - General Precaution - Identification of Hand tools - Timber - Types of woodworker	
2.	Basic Wood work exercise	Hands-on
3.	Introduction to different woodwork Joints	Hands-on
4.	Job Construction	Hands-on

Tools Requirement

Non-consumables

1. Iron Jack Plane
2. Try Square
3. Chisel (Bevel)
4. Hand saw
5. Sander
6. Hand Router
7. Measuring Tape

Consumables

Sl no	Particulars	Quantity	Cost
1.	Planks	1×10×12×5 Cft 1½ ×10×10×1 Cft	Rs 2500/-
2.	Touchwood	2 Ltrs	Rs 1000/-
3.	Abrasive Paper	20 Nos	Rs 10/pc
4.	Thinner	2 Ltrs	Rs 500/-
5.	Paint Brush	4 Nos	Rs 160/-
6.	Fevicol	1 Kg	Rs. 500/-
7.	Oil Stone	1 No	Rs 500/-
		Total	Rs 5360/-

ELECTRICIAN

MODULAR SKILLS ON BASIC HOUSE WIRING

DURATION OF TRAINING: 60 hours

CURRICULUM/SYLLABUS

MODULE	DURATION	TOPIC	PRACTICAL
MODULE 1		Safety Practices and Electrician tools	- Identify Safety symbols - Preventive measures for electrical accident - Application of Personal Protective equipment (PPE) - Identify different electrician tools
MODULE 2		Basic Electrical Practices and Standardisation	- Study of Ohm's law using basic circuits - Series, parallel and its combinational circuits - Study of standardisation – NEC, BIS/IER
MODULE 3		House wiring accessories	- Identify and study different types of electrical wiring accessories
MODULE 4		Basic house wiring practices	- Study electrical wiring layouts/Sub-circuits - Practice wiring in PVC casing capping /conduit system - Practice wiring to control socket, lamp, fan etc - Estimate of cost and materials
MODULE 5		Wiring Installation, Earthing & Special Circuits	- Practice complete house wiring installation as per IER - Practice different types of earthing - Special wiring circuits including inverter circuits, godown, hostel, tunnel wiring circuit

. Requirement of tools and equipment for Trainer

- i) Electrician hand glove
- ii) Screw Driver set including neon tester
- iii) Wire stripper
- iv) Electrician knife
- v) Combination plier
- vi) Long nose plier
- vii) Diagonal cutting plier
- viii) Ball pein hammer
- ix) Try square
- x) File
- xi) Chisel
- xii) Poker
- xiii) Mallet
- xiv) Plumb Bob
- xv) Spirit level
- xvi) Gimlet
- xvii) Double ended Spanner set
- xviii) Ring Spanner set
- xix) Adjustable spanner
- xx) Measuring tape
- xxi) DPMS
- xxii) Kit Kat fuse
- xxiii) Energy meter
- xxiv) Bus bar
- xxv) Ceiling Fan
- xxvi) MCBs and MCB box
- xxvii) Digital/Analog Multimeter
- xxviii) Drilling Machine
- xxix) Earthing, lightning accessories

2. Requirements of tools for each trainee

- i) Screw Driver set including neon tester
- ii) Combination plier
- iii) Wire stripper
- iv) Firmer Chisel
- v) Ball pein hammer
- vi) Mallet
- vii) Poker
- viii) Steel Rule
- ix) Pencil

3. Requirements and Approx. Cost of tools and materials for hands-on training for each trainee

Sl. No.	Particulars	Specification	Quantity	Approx. Amount
1	Screw Driver Set with Neon tester	Taparia	1 set	380.00
2	Combination Plier	200mm	1 no.	250.00
3	Wire Stripper	120 mm	1 no.	100.00
4	Firmer Chisel	20 mm, 30 mm	1 each	160.00
5	Ball pein hammer	250 gms.	1 no.	450.00
6	Mallet		1 no.	200.00
7	Poker	150mm x 6 mm	1 no.	150.00
8	Steel Rule		1 no.	50.00
9	Pencil		1 no.	20.00
10	1-core copper wire	1 sq. mm (Green)	3 metres	60.00
11	1-core copper wire	1.5 sq. mm (Red)	5 metres	150.00
12	1-core copper wire	1.5 sq. mm (Black)	5 metres	150.00
13	1-core copper wire	2.5 sq. mm (Red)	5 metres	250.00
14	1-core copper wire	2.5 sq. mm (Black)	5 metres	250.00
15	Insulation Tape		1 no.	20.00
16	PVC switch box	6 inch x 8 inch	! no.	180.00
17	PVC switch box	2 inch x 2 inch	! no.	40.00
18	Combined SS box	16A, 240V	1 no.	240.00
19	1-way switch	6A, 240V	6 nos.	150.00
20	2-way switch	6A, 240V	2 nos.	70.00
21	Socket	6A, 240V	1 no.	40.00
22	Indicator	6A, 240V	1 no.	35.00
22	Fan Regulator	!M, 4-Way	1 no.	300.00
22	Angle Holder	6A, 240V	1 no.	45.00
23	Batten holder	6A, 240V	1 no.	45.00
24	Pendent Holder	6A, 240V	1 no.	30.00
25	Ceiling Rose	2 plate	1 no.	45.00
26	Fluorescent Lamp/LED Tubular	20 Watts	1 no.	450.00
27	Incandescent Lamp/LED lamp	100/9 watts	3 nos.	500.00
28	Casing Capping	6.5 ft, 32mm	2 nos.	160.00
29	Casing Capping joints	32mm, all joints	5 each	125.00
Total				5095.00

Mechanic Diesel

Curriculum/Syllabus

Duration :

Sl.No	Duration	Topic	Practical
1.		Introduction to basic service and Maintenance, Possible break down related issues.	
2.		Workshop Safety Precautions	- Uses of safety gears - Care for individuals - Care for Tools and Equipment - Care for the Job.
3.		Mechanical/ Hydraulic lifts	- Procedure for using Hydraulic Jacks/ Mechanical Jacks etc
4.		Minor external components inspection	- Testing and checking of external parts such as brake pad/Liners, fluid etc - Fan belt tension, Air filter, Diesel Filter, Petrol filter, Oil Filter etc
5.		Replacement of parts/components	- Cleaning/ rectify/ replace and refitting
6.		Lubrication	- Top-up Fluid/ replace if necessary
7.		Final Check up	
8.		Final test drive	

Material Requirements and approximate cost sheet.

Sl. No	Particulars	Cost
1.	Engine Oil	500
2.	Gear Oil	500
3.	Brake/Clutch fluid	500
4.	Power Steering oil	500
5.	Diesel	300
6.	Petrol	300
7.	Grease	300
8.	Gaskets/Gasket gum	200
9.	Emery paper	200
10.	Goggles	500
11.	Hand Gloves	500
12.	Waste Cloth	
13.	Coolant	500
14.	Distilled Water	200
	Total Estimate	Rs. 5000/-

Proposed Schedule for Internship in Integrated Molecular Diagnostic and Research Laboratory DH Tuensang:

Timing: 9:30 A.M. to 3:30 P.M.

Day	Activities for A group	Activities for B group
1	Pre-test, Lab Introduction and GLP	
2	Preparation of Lab Reagents and Media	OPD and RDC , Survey Tools and Techniques
3	OPD and RDC , Survey Tools and Techniques	Preparation of Lab Reagents and Media
4	Staining Techniques in Microbiology	Data Collection and Data Entry methods
5	Data Collection and Data Entry methods	Staining Techniques in Microbiology
6	ELISA and Rapid Methods of Test	Bioinformatics tools and applications
7	Bioinformatics tools and applications	ELISA and Rapid Methods of Test
8	Microbiology Culture and AST Methods	Hematology Methods/RDC
9	Hematology Methods/RDC	Microbiology Culture and AST Methods
10	Nucleic acid Extraction Methods	Gel electrophoresis and Nano drop Spectrophotometry
11	Gel electrophoresis and Nano drop Spectrophotometry	Nucleic acid Extraction Methods
12	Conventional PCR and RT-PCR	Research Applications
13	Research Applications	Conventional PCR and RT-PCR
14	Bioinformatics Techniques and their scopes in Biological Research	Research Paper/report writing basics
15	Research Paper/report writing basics	Bioinformatics Techniques and their scopes in Biological Research
16	Post-test and Report Submission/ Certificate Distribution	

**GOVERNMENT OF NAGALAND
OFFICE OF THE SUPERINTENDENT OF POLICE
TUENSANG, NAGALAND**

NO.DEF/TSG/ Cyber Cell -09/25-26/5/5

Dated, Tuensang the 5th May '2025.

To,

The Principal
Sao Chang College, Tuensang

Sub:- **INTERNSHIP PROGRAM SCHEDULE**

Madam,

With reference to your letter no. SCC/ADMN-35/INTERNSHIP/2025-2026/03 Dated, Tuensang, the 5th May 2025, we are pleased to inform your authority that we are willing to accommodate 7 (Seven) 5th Semester students for the internship program on cyber security. The program will commence from 26th May to 31st May 2025 at SP Conference Hall, Tuensang.

The curriculum includes:

- 1) Introduction to Cybercrime
- 2) Cyber Law (IT Act 2000)
- 3) Cybercrime Investigation
- 4) Digital Forensics
- 5) Cybersecurity
- 6) Hands-on

(A detailed schedule is attached for your reference.)

Superintendent of Police
Tuensang, Nagaland

NO.DEF/TSG/ Cyber Cell -09/25-26/

Dated, Tuensang the May '2025

Copy to:-

- 1) The Addl.SP, Tuensang for information
- 2) The SDPO/DySP (R) Tuensang for information
- 3) The ABI/JA/BIHM RIHQ Tuensang for information
- 4) Office Copy

Superintendent of Police
Tuensang, Nagaland

Internship Program Schedule

Sl.No	Date	Topic	Time
1	26/05/2025	Introduction to Cyber Crime	10:00 Am
2	27/05/2025	Cyber Law (IT Act 2000)	10:00 Am
3	28/05/2025	Cyber Crime Investigation	10:00 Am
4	29/05/2025	Digital Forensics	10:00 Am
5	30/05/2025	Cyber Security	10:00 Am
6	31/05/2025	Hands-on	10:00 Am

INTERNSHIP SCHEDULE FOR SAO CHANG COLLEGE STUDENTS (AGRICULTURE DEPARTMENT, TUENSANG)

TIME:9:00 AM TO 3:00 PM

SL.NO	TOPICS TO BE TAKEN UP	THEORY HOURS	PRACTICAL HOURS	REMARKS
1	PRODUCTION TECHNOLOGY OF PULSES	1	2	
2	PRODUCTION TECHNOLOGY OF CEREALS	1	2	
3	PRODUCTION TECHNOLOGY OF POTATO	1	2	
4	CROP ROTATION AND INTERCROPPING	1	-	
5	INTEGRATED FARMING SYSTEM	1	2	
6	INTEGRATED PEST MANAGEMENT	1	2	
7	SOIL CONSERVATION MEASURES	1	2	
8	NATURAL FARMING	1	-	
9	PRINCIPLES OF ORGANIC FARMING	1	3	
10	SYSTEM OF RICE INTENSIFICATION (SRI)	1	3	
11	LINE TRANSPLANTING	1	3	
12	TRADITIONAL CROPS	1	-	
13	ALDER BASED FARMING SYSTEM	1	2	
14	MUSHROOM CULTIVATION	1	3	
15	FARM MACHINERIES	1	4	
16	NURSERY BED PREPARATION	1	4	
17	VALUE ADDITION	1	3	
18	VISIT TO HELIPONG POTATO SEED FARM	1	5	
19	VISIT TO PADDY DEMONSTRATION FARM, TUENSANG VILLAGE	1	5	
	TOTAL	19	47	66 Hours
	POST EVALUATION AND VALEDICTORY FUNCTION			

Mission Shakti; District Hub for Empowerment of Women
Social Welfare Department
Tuensang Nagaland

1. 9:30 AM- 10 AM: Reporting
 - Mark attendance.
2. Orientation and sensitization session on Mission shakti, Sankalp and BBBP goals.
 - Receive assignments.
3. Thematic study & Review
 - Gender- Based Violence & Domestic Abuse.
 - Women Legal Rights, POSH Act and Women Helpline.
 - POCSO Act, or the protection of Children from sexual offences Act,2012.
 - Over View of Bhartiya Nyaya Sanhita, 2023.
 - Women Centric Schemes.
4. Submit daily report.
5. Field Activities and Outreach.
6. Skill development and capacity building.
7. Creative and Communication tasks.
8. Presentation and Feedback.



Internship Program 2025

Why Join Our Internship Program?



Proposed Internship Schedule

Internship Provider: Digital Morung, Tuensang

Partner Institution: Sao Chang College, Tuensang

Internship Duration: 2 Weeks (Monday to Friday, 4hours/day)

Total Hours: 60 Hours

Location: Opp. EMRS Building, Digital Morung, Tuensang

☑ WEEK 1 – CSC Foundation, Digital Skills & Basic Tools

Day 1 (Monday):

- Orientation – Internship goals, expectations, CSC overview
- Computer basics – hardware, input/output devices
- Operating System basics – Windows navigation
- Software installation (PDF readers, browsers, office tools)

Day 2 (Tuesday):

- Typing Skill
- MS Word – Tables, printing-ready formats

Day 3 (Wednesday):

- MS Excel – Data entry, basic calculations for CSC logs
- Practice task – Create a document, print-ready

Day 4 (Thursday):

- Introduction to Digital India and CSC services
- Online form filling (scholarships, PAN, Aadhaar updates)
- Email setup, usage, attachments

Day 5 (Friday):

- Digital Payments – UPI, online banking basics
- CSC e-Governance portal overview and simulation
- Cybersecurity basics and responsible digital behavior

☑ WEEK 2 – CSC Services, Designing & Entrepreneur Skills**Day 6 (Monday):**

- Types of printers – Inkjet, Laser, All-in-One
- Hands-on: Connecting printers (USB/Wi-Fi)
- Installing drivers and basic troubleshooting
- Print settings, refilling cartridges, scanner usage
- Practice task – Scan, print, and prepare documents

Day 8 (Wednesday):

- Document digitization and PDF management
- Editing ID-size photos using Paint/Canva/Photoshop
- Using PDF tools (merge, compress, convert, etc.)
- Print design outputs and mock certificate making

Day 9 (Thursday):

- How to open a CSC: Documents, investment, portal overview
- Services offered under CSC: PAN, PMGDISHA, bill payments etc.

Day 10 (Friday):

- Video conferencing tools for tele-consultations (Zoom/Meet)
- Resume building & professional communication

Day 11 (Saturday):

- Mini Project (Create full document set for CSC operations: forms, digital poster, scanned & printed file)
- Project Presentation & Peer Review
- Final Evaluation, Feedback, Certificate Distribution