



पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

35AA 832148

**MEMORANDUM OF UNDERSTANDING FOR STUDENTS'
INTERNSHIPS**

This Memorandum of Understanding (MoU) is made & entered into on 28.07.2025 by and between Southfield College, Bhanu Sarani, Darjeeling 734101 (hereafter mentioned as College) and The Headmistress, Ghoom Girls' Higher Secondary School, Darjeeling (hereafter mentioned as Internship Providing Organisation).

Purpose:

This MoU between the College and Internship Providing Organisation will outline the collaboration to facilitate internships for students enrolled in Internship Providing Organisation to strengthen a student's learning experience by integrating on-campus studies with closely related work experience.

Responsibilities:

NOW, THEREFORE, in consideration of the understanding and arrangement set forth herein,

A. The College agrees to:

1. Provide Fifth Semester students for Internship work experience and opportunities.
2. Facilitate and coordinate the Internship process as a service to both the student and internship provider.
3. The College agrees to appoint and forward the names of the Internship supervisor/supervisors and mentors to Internship Providing Organisation.

B. Internship Providing Organisation agrees to:

1. Provide Internship Opportunities to a maximum of ten (10) students in each academic session.
2. To provide internship for period of not less than 60 hours.
3. Provide the students sent by the college with meaningful work assignments which, within the confines of employer's domain, needs and time-tables, and keeping in mind the requirement to enhance and complement the student's academic program at the College.
4. Provide the student with an orientation to work setting upon initiation of each new internship work experience, as appropriate.
5. Provide one attendance sheet of the students to the supervisor/supervisors day-wise.
6. Assist the student in the development of specific learning objectives which coincide with the student's career goals and academic programs.
7. Provide the student with an **Internship Completion Certificate** after successful completion of internship.
8. Provide an In-Charge to supervise the students in the host organisation/ institution for smooth conduct of internship programme.
9. Provide with safe and professional working environment throughout the duration of the Internship.

Anuradha K. - Pratiha Gung

Pratiha

Validity:

This MOU shall remain valid for a period of 3 years from the Execution Date and can be extended on mutual terms and conditions.

Amendments:

This MOU may be amended by mutual written consent of both Parties.

Termination:

Either Party may terminate this MOU, providing a written notice of 30 (thirty) days and stating the reasons for termination to the other Party.

Costs:

The Parties shall exchange no money, assess no costs, and charge no fees, whatsoever, in connection with this MOU from the other Party.

Governing Law:

This MOU shall be governed by and construed in accordance with the laws of West Bengal.

Anuradha Rai

Principal

28.7.25
PRINCIPAL
SOUTHFIELD COLLEGE
DARJEELING
HS School Darjeeling

[Signature]

Headmistress

Head Mistress
GHOOM GIRLS' H.S. SCHOOL
DARJEELING
Ghoom Girls' Higher Secondary School
Darjeeling

Priyanka Guising

Nodal Officer,

28/07/25
Internship Programme,
Southfield College,
Darjeeling

NODAL OFFICER
INTERNSHIP PROGRAMME
SOUTHFIELD COLLEGE
DARJEELING