



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ
ವಿಟಿಯು ಅಧಿನಿಯಮ ೧೯೯೪ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯವಿಶ್ವವಿದ್ಯಾಲಯ
VISVESVARAYA TECHNOLOGICAL UNIVERSITY
State University of Government of Karnataka Established as per the VTU Act, 1994 "InanaSangama" Belagavi-590018, Karnataka, India



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REF: VTU/BGM/Internship /844/2025-26/ **3803**

DATE: **28 OCT 2025**

CIRCULAR

Sir/Madam,

Subject: Invitation for Teaching-Internship / Pedagogical-Internship for M.Tech and MCA Students – from Academic Year 2025–26 .

Reference: The Hon;ble Vice-Chancellor's approval Dated: 23.10.2025

With Hon'ble Vice-Chancellor's approval the University proposes to introduce a **Pedagogical / Teaching Internship** component for postgraduate programs. All affiliated colleges offering **M.Tech** and **MCA** programs are hereby informed that a **Teaching-Internship / Pedagogical-Internship** shall be introduced from the **academic year 2025–26**.

The Pedagogical/Teaching Internship emphasizes the process of learning and applying teaching methodologies, instructional design, and educational pedagogy, along with active classroom engagement and mentoring under the supervision of senior faculty members.

The objectives of this internship are:

1. To provide postgraduate students with exposure to academic teaching and learning practices.
2. To enable them to design, deliver, and assess instructional sessions effectively.
3. To develop communication, leadership, and curriculum understanding skills relevant to higher education and training environments.

All affiliated institutions are requested to:

- Facilitate eligible **M.Tech** and **MCA** students to undertake the **Teaching/Pedagogical Internship** in their respective departments.
- Appoint **faculty mentors** to guide and assess the interns' performance as per the University guidelines.
- Maintain records and submit the consolidated report and evaluation marks to the University as per the academic calendar.

Draft **guidelines**, and reporting format are attached to this circular for reference.

All Principals/Directors of affiliated colleges are hereby instructed to bring the contents of this circular to the notice of all concerned faculty members and students of **M.Tech** and **MCA** programs.

Colleges offering the *Pedagogical/Teaching Internship* shall submit the list of registered students along with supervising coordinator/guide details to the Registrar, with a copy marked to the Registrar (Evaluation), for information and approval.

Encl: Guidelines for Teaching-Internship

To,

The Principals of all Engineering Colleges under the ambit of the University
The Chairpersons/Programme Coordinator University Departments at Kalaburgi, Mysuru, Bengaluru and Belagavi

Rampure/28/10/25
REGISTRAR

Copy to,

1. The Hon'ble Vice-Chancellor, through the Secretary to the VC, for information
2. Dean, Faculty of Engineering, VTU Belagavi, for information
3. The Registrar (Evaluation) for information and needful
4. The Director, ITI SMU, VTU Belagavi for the information and arrange for uploading of the circular on the VTU web portal
5. Office file

Guidelines for Pedagogical/Teaching Internship

1.0 Preamble:

The *Teaching Internship* aims to provide postgraduate students with practical exposure to teaching and learning methodologies in higher education. It enables students to gain hands-on experience in lesson planning, classroom instruction, student assessment, and academic mentoring under faculty supervision. This internship bridges theoretical knowledge with pedagogical practice, fostering professional competence and confidence in teaching.

2.0 Eligibility:

1. Students must have **completed all first-year courses** before the internship can begin
2. The students who have CGPA of 6.5 at the end of the second semester are eligible to apply for the teaching Internship
3. Only M.Tech., and MCA students in their **second year** are eligible.
4. Preference may be given to students with a strong academic record and interest in teaching or research.

3.0 The application process includes:

- 3.1. The *Teaching Internship* shall be offered only in institutions where an undergraduate program in the same stream is available. However, MCA students shall undertake their internship in the BCA Department or in the Department of Computer Science and Engineering (CSE) or any other allied CSE-related department, as applicable.
 - 3.2. After the announcement of first-year results, all M.Tech. and MCA students shall be eligible to apply for the *Pedagogical/Teaching Internship*. The students are required to submit their applications to the Head/Chairperson of the respective University Department.
 - 3.3. A Department-Level Selection Committee shall conduct interviews to assess the candidates for the *Teaching/Pedagogical Internship*. The selection will be based on the candidate's interest in teaching, communication skills, subject knowledge, and passion for academic engagement. The committee may also consider the candidate's overall academic performance and aptitude for teaching while finalizing the list of selected interns.
 - 3.4. A maximum of two (02) students from each M.Tech. program and four (04) students from the MCA program shall be permitted to undertake the *Teaching/Pedagogical Internship* in an academic year.
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- 3.5. Each department shall appoint one faculty mentor or supervising guide to oversee and guide the *Teaching/Pedagogical Internship* of the selected students, ensuring proper planning, execution, and evaluation of their internship activities.

4.0. Roles & Responsibilities:

- 4.1. Maintain professional conduct and adhere to the code of ethics in academic environments.
- 4.2. Attend all scheduled classes, meetings, and activities assigned by the supervising faculty.
- 4.3. Seek guidance from faculty and incorporate feedback to improve teaching effectiveness.

5.0. Documents to be maintained during Teaching-Internship:

For teaching an engineering course, a teacher must maintain a comprehensive set of documents related to instructional planning, student assessment, and continuous academic improvement. These documents are often crucial for internal quality control, accreditation bodies like the National Board of Accreditation (NBA), and national educational frameworks such as NAAC.

- **Course file:** A binder or digital folder that contains all the material related to a specific course. It typically includes:
 - Syllabus
 - Lesson plans
 - Course delivery plan
 - Lecture notes and presentations
 - Assignments and quizzes
- **Time table:** A record of the weekly teaching schedule, including classroom allocation and timing.
- **Record of work:** A detailed account of topics covered in each class. This can include dates, topics taught, and details of any experiments or problem-solving sessions.

Student assessment records

- **Attendance register:** A register for marking and maintaining a record of student attendance in each class.
 - **Internal assessment records:** Evidence of all internal exams, quizzes, and other assessments, which may include:
 - Question papers
 - Sample answer sheets
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- Assignment reports
- **Grade book:** A record of student scores for all assessments, from quizzes and assignments to final examinations.
- **Evaluation sheet:** Documentation outlining the criteria used to evaluate student performance in theory and practical courses.
- **Practical records:** A list of laboratory experiments, observation logs, and the corresponding evaluation reports.

Quality and accreditation documents

- **Program Outcome (PO) and Program Specific Outcome (PSO) records:** Documentation showing the attainment values for each course, as well as observations and actions taken based on the results.
- **Mentoring/proctor diaries:** Records kept by mentors for tracking and supporting student progress, including academic and personal issues.
- **Feedback records:** Documentation of feedback from students on the teaching-learning process, the analysis of this feedback, and any corrective measures taken.
- **Innovations in teaching:** Written descriptions (e.g., 200 words) on enhanced learning methods used, such as experiential learning, participative learning, or problem-solving methodologies.
- **ICT usage records:** Evidence that teachers are using Information and Communication Technology (ICT) for effective teaching, which may include screenshots of Learning Management Systems (LMS) or e-learning resources.

Professional development and personal documents

- **Personal teaching blog:** A record of self-reflection and professional growth.
 - **Teaching portfolio:** A collection of artifacts demonstrating teaching achievements, such as lesson plans, reflections, and student feedback.
 - **Proof of qualifications:** Copies of all educational degrees and experience certificates as required by the All India Council for Technical Education (AICTE).
 - **Publications and research:** Records of any research publications, patents, or projects.
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6.0. Duration:

1. The *Teaching/Pedagogical Internship* shall be for a minimum period of 15 weeks (90 days) during the semester, or as per the schedule notified by the University.
2. In cases where the curriculum provides for a two-semester internship, the *Teaching/Pedagogical Internship* shall extend to a minimum of 30 weeks (180 days), spread across the two semesters.
3. Students are expected to commit a minimum of 20–25 hours per week.

7.0. Submission Requirements:

1. A **detailed internship report** (minimum 25-30 pages) including:
 - Introduction
 - Roles undertaken
 - Teaching strategies used
 - Reflections and challenges
 - Learning outcomes

This report shall be submitted along with the documents

2. **Certificate of completion** signed by the supervising faculty.

8.0. Evaluation Criteria:

The Teaching Internship will be assessed based on:

1. Active participation and commitment during the internship period (30%).
2. Quality of teaching and student engagement, and evaluation assessment records of the students (30%).
3. Submission of internship report (Teaching documents maintained) reflecting understanding of pedagogy, challenges faced, and learning outcomes (40%).

9.0. Evaluation:

1. The *Teaching/Pedagogical Internship* shall be evaluated jointly by the supervising faculty and a faculty coordinator appointed by the department.
 2. The **Continuous Internal Evaluation (CIE)** shall be conducted twice during the internship period, and the average of the two evaluations shall constitute the final CIE marks to be submitted to the University.
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3. The **Semester End Examination (SEE)** shall be conducted by the department, wherein the supervising guide/coordinator shall act as the internal examiner, and the external examiner shall be appointed by the University.

10.0. Important Notes:

1. The internship is **mandatory** for students who opt for it as a part of the curriculum.
2. Students cannot substitute other curricular activities in lieu of Teaching Internship.
3. Participation in Teaching Internship **does not guarantee employment**, but enhances teaching and communication skills.

