



INTERNSHIP POLICY

2021-2022

REFERENCE:

1. AICTE Internship Policy

PREAMBLE:

Internships are educational and career development opportunities, providing practical experience in a field or discipline. Internships are far more important, as employers are looking for employees who are properly skilled and have awareness about the industry environment, practices, and culture. The internship is structured, short-term, supervised training often focused on particular tasks or projects with defined time scales.

APPLICABLE TO:

1. Master's in Business Administration

OBJECTIVE:

- To provide possible opportunities to learn, understand and sharpen the real-time technical/managerial skills required at the job.
- The core objective is to expose technical students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and understanding the social, economic, and administrative considerations that influence the working environment of industrial organizations.

HOW TO SEARCH INTERNSHIP?:

- Apply through company official portals
- Search a company nearby to your stay
- Ask for the company from your family/friends

SCHEDULE:

Sr.No.	Particulars	Date or Duration
1.	Application Form filling	30 Nov 2021
2.	Taking letter for internship	02 Dec 2021
3.	Getting confirmation	04 Dec 2021
4.	Start of Training	07 Dec 2021

Internship Guidelines:

Step 1: Request Letter/ Email from the office of respective department of the college should go to industry to allot various slots of 4-6 weeks during vacation as internship periods for the students.

Students request letter/ profile / interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)



Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through the concerned department. Based on the number of slots agreed to by the Industry, Faculty Mentor will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by Faculty members who are particularly looking after the Final/Summer Internship of the students.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training at the concerned Industry / Organization. In- between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in the department office with the consent of Industry persons/ Trainers.

Step 5: Students will submit a training report after completion of internship.

Step 6: Training Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be issued by Faculty Mentor and the same should be maintained by the respective department (III Coordinator).

Internship Report:

After completion of Internship, the student should prepare a report to indicate what he has observed and learnt in the training period. The student may contact the Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor and Faculty Mentor.

The Internship report will be evaluated on the basis of following criteria:-

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

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