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## **INTERNSHIP POLICY**

### **(Applicable for Engineering and Management)**

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#### **INTRODUCTION**

Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the University. Further, depending upon the curriculum structure of various departments, multiple internships may be required in summers and/or winters, and may be assigned academic credits/grades within the curricula. The general structure of the internship(s) requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

#### **OBJECTIVES**

The Internship aims to achieve the following for the students:

1. Learnings as students apply their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Calibration of post-degree career plans based on real-life work exposure
4. Pre-placement offers where feasible/appropriate.

## **DURATION**

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) as prescribed. While the actual structure and durations of the Internship(s) will vary from program to program, it is normal for a minimum duration to be at least eight weeks once during the penultimate year of the program. Typically, summer internships start around May every year and the durations range between six to eight weeks. Specific programs may include two or more summer internships as per the requirements of respective regulatory bodies. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the Institution.

## **ELIGIBILITY**

- The student applicant must be validly enrolled in a program at the Institution.
- The Institution would facilitate internship placement of its students undergoing UG/PG Programme provided that the student has successfully completed their previous semester examinations and their conduct at the Institution has been satisfactory throughout the program.
- Students with a CGPA equivalent to 6 or higher, who have no backlogs, and who have not defaulted in paying the requisite fees to the Institution will be considered for internship placements assistance. Students are required to maintain a good record of attendance in their courses, to be able to participate in internship placement (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc). Those having poor attendance record may not be permitted to participate in the internship placement process.
- Students are required to have 90% attendance in the Institution, Value Added Courses and Placement Related Workshops. Those who fall short of attendance may not be permitted to participate in the campus internship placement process.
- Students are required to keep a track of the communications regarding the companies with Internship opportunities. If a student eligible as per the Job Description chooses not to apply for **three (3)** consecutive eligible internship postings, then it may validly imply that the student is not interested in pursuing the internship assistance process. In such cases, the student will be denied further internship assistance.

## **GUIDELINES**

- The Placement Committee of the Institution is responsible for operationalizing the Internship Placement Process. At the commencement of each academic year, each department will constitute a Placement Committee consisting of students and a faculty member to be nominated by the Head of the Department.
- The Institute will assist in organizing the internship opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests. Any such internship opportunities directly obtained by the student need to be approved by the Institution in writing before the student embarks upon the internship.

- In line with the Institution's intent to nurture the spirit of entrepreneurship, the Institute will support students working on their own ventures in lieu of industry internships if these are formally approved by the Heads of the respective Departments and are conducted under respective faculty mentors.
- Any engagement involving freelancing, work from home etc if not approved by the respective Head will not be accepted as valid internships.
- All students who are eligible and are required to undergo internships must fill an Internship registration form.
- Students must complete the minimum duration of internship as specified in the curriculum.
- The students must complete the requisite paperwork, including project reports, presentations in the prescribed formats (if any), and obtain the completion certificates from the sponsoring organizations adhering to minimum specified duration of internship.

### **EXPECTATIONS FROM STUDENT INTERNS**

The students act as unofficial spokespersons and help in building the image of the Institution. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the Institute. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

- Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.
- The Institute expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the Institution. Any student found disregarding any of the norms would be liable for disciplinary action.
- The students should abide by the dress code and other professional norms of their Internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.
- Any act of non-cooperation or manipulation with the sponsoring organization's selection process; and/or misconduct or acts of dishonesty are liable to withdrawal of Internship at the Institution's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend, and any such behaviour that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.
- Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.

- The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment.
- The Institution cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.
- Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the Institution.
- If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed and will not be eligible for further placement assistance from the Institution.

### **FACULTY MENTOR ALLOCATION, REPORTING & SUPERVISION**

During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty mentor from the respective Department depending on the project domain and the type of organization. The projects will be performed under the direct supervision of the Reporting manager and will receive guidance from the faculty mentor. The following process is envisaged:

1. Faculty mentor will be assigned for each student by the Head of the respective Department.
2. The allocation of faculty mentor shall seek to obtain a match with the faculty expertise areas, to allow interaction between the faculty and the industry. Such interactions are expected to lead to collaborations for research, executive education, and consultancy projects etc. and are viewed as beneficial to the faculty members of the Institution.
3. Upon the allocation, Placement Office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
4. During this course, several interactions between the Faculty and the organization are expected. These can be conducted through multiple modes such as email, phone, video, or in-person as may be expedient/appropriate.
5. While there is no explicit guideline about the number of interactions, the following interactions are envisaged:
  - (a) Initiation stage: Placement Office will introduce the reporting manager of the sponsoring organization to the Institution's faculty mentor. The faculty mentor will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed, and Deliverables from the internship. The student intern will prepare a short write-up documenting these elements and get it signed by both the reporting manager of the sponsoring organization & the Faculty mentor. (See Appendix 1 for the report format).
  - (b) Mid-term checkpoint: Faculty Mentor will conduct a mid-term review of the progress of the internships – typically around 4-5 weeks after commencement. After the review, the Faculty Mentor shall prepare a mid-term progress report in the format given in Appendix 2.
  - (c) Closure: At the end of the internship, the student intern shall prepare a report (Appendix 3) and may be optionally required to make a presentation to the organization. As a proof of completion of internship, the student intern will obtain a letter of completion from the

organization showing the performance evaluation in terms of OS (Outstanding), EE (Exceeds expectations), ME (Met expectations), and BE (Below expectations). The student intern shall submit the letter and the report to the Faculty and Placement Office upon arrival at the campus. The Faculty shall engage the organization to receive the feedback and record the same. Based on the data as described herein, the Faculty mentor shall assign an appropriate rating/grade as per the grading norms of the Department.

6. Where possible, the Faculty mentor should make at least one visit to the workplace of the student for a meeting with the organization to review the progress made by the student and to build up long term relationship between the Institution and the organization.
7. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace are some examples of serious misconduct during the internship. In case the student intern is found to have **indulged in such misconduct, then he/she is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.**

**Appendix 1: Internship initiation report**

**Name of the student intern:**

**Name of the company:**

**Manager supervising the internship project:**

**Faculty mentor:**

**Project start date:**

**Project objectives:**

**Project scope and activities:**

**How will the project be performed?**

**Project deliverables:**

**Appendix 2: Mid-term checkpoint review**

**Name of the student intern:**

**Name of the company:**

**Manager supervising the internship project:**

**Faculty mentor:**

**Project start date:**

**Checkpoint date:**

**Activities completed:**

**Activities stalled or delayed:**

**Suggested interventions:**

**Manager comments/feedback:**

### Appendix 3: Internship project report

The Internship project report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often subject the interviewees to in-depth examinations. Recruiters judge the quality of the report based on student's analytical skills, methodology, grasp of research tools and contribution to the organization in terms of cost or time saving attributable to implementation of student's recommendations. The Institution expects every student to take the report preparation seriously and submit an excellent project report at the end of internship which would enhance the student's chances of placement.

The report should cover the following aspects:

- (i) **Introduction:** Clear understanding of the topic/subject; understanding of the organisation/unit/field.
- (ii) **Literature Review:** Published studies, review of similar studies
- (iii) **Details about the study:** Objectives, formulation of the problem, scope, and rationale of the study.
- (iv) **Methods/methodology adopted for the study:** Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- (v) **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- (vi) **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organisation, the learning from the study for the student, etc.
- (vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organisations.
- (viii) Presentation of the report, format of the report, flow of the report, style, language, etc.