



Internship Policy
Naipunnya Business School

1. 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 College. Further, considering the curriculum structure approved by the college, multiple internships modes are possible, and are assigned academic credits within the curricula. The general structure of the internship 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. The internship will benefit students by getting real time industry experience and exposure, exploring the career opportunities, add values, skills, and experience to their CV and learn company culture

2. Objectives:

- ✓ To expose the students to industrial environment for application of existing knowledge in industrial situations
- ✓ To provide possible opportunities to learn and sharpen the real time managerial skills required for professional career
- ✓ Understand the social, environmental, economic and administrative considerations that influence the working environment
- ✓ To expose students to the responsibilities and ethics
- ✓ To get acquainted with the working styles of industries at different hierarchy and learn to work in a team
- ✓ To gain experience in all types of professional communications
- ✓ To demonstrate the impact of the internship on their lifelong learning and professional development
- ✓ To provide the linkages of future job/research opportunities to students in the organization

3. Mode of Execution:

Internship may be done through following verticals through offline /online mode

1. Part-time Industry Internship in organizations (3 weeks) in the 2nd semester.
2. Full time industry project internship (8 weeks) in the 4th semester.
3. Online internship with Internshala

Students may be allowed to change mode of execution in certain unavoidable circumstances. Department head shall take decision for change of mode on application by student with a recommendation from the Placement coordinator.

4. **Internship Duration:**

The internship is mandatory as a part of the curriculum. Students will not be given the Program completion certificate, unless they complete the internship as prescribed. The structure and durations of the Internship may vary. 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 college.

5. **Procedure:**

Training and Placement coordinator of the college will be supported by 2 students from each class for supporting Training and Placement activities. Students will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students with the help of Training and Placement Officer. Faculty Mentor/Supervisors have to play active role during the internship and minimum 4 students are to be supervised by each faculty mentor.

6. **Internship Execution Procedure** The T&P cell will arrange internship for students in industries/organization after the first semester or as per AICTE/ DTE/ affiliating University guidelines. The following general procedure shall be adopted for execution of internship:

Step 1: Request Letter/ Email from the office of Training & Placement cell of the institute shall be sent to the companies.

Step 2: Students request letter/profile/ interest areas will be submitted to industries for their willingness for providing the training.

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

Step 4: Students will undergo internship at the concerned Industry / Organization. The mentor/supervisor shall evaluate the performance of students once/twice by visiting the Industry/Organization or through video conferencing/or through phone calls.

Step 5: Students will submit internship report in the format provided by the institute after completion of internship along with certificate obtained from the industry.

7. **Guidelines for students:**

1. All the students need to go for internship.

2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
3. All students should compulsorily follow the rules and regulations as laid by industry.
4. Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.
5. Student should follow all ethical practices and SOP of industry.
6. Students have to take necessary health and safety precautions as laid by the industry.
7. Student should contact his /her academic guide from college on weekly basis to communicate the progress.
8. Each student has to prepare internship report in consultation with the academic guide.

8. General Internships Recommendations

- ✓ An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- ✓ If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the 10 big-picture in better understanding the career prospects in relation to his ambitions.
- ✓ Attitude and mind-set play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- ✓ Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- ✓ Interns must be inquisitive and try to gain maximum knowledge and exposure.
- ✓ Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- ✓ Interns should enjoy during the internship and leave with tangible accomplishments.
- ✓ The intern will maintain a regular internship schedule determined by the Intern and his/her Mentor.
- ✓ The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

9. Internship Report:

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. Each student is required to present the whole activities of internship online/offline to departmental project guide/faculty mentor/supervisor at the end of the internship.
