



INTERNSHIP POLICY

Introduction

The Internship Policy aims to provide an organized framework for internship activity, as per the compliance requirements of governing and affiliating institutions. This policy seeks to make the internship a crucial component of the learning process.

The MBA internship presents a unique opportunity for the students to bridge the gap between academic knowledge and real-world business applications. Students get the chance to enhance domain knowledge and refine professional. Internship offers invaluable insights into current industry trends, established practices, challenges and opportunities in the industry.

Objectives

1. To comply with the MBA program requirements and implement the outcome-based syllabus of the MBA program.
2. To offer experiential and hands-on learning opportunities to the students.
3. To enhance students' depth of knowledge in the functional areas.
4. To prepare the students for probable final placements.
5. To form an internship cell to implement the internship policy.

Scope

This policy is applicable to the semester two and three of the MBA program.

Implementation of Internship Policy

1. Internship information and guidance sessions are conducted for the students in the induction program and at the end of second semester before the start of internship.
2. Information regarding the purpose / objectives of internship, standard index, reporting formats, annexures and internship documentation and other requirements, as given by the university in the syllabus and as per institute practice are shared with the students.
3. A schedule of internal evaluation of internship progress phases with dates and evaluation parameters is shared with the students at the start of the 3rd semester.
4. The title of internship project is finalized by students with the approval from the faculty guide, along with the project objectives, scope etc.
5. Student's progress is monitored by the faculty guide and information is documented on the SIP progress report along with details in the review record.
6. Phase wise evaluation of the project progress is done by the faculty guide. Progress record card is completed and the SIP report finalized by the student with the approval of the guide.
7. Upon satisfactory completion of the report writing, student gets the certificate of completion from the faculty guide. Student also seeks the company certificate from company guide.
8. Internal Viva-Voice examinations are held by the institute.
9. University Viva-Voice examinations are held with university appointed chairpersons as per the university guidelines, in which internal senior faculty members are also appointed on the panel. The final internal and external marks of the viva examination are uploaded by the internal panel faculty to the university portal.

Summer internship, report writing and evaluation flow chart

