

Implementation of mandatory Internship Policy for Students

INTERNSHIP POLICY

Industry Internship is an integral part of the academic 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 and 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.

1. OBJECTIVES:

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

2. DURATION:

Two to four weeks during the end semester exam holidays (Winter & Summer). 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.

3. ELIGIBILITY:

Students with 80% attendance and above in their regular course work, Value Added Courses and Placement Related Workshops are eligible for internship. 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.

4. ARRANGEMENT OF INTERNSHIP AND GUIDELINES:

The College 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 College before the student embarks upon the internship.

In line with the College's intent to nurture the spirit of entrepreneurship, the College will support students working on their own ventures in lieu of industry internships if these are formally approved by the Heads of the respective Department

The students must complete the registration, requisite paperwork, including project reports, presentations in the prescribed formats and obtain the completion certificates from the sponsoring organizations adhering to the minimum specified duration of internship.

5. EXPECTATIONS FROM STUDENT INTERNS:

The College expects that all students adhere to the proper standards of intellectual honesty and professional propriety in their conduct.

The students should abide by the dress code and other professional norms of their Internship organization.

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 behavior and/or non-cooperation with the internship process and/or continued non-performance in assignment.

The College 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 College.

If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed and may not be eligible for further placement assistance from the College.

Any student found disregarding any of the norms would be liable for disciplinary action.

6. 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 guide 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

(representative from the organization) and will receive guidance from the faculty guide. The following process is envisaged:

Faculty guide will be assigned for each student by the Heads of the respective Department matching the expertise areas. Placement Office will introduce the reporting manager of the sponsoring organization to the College's faculty guide.

The faculty guide will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed, and Deliverables from the internship.

Faculty guide will conduct a mid-term review of the progress of the internships.

At the end of the internship, the student intern shall prepare a report and present to the organization. As a proof of completion of internship, the student intern needs to obtain a letter of completion from the Organization. Based on report submitted by the intern and feedback from the organization the respective department shall evaluate the effectiveness of the internship attended by a student.

Note: 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.

4.5. Industrial Training/ Internship

4.5.1 The students may undergo Industrial training for a period as specified in the Curriculum during the summer / winter vacation. In this case, the training has to be undergone continuously for a period of at least two weeks in an organization.

The students may undergo Internship at a Research organization / University/ Industry (after due approval from the Head of the Institution) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training. Attendance Certificate mentioning the period of Industrial Training / Internship and signed by the competent authority of the industry, as per the format provided by the Centre for Academic Courses shall be submitted to the Head of the Institution. The attendance certificate shall be forwarded to the COE, Anna University by the Head of the Institution for processing results.

4.5.2 If Industrial Training/ Internship is not prescribed in the curriculum, the student may undergo Industrial Training/ Internship optionally and the credits earned will be indicated in the Grade Sheet. If the student earns three credits in Industrial Training/ Internship, the student may drop one Professional Elective (only one professional elective can be dropped). In such cases, Industrial Training / Internship need to be undergone continuously from one organization or with a combination one two week and one four week from one/two organizations. However, if the number of credits earned is 1 or 2, then these credits shall not be considered for classification of the degree. Students shall get permission from the Head of the Institution for taking Industrial Training/Internship and the Certificate of completion of Industrial Training / Internship shall be forwarded to the COE.

DURATION OF TRAINING/INTERNSHIP	CREDITS
2 Weeks*	1
4 Weeks	2
6 Weeks	3

*1 Week = 40 Internship Hours