



BHARATH INSTITUTE OF MANAGEMENT

(Approved by AICTE, New Delhi)
(Affiliated to Bharathidasan University, Tiruchirappalli-24)
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Date : 06/03/2024

IMPLEMENTATION OF MANDATORY STUDENT INTERNSHIP POLICY

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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 Institution would facilitate internship placement of its students has successfully completed their previous semester examinations and their conduct at the Institution has been satisfactory throughout the program.
- Students are required to have 75% attendance in the Institution, Value Added Courses 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 Institution Innovation Cell of the Institution is responsible for operationalizing the Internship Placement Process. At the commencement of each academic year, each department will constitute an Institution Innovation Cell 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.


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- 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.

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.**



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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:


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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:



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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. Recruiter 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.



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