



## **SACRED HEART COLLEGE (AUTONOMOUS)**

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31/4 at 'A+' Grade.  
Tirupattur, Tirupattur District – 635601, Tamil Nadu, India

### **INTERNSHIP POLICY for STUDENTS**

Applicable for

**(Master of Business Administration and Master of Computer Application)**

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. 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. 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.

**The internship program is offered to students with the following objectives:**

- To provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- To expose students to the industrial environment, Professional responsibilities and ethics.
- To expose students the current technological developments relevant to the subject area of training. Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.

#### **DURATION**

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) / Projects as prescribed. While the actual structure and durations of the Internship(s) / Projects will vary from program to

program, it is normal for a minimum duration to be at least Six weeks once during the penultimate year of the program. Specific programs may include two or more summer internships as per the requirements of respective regulatory bodies.

**The following are the benefits of Internship Program:**

**Benefits to the students:**

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- Opportunity to meet new people and learn networking skills.

**Benefits to Industry:**

- Availability of ready to contribute candidates for employment.
- Year round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.

- Enhancement of employer's image in the community by contributing to the educational enterprise.

#### **Benefits to the Institute:**

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/students.
- Improvement in teaching learning process.

#### **Internship Guidelines:**

The general procedure for arranging internship is given below:

**Step 1:** Request Letter/ Email from the office of concern departments of the college should go to industry to allot various slots of 4-6 weeks as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.

**Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the respective department's.

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

**Step 4:** Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office with the consent of Industry persons/ Trainers.

**Step 5:** Students will submit training report after completion of internship/project.

**Step 6:** Training and Completion Certificate to be obtained from industry.

#### **Guidelines to Students:**

Any absenteeism by students during their internship/project should be informed immediately to the mentor/reporting manager and the internal guide. No special

considerations will be accepted. Students cannot take leave for college work or fest activities. The leave permission for any college related activities will be solely approved by the HOD. The monthly attendance format should be duly submitted to the internal guide by the intern.

### **Internal Reporting Guidelines:**

Every intern should send weekly report to their internal guide without fail. It is mandatory for the intern to send weekly reports to their respective guide and alumni mentor on regular basis. Interns should have at least fortnightly verbal communication with the internal guide and alumni mentor without fail. In cases where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/reporting manager on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes. Non-compliance to above points will be strictly monitored by Internship/project coordinator of respective departments.

### **Student's Diary/ Daily Log**

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit. Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training.

### **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. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. The training report should be signed by the Internship Supervisor, Faculty Mentor and HoD of the concern department.