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Implementation of Mandatory Internship policy for Student

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1 **Introduction**

(1) An internship is a professional learning experience providing students with hands-on exposure directly aligned with their academic pursuits or career aspirations. This dynamic experience is instrumental in fostering career exploration and skill acquisition. Integral to this immersion are engagements with diverse entities, spanning government bodies, private organizations, esteemed educational institutions, research and innovative centers, collaborative institutions cutting-edge research and development initiatives, entrepreneurial endeavors, and local industries. This underscores their role in elevating interns through a dual process of learning and practical exposure.

(2) The internship strategically unfolds in the 6th semester of the undergraduate program, specifically tailored for students immersed in the realms of Basic Sciences, Social Science and humanities. Positioned as a tactical approach, it serves as a mainstay for cultivating a robust foundation within these disciplines. This pivotal experience empowers students to seamlessly translate their acquired knowledge into practical applications within real-world scenarios. Beyond the confines of traditional academia, the program is meticulously designed to instill essential competencies aligning with 21st-century global skill sets. It functions as a transformative melting pot, where theoretical understanding metamorphoses into a functional tool kit that students can wield in various real-world contexts. The overarching goal of the internship extends beyond the educational spectrum, positioning itself as a strategic preparatory phase for the imminent job market. By doing so, it effectively bridges the gap that often exists between the theoretical realms of academia and the dynamic, ever-evolving landscape of the professional world. In essence, the internship emerges as a dynamic catalyst, equipping students with the multidimensional skills needed to navigate and thrive in the professional arena.

2 **Objectives**

The objectives of conducting the internship program are

- a) Integration of classroom with work environment
- b) Providing hands on work experience
- c) Exposure to emerging technology
- d) Enhancing entrepreneurial capabilities
- e) Development of teamwork and decision-making

- f) Enhancing professional competency
- g) Facilitating and orienting the students in developing the research aptitude
- h) To prepare students to understand organizational culture and familiarize them organization needs.
- i) To sharpen domain knowledge and provide core competency skills
- j) Enhances employability skills and opportunities
- k) Prepare the students ready for job industry

3. Internship Categories :

The employability of graduates can be improved by developing experience and exposure with the right attitude for the workplace. The Undergraduate internships would be classified into two categories:

- a) Internship for enhancing employability
- b) Internship for developing the research aptitude

I. Nature of Internship, Requirement and General Guidelines:

1. The Principal or Head of the Department (HOD) is tasked with actively supporting students in identifying suitable internship organizations and workplaces as an integral aspect of the internship initiative.
2. Each student is obligated to strategically plan his/her internship program, engaging in different domains/departments of diverse Tiny/Small-Scale/Medium/Large Scale entities such as:
3. Government Bodies /Departments, Municipalities, Panchayat raj Institutions, Banks including Cooperative Banks, Cooperative Societies, Insurance Companies, Offices of Investment Advisors, Manufacturing Houses, MSMEs (Micro, Small & Medium Enterprises), NGOs, (Non- Governmental Organizations) SHGs (Self Help Groups), Social Institutions, Performing Arts Centers, Visual Media Houses, Museums, Epigraphy, Cultural Studies, Sahitya Parashat, Publishing Houses, Literary Agencies,
4. Libraries, Magazines and Newspapers, Entertainment Industry, Event Management Organizations, Sports Associations/Centers / Authority Academy, Educational Institutions, Collaborative Institutions, Research and Innovative Centers (National and Foreign), National Laboratories, Research Laboratories under Public/Private Sector,

Diagnostic Laboratories, etc.

5. Internship groups will be assigned a dedicated Supervisor or mentor, who will be a faculty member from the respective department. This mentor will provide guidance and support throughout the internship duration

The student can undertake the internship either individually or in small groups of two to five and submit a report individually. To enhance collaborative learning and diverse perspectives, large groups of students from the same department of the college or university, may be encouraged to collectively participate in internships in different domains/departments of an organization.

The internship may be pursued either on a paid or voluntary basis, depending on the selection made by the interns themselves.

The student should maintain an activity logbook of her/his everyday learning (date and time) at the internship and finally prepare Internship Report.

The Internship Report shall consist of organizational profile, his/her observation of the organization, activities/programs of the organization, suggestions to the organization, if any, and a brief account of his/her activities as per the logbook. Activity logbook may be annexed to the Internship Report. The printed Internship Report shall be of 20-25 pages including figures and tables.

II. Research Internship

(1) Research Internship can be conducted on Offline or Online by the student i.e., using primary data or secondary data. The research project report shall have an undertaking from the student and a certificate from the research supervisor/mentor/adviser for the originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same or any other institution.

(2) Student shall submit his project report and the evaluation shall be based on:

- a. Innovativeness of research
- b. Presentation
- c. Analysis of the data/information
- d. Viva-voce

III. Internship Duration and Academic Credentials

| | |
|----------------------------|---|
| Program Name | Under-Graduate (UG) Programs of Management, Computer Applications. |
| Course title | Minimum 04 weeks/90 hours (either on full time basis during vacation or on part time basis during the Academic Session) |
| Duration of ESA/Exam | Practical (Evaluation of the Report and Viva-Voce at Institutional level) |
| Activity | Report of Internship along with certificate from the Organization and Logbook |
| No of Credits | 03 |
| Formative Assessment Marks | 100 (60 marks for Internship Report and 40 marks for Viva-Voce) |

4. Evaluation

(1) The Institution will examine/evaluate the student's performance by following evaluation method.

(a) Evaluation of the internship course can be based on the evaluation of Internship Report submitted along with activity logbook by the student and viva voce done by a committee constituted by the Head of the Institution. The Department HOD/Senior Faculty and the concerned Supervisor will be the members of the committee.

- In case of B.Com, BBA, BCA Programs, the Internship Report along with activity log book should be evaluated for 60 marks and another 40 marks for the viva Voce.
- In case of BA, BSc Programs, the Internship Report along with activity logbook should be evaluated for 30 marks and another 20 marks for the viva Voce.

(b) The evaluation shall be based on:

- a. Internship Report
- b. Activity logbook
- c. Acquisition of skill sets by the intern
- d. Originality and any innovative contribution
- e. Significance of research outcomes
- f. Attendance certificate by the concerned workplace head/manager

Application For Internship

| | | |
|----|---|-------------|
| 1. | Name of the Candidate (In Block Letters) | |
| 2 | Gender | Male/Female |
| 3 | Programme and Year/ Semester in which studying | |
| 4 | Email ID of the student , Phone/Mobile No's | |
| 5 | Name of the Supervisor | |
| 6 | Email ID and Contact Number of the supervisor | |
| 7 | Name and address of the Institution | |
| 8 | Email ID and Contact number of the Institution | |
| 9 | Complete Permanent Address of the student | |
| 10 | Present Mailing address of the student | |
| 11 | Address and person to be contacted in case of emergency along with Phone number | |

Date

Signature of Student

Recommendation of Head of the Department