Ref. No: WIC/SC/ST/2024/01   **Date: 24/05/2024**

Implementation Of Mandatory Internship Policy For Students

REFERENCE:

 1. Internship syllabus of BCU-All Disciplines

2. AICTE Internship Policy

PREAMBLE: Internships are educational and career development opportunities, providing practical experience in a field or discipline. Internships are far more important, as employers are looking for employees who are properly skilled and have awareness about the industry environment, practices, and culture. The internship is structured, short-term, supervised training often focused on particular tasks or projects with defined time scales.

 APPLICABLE TO:

1. Bachelor of Computer Application BCA
2. Bachelor of Business Administration BBA

 OBJECTIVE:

● To provide possible opportunities to learn, understand and sharpen the real-time technical/managerial skills required at the job.

● The core objective is to expose technical students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and understanding the social, economic, and administrative considerations that influence the working environment of industrial organizations.

HOW TO SEARCH INTERNSHIP:

 ● Apply through company official portals

 ● Search a company nearby to your stay

 ● Ask for the company from your family/friends

 ● Identify a company through Faculty Mentor/Department Faculty/Placement office

Internship Guidelines
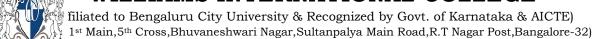
1. Internship Placement:

- **Step 1:** Industry Collaboration:

  - The respective department of the college will request internship slots from industries, typically 4-6 weeks during vacations.

  - Students submit their resumes and preferred areas of interest to industries for consideration.

- **Step 2:** Internship Confirmation:

  - Industries confirm available slots and the number of positions.

  - If students independently secure internships, they submit confirmation from the host organization to the Training & Placement office through their department.

  - Faculty mentors allocate students to confirmed internships based on availability.

2. Internship Execution:

- **Step 3: On boarding:**

  - Upon joining the host organization, students submit joining reports.

- **Step 4: Internship Period & Evaluation:**

  - Students undergo industrial training at the designated organizations.

  - Faculty members conduct at least one site visit to evaluate student performance and provide feedback, with the consent of industry supervisors.

- **Step 5: Internship Report:**

  - Students submit a comprehensive training report upon completion of their internship.

3. **Internship Completion & Documentation:**

- **Step 6:** Certificate Issuance:

  o Students obtain a training certificate from the host organization.

- **Step 7:** Record Maintenance:

  o The respective department maintains a record of all students who have successfully completed their internships.

Internship Report Chapter Scheme:

1. **Introduction:**

   o Brief overview of the internship program, the host organization, and the student's role.

2. **Organization Profile:**

   o Description of the host organization, its mission, values, and relevant departments.

3. **Project/Task Overview:**

   o Outline of the specific problem or task undertaken during the internship.

4. **Research Methodology/Approach:**

   o Description of the methodologies and techniques used to address the project/task.

5. **Data Analysis & Findings:**

   o Presentation and analysis of the data collected during the internship.

6. **Skills Development:**

   o Detailed discussion of the skills acquired during the internship (technical, communication, teamwork, problem-solving, etc.).

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7. **Challenges & Solutions:**

   o Description of any challenges encountered and the strategies employed to overcome them.

8. **Learning & Contributions:**

   o Reflection on personal and professional growth gained from the internship.

   o Summary of contributions made to the host organization.

9. **Conclusion:**

   o Summary of the internship experience and its impact on future career goals.

Chapter Scheme to be followed

1. Introduction

- **1.1 Background:** Briefly introduce the field/industry and its relevance.
- **1.2 Internship Overview:** Briefly describe the internship program and its objectives.
- **1.3 Scope and Limitations:** Define the boundaries of the internship project and any limitations encountered.

2. Organization Profile

- **2.1 History and Background:** Provide a concise history and background of the host organization.
- **2.2 Mission, Vision, and Values:** Describe the organization's core mission, vision, and values.
- **2.3 Organizational Structure:** Briefly outline the organizational structure and the department/team where the internship was conducted.

3. Internship Project/Task

- **3.1 Project Description:** Clearly define the project/task undertaken during the internship.
- **3.2 Project Objectives:** State the specific goals and objectives of the project.
- **3.3 Role and Responsibilities:** Describe the intern's specific roles and responsibilities within the project.

4. Research Methodology

- **4.1 Research Approach:** Describe the overall research approach used (e.g., exploratory, descriptive, and experimental).

- **4.2 Data Collection Methods:** Detail the methods used to collect data (e.g., surveys, interviews, observations, document analysis).

- **4.3 Data Analysis Techniques:** Explain the techniques used to analyze the collected data (e.g., statistical analysis, qualitative analysis).

5. Data Analysis & Findings

- **5.1 Data Presentation:** Present the collected data in a clear and organized manner (tables, charts, graphs).

- 5.2 Data Interpretation: Analyze the data and draw meaningful conclusions.

- **5.3 Discussion of Findings:** Discuss the significance of the findings and their implications.

6. Skills Development

- **6.1 Technical Skills:** List and describe the technical skills acquired during the internship (e.g., software proficiency, data analysis tools).

- **6.2 Professional Skills:** Discuss the development of professional skills (e.g., communication, teamwork, problem-solving, time management, critical thinking).

7. Challenges and Solutions

- **7.1 Challenges Faced:** Describe the challenges encountered during the internship.

- **7.2 Strategies for Overcoming Challenges:** Explain the strategies used to overcome these challenges.

8. Learning and Contributions

- **8.1 Personal Learning:** Discuss the personal and professional growth achieved through the internship experience.

- **8.2 Contributions to the Organization:** Describe the contributions made to the host organization during the internship.

9. Conclusion

- **9.1 Summary:** Summarize the key findings, accomplishments, and learning outcomes.

- **9.2 Future Recommendations:** Offer suggestions for future improvements to the internship program or the project itself.

Internship Report: After completion of Internship, the student should prepare a report to indicate what he has observed and learnt in the training period. The student may contact the Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor and Faculty Mentor.

 (Refer BCA Guidelines: BCU Syllabus)

The Internship report will be evaluated on the basis of following criteria: -

i. Originality.

ii. Adequacy and purposeful write-up.

iii. Organization, format, drawings, sketches, style, language etc.

iv. Variety and relevance of learning experience.

 v. Practical applications, relationships with basic theory and concepts taught in the course.

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