



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.
and Sheila Gopal Raheja College of Management
Autonomous

Internship Policy

Objectives :

- To expose the students to industrial environment.
- To provide possible opportunities to learn and sharpen the real time skills required for professional career
- Understand the social, environmental, economic and administrative considerations that influence the working environment.
- To expose students to the responsibilities and ethics.
- To get acquainted with the working styles of industries at different hierarchy and learn to work in a team.
- To demonstrate the impact of the internship on their lifelong learning and professional development.
- To provide the linkages of future job/research opportunities to students in the organization.

Outcome :

- Integrate theory and practice.
- Student will gain self-understanding, self-confidence, and interpersonal skills.
- Develop communication, self-understanding, self-confidence, interpersonal and other critical skills.
- Develop work habits and attitudes necessary for job success.
- Explore career alternatives prior to graduation.

Execution of Internship

Internship may be done through following verticals through offline /online mode :

- Full time/part time Industry Internship cum project.
- Full time research internship at research organization.
- Short duration (4-8 weeks) internship in industry.
- Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up).
- Online industrial training



Roles and Responsibilities:

Department will have a student's committee comprising of 1-3 students from each class for supporting internship activities headed by Student Coordinator. Faculty Mentors will be nominated at the start of the Academic year for each batch.

Internship Execution Procedure

Training and Placement cell of the college will be supported by the Internship committee & Departmental internship coordinator for Training & Placement Activities and Faculty Mentors.

Each department will have a student's committee comprising of 1-3 students from each class for supporting internship activities headed by Student Coordinator.

Faculty Mentor have to play active role during the internship.

Students on joining internship at the concerned Industry / Organization, will submit the Joining Report/Letters / Email to the Faculty mentor and Head of Department.

Students will submit internship report in the format provided by the institute after completion of internship along with certificate obtained from the industry to Faculty mentors & HOD.

List of students who have completed their internship successfully will be issued by faculty mentor to the internship committee & HOD.

Guidelines for students

- Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
- Students should compulsorily follow the rules and regulations as laid by industry.
- Student should take prior permissions from concerned authority of the organisation if they want to use any drawings, photographs or any other document from industry.
- Student should follow all ethical practices and SOP of organisation.
- Students have to take necessary health and safety precautions as laid by the organisation.
- Student should contact his /her faculty mentor/class teacher from college on regularly to communicate the progress.
- Each student has to prepare internship report after completion of internship.
- Student can do internship post college hours and/or during break between all semester

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, mindmap related to the observations made by the students. Student's Diary and Internship Report should be shown by the students along with internship completion letter.



Internship Report

After completion of Internship, the student should prepare a comprehensive report to indicate what he/she has observed and learnt in the training period. The training report should be signed by the Faculty Mentor.

The Internship report will be evaluated on the basis of originality, adequacy and purposeful write-up, variety and relevance of learning experience, practical applications, relationships with basic theory and concepts taught in the course, learning outcome & skills acquired.

Credit Allocation

1 credit=60 hrs.




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