



ANNAI MADHA POLYTECHNIC COLLEGE (814)

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INTERNSHIP POLICY

INTRODUCTION

Organizational Internship is an offer a work experience to the students and it integral part of the academic curricula. The student focuses completion of inter ship which is a mandatory requirement for the Diploma to be awarded by the Directorate of Technical Education. The students gain hands-on industrial or organizational exposure, explores the Technical knowhow 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. They gain a professional learning experience.

OBJECTIVES

The Internship aims to achieve the following for the students:

1. They acquire analytical, integrative, team skills in the work place.
2. Networking opportunities with people from industry/organizations.
3. Creates an opportunity for students to plan their future carrier prospects.
4. Industry connections are established to build confidence among them.

GUIDELINES

The College 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 College in writing before the student embarks upon the internship.

- All students who are eligible and are required to undergo internships must fill an Internship registration form.
- In line with the College intent to nurture the spirit of entrepreneurship, the HoD will support students working on their own ventures in lieu of industry internships if these are formally approved by the Principal of the respective College and are conducted under respective faculty mentors.
- 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. They gain work experience and their education is put into practice.
- Students must complete the limited period of internship as specified in the curriculum.

EXPECTATIONS FROM STUDENT INTERNS

The internships give them experience in carrier field they want to pursue 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 College. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility. AICTE has made 3-intership compulsory Engineering students.

- Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, to learn new skills and add value to their talents providing practical approach.
- The College 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 College. 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 College 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 behavior 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.

- The College cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.
- Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the College.

Internship project report

The Internship project report is an important instrument which signals a student's potential to a recruiter it increases the confidence their work. 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 College 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 organization/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 organization, the learning from the study for the student, etc.
- (vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organizations. viii) Presentation of the report, format of the report, flow of the report, style, language, etc.