



Sri Devaraj Urs Educational Trust (Regd.)

RI DEVARAJ URS INSTITUTE OF MANAGEMENT

DODDABALLAPUR - 561203

Affiliated to Bengaluru North University | NAAC Accredited & AICTE Approved Institution

INTERNSHIP POLICY 2025

INTERNSHIP POLICY

Introduction

Industry internship is an integral part of the academic curriculum. Satisfactory completion of internship is a mandatory requirement for getting the degree awarded by the institution. Further, institute offers multiple internships too based on Programme curriculum & course structure of various departments. The student may be assigned academic credits/grades after completion of internship(s). The internships provide an opportunity to the students to gain hands-on industrial or organizational exposure, to integrate the knowledge & skills acquired through the coursework, interact with professionals/co-interns, to improve their presentation, writing and communication skills. Internship often acts as a gateway for placement for many students.

Objectives

The aim of internship is to provide:

1. Real time learning experience to apply their analytical, integrative, team skills at the work place.
2. Network of opportunities with people from industry/organizations.
3. Calibration of individual student strength to cope up with various industry positions.
4. Pre-placement offers for potential students wherever feasible and appropriate.

Duration

Internship is a mandatory as per the curriculum where all the students have to undergo, to be completed during semester breaks for duration of six to eight weeks and evaluated in following semester.

Summer Internship – I(Under Graduation) carried out during summer vacation between V semester & VI semester and evaluated in VI semester.

Summer Internship – II(Post Graduation) carried out during summer vacation between III semester & IV semester and evaluated in IV semester.

Eligibility

1. The student applicant must be a valid enrolled candidate of a program at the institute.
 2. Internship is allowed to UG/PG Programme students during respective semester breaks/summer vacations, only when the student has successfully completed the previous semester examinations and the student should not have been undergone any in-disciplinary proceedings/charges of the institution throughout the program.
 3. Students with a SGPA/CGPA equivalent to 5 or higher without any backlogs and fee dues will be considered for internship assistance. Those having poor attendance record may not be permitted to participate in the internship process.
 4. Students are required to have 65% attendance in the academics, value added courses and placement related workshops.
 5. Students are required to keep a track of the communications made, regarding the companies with Internship opportunities. All the students should maintain the discipline, decency and decorum at the end of internship organization and should not be detrimental to interest of institute.
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Guidelines

Every faculty member and student strictly follows the guidelines as mentioned below:

1. The placement committee of each department is responsible to take-up internship initiative such as visit to industry, LOU/MOU for internships/placements processes in the beginning of the semester/year.
2. All the eligible students have to submit a prescribed registration form followed by the correspondence of the student with the company about internship permission.
3. The institute/department will host various activities to boost up internships especially core areas and domain specific. Parents, alumni and other stakeholders are also involved in tapping maximum internship/placement opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests with prior approval and a formal visit by placement coordinator of the Programme/department.
4. The institute encourages students to work in parental/relatives/friends/consultant/freelancer ventures in lieu of industry internships, once they are formally approved by the HODs. However, student should also provide a scope for co-students to take up internships in the same company.
5. Students must complete the minimum duration of internship as specified in the curriculum and present a report with internship completion certificate.

Expectations from Student Interns

The students serve as unofficial spokespersons and help in building the image of the institution. The internships 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 institution. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility. The following parameters/guidelines are set for students pursuing internship:

1. Students should aim to work with such organizations/institutions/start-ups that provide challenging learning opportunities, but not just for the sake of hometown convenience or stipend.
 2. The students should adhere to the standards of intellectual honesty and professional propriety and are advised not to indulge in any activity directly/indirectly which cause damage to the institution's reputation/impression/image. Any violations will be severely viewed.
 3. The students should follow global code of conduct of both institute and internship organization.
 4. Any influence by the student with a internship company with regards to any kind of privileges/negotiations will be treated as disqualification in all respects and liable for disciplinary charges.
 5. Students must abide by the rules & regulations of internship organizations.
 6. The internship organization has the right to terminate/discontinuation/delay the student(s) from the internship at any time and institute is not responsible in any manner.
 7. If a student gets a pre-placement offer (PPO) from an organization and will be considered as campus placed and will not be eligible for further placement assistance from the institute.
 8. The students are brand ambassadors of the institution and should pronounce & promulgate institutional excellence wherever possible in internship organization.
 9. At the same time interns are instructed to observe the state of art technology used in industry and present the same through professional association chapters and clubs.
 10. Under any circumstances internships are not allowed during the semester and beyond six weeks.
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Faculty Mentor Allocation, Reporting, Supervision & Evaluation

All the interns in general should greet and report daily to the respective officers in internship organization. Each intern is assigned a faculty mentor from the respective department depending on the project domain and the type of organization. The internship will be monitored by officers of internship organization and respective faculty member coordinate the progress. The following process is envisaged for internship:

1. Faculty mentor will be assigned for each student by the Head of the respective department.
2. The allocation of mentor should be based on the faculty domain & experience and at the discretion of HOD. All internship-interactions are expected to lead to collaborative education, training, R&D projects/consultancy services in the interest of institution and other stakeholders.
3. Upon the allocation, placement office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
4. Students should make a note that the mentor/HOD/TPO contact & correspond with internship organization through email, phone, video-conference or in-person as the case may expedite internship progress.
5. In absence of explicit guidelines about the frequency of interactions, the following steps are initiated:
 - a. **Initiation stage:** Placement office will introduce the reporting officer of the internship organization to the faculty mentor. The faculty mentor will interact with the reporting officer and set expectations about the objectives, scope, methodologies to be followed, and deliverables from the internship. The student intern will prepare a short write-up of these elements and get it signed by both the reporting officer of the internship organization & the faculty mentor.
 - b. **Mid-term checkpoint:** Faculty mentor will conduct a interim review of the progress of the internships – typically in 3rd / 4th week after commencement of internship. After the review, the faculty mentor shall prepare a interim report in prescribed format to the HOD.
 - c. **Closure & Evaluation:** At the end of the internship, the student intern shall prepare a report in the prescribed format and may be required to make a presentation to the organization. As a proof of completion of internship, the student intern will obtain a letter of completion from the organization showing the performance evaluation in terms of OS (Outstanding), EE (Exceeds Expectations), ME (Met Expectations), and BE (Below Expectations). The student intern shall submit the letter and the report to the faculty and placement officer upon arrival at the campus. The faculty shall engage the organization to receive the feedback and record the same. **Based on the data as described herein, the Faculty mentor shall assign an appropriate rating/grade as per the grading norms of the department.**
6. The faculty mentor should make frequent visits to the workplace of the student to meet reporting officer of the internship organization to review the progress made by the student and also to build the long term relationship between the institution and internship organization in the interest of stakeholder's health.
7. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace is some examples of serious misconduct during the internship. In case the student intern is found to have **indulged in such misconduct, then the student is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.**