

JAI HIND COLLEGE
(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.

INTERNSHIP LETTER

Date

To,

Dear Madam / Sir,

Sub: Request for Internship

This is to inform you that Ms/Mr _____ is a bonafide student at Jai Hind College (Autonomous). In the academic year _____, she/he is pursuing Under-graduation/ Post-graduation in the _____ (program name) and is in her/ his semester _____.

Jai Hind College has always strived to provide global standard of education to its students and to make them employable. As a part of this endeavour we encourage them to undertake internships/projects in their field of specialization. This experience facilitates them to apply their knowledge while dealing with real life situations both at work and at an individual level. To encourage and support the students the institution makes efforts to coordinate with industrial houses/ NGOs/ corporates/ organizations. We are certain that with an active involvement of prestigious organizations like yours, the college will fulfil its commitments towards the students.

In view of this, we request you to consider this application for internship at your company for the duration _____ to _____.

Looking forward to a favourable response.

Thanking You
Yours Sincerely

HOD/Coordinator
Jai Hind College
(Autonomous)

INTERNSHIP COMPLETION LETTER

To whomsoever it may concern

This is to certify that (Name of the student) of class _____ with UID _____ of Jai Hind College (Autonomous) studying in _____ (Year & program) has successfully completed his/her internship at _____ (Company Name) in our office at _____ (Address of workplace).

The duration of the internship was (number of months/weeks) from to (mention date, month and year) for a working week of _____ days with _____ (number of hours per day).

During the Internship, the student demonstrated (mention the performance of the intern) as a _____ (role as an intern).

Name
(Authorized Signatory)

Designation:

Name of the company:

Company seal

Date: