



ST. TERESA'S COLLEGE (AUTONOMOUS), ERNAKULAM

INTERNAL QUALITY ASSURANCE CELL

INTERNSHIP POLICY AND GUIDELINES

1.1 INTRODUCTION

In response to increasing global competition, all the higher education institutions are seeking strategies to cultivate a skilled and innovative workforce, providing them with a competitive advantage. Establishing internship programmes emerges as a significant strategy for nurturing future talent within the industry. These programmes not only offer graduates practical experience but also offer corporations fresh perspectives on business challenges, potentially identifying future business leaders. Traditionally, interaction between higher education Institutions and industries has been limited to faculty communication and brief industrial visits by students. However, there is mounting pressure on educational institutions to modernize their offerings to better align with industrial requirements and expectations. The job market is becoming increasingly competitive, particularly for entry-level positions, as graduates from colleges often lack the necessary experience and skills demanded by industry.

Recognizing this challenge, the IQAC, St. Teresa's College (Autonomous), Ernakulam, has launched various initiatives to promote industrial internships for undergraduate students. These initiatives aim to enhance students' employability skills, preparing them better for the job market. In line with these efforts, IQAC has formulated Model Internship Guidelines for organizing internships at both degree and diploma levels. These guidelines outline steps for establishing, maintaining, and nurturing internship opportunities.

1.2 OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. Following are the intended objectives of internship-

1. **Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the

workplace. The objectives of the internship need to be designed with the intention of integrating workshop / classroom / lab/research lab learnings with the workplace (organisation / enterprise / start-ups / corporate / farmlands / artisans / gig workers / Non-government organisations (NGOs)/research & development organisations, higher education institutions (HEIs), etc).

2. Understanding of the world of work: To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.

3. Physical and hybrid model learning: To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.

4. Developing research aptitude: To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.

5. Exposure in emerging technologies: To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve and reinforce work processes/ culture/ job roles/art and craft, including the traditional areas of art-craft/ heritage skills, agriculture, etc.

6. Enhance entrepreneurial capabilities: Understand how organisations / enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.

7. Development of decision-making and teamwork skills: To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.

8. **Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.

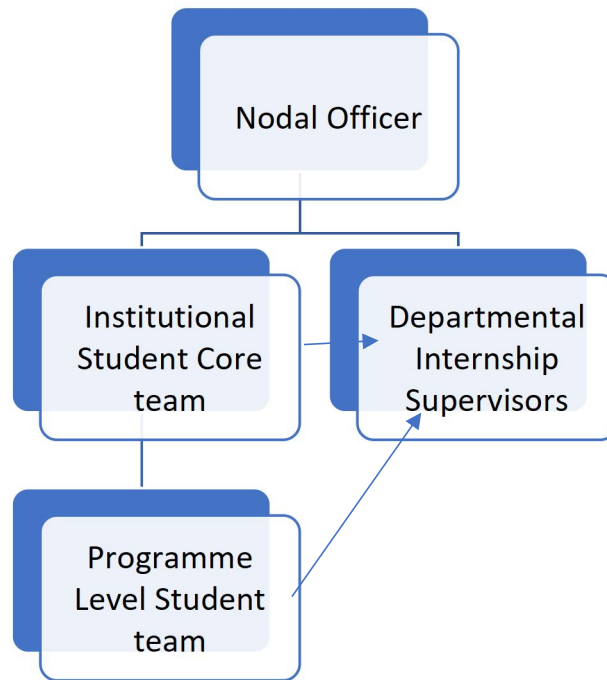
9. **Stimulate collaborative influence:** To promote HEIs collaboration, industry-academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organisations, academicians, and students to collaborate on how to learn with one another.

10. **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

1.3 INTERNSHIP DURATION

The duration of internship should be a minimum of 120 hours for attaining 2 credits. Internships can be in the form of direct experiential learning, online mode as well as hybrid mode. Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session. The college have the flexibility to schedule internship according to the availability of the opportunities.

1.4 STRUCTURE OF THE INTERNSHIP PROCESS



1.4.a Nodal Officer

The Nodal Officer of the internship process is nominated by the principal for the execution of internship effectively and opportunities in the institution. The nodal officer will be supported by a departmental internship supervisor and a core team of student coordinators. Each department will have a student coordinator and a student's committee comprising of 1-3 students from each class for supporting activities headed by student coordinator.

Role of Nodal Officer

- The nodal officer may reach out to HEIs, research organisations, research labs, corporates, industry, etc. and moreover to local administrative offices like Deputy Commissioners and heads of certain government offices like labour, municipal, hospital, tourism, public relations, finance, agriculture, social welfare, etc. to seek the opportunity of an internship for learners in the institution.
- The nodal officer must enable MOUs with relevant organizations so as to facilitate the students for an internship during the course.
- The nodal officer will have a team of student coordinators, internship supervisors, and mentors to effectively implement the internship process in the institution

1.4 b Department Internship Supervisor

The department internship supervisor will be a faculty member who will be nominated by the head of the department for monitoring of the students during the internship duration. Students will apply for internships on their own with the sanction from the internship supervisor of the respective department. The supervisor should ensure that such a student has an appropriate orientation for internship before going into the assigned institution. During the period of internship, the internship supervisor will arrange to keep track of the activities and performance of students as interns at the based on periodic reports submitted by students.

1.4 c Student Coordinators

There will be a core team of student coordinators at the institutional level under the guidance of the nodal officer. The department will have a Programme level 1-3 student coordinators. The core team of institutional student coordinators along with the programme level coordinators will identify the internship opportunities under the guidance of the Nodal officer and internship supervisors. The student coordinators will be the spearheading all the internship activities under the guidance of the nodal officer as well as the supervisors.

1.5 EVALUATION OF INTERNSHIP

The summer internship after the 4th semester is mandatory for all students and integrated into the curriculum. For this, the evaluation of internship shall be done by the internship supervisor of the department. The scheme of CCA and ESE as given in the M.G. University regulations 2024 is given below:

Components of Evaluation of Internship	Weightage	Marks for Internship 2 Credits/ 50 Marks
CCA	30%	15
ESE	70%	35

The internship supervisor may decide any mode for the completion of the Internship. If in case evaluation is not specified in any of the selected internship programme, institution can adopt a proper evaluation method as per the weightage specified in the table above.

However, for all other internships done by students outside the curriculum, evaluation is not mandatory.

1.6 INTERNSHIP REPORT

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

by the Internship Supervisor, and the head of the department. 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 cours

1.7 INTERNSHIP CREDENTIALS

After the completion of the internship, the students is required to submit the following credentials in the respective department-

- A) Internship Report
- B) Internship Completion Certificate
- C) Performance Evaluation Certificate

APPENDIX

FORMAT FOR REQUEST LETTER FROM DEPARTMENT TO INTERNSHIP PROVIDER

To

The

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Subject: REQUEST FOR INTERNSHIP

Dear,

I am student of St. Teresa's College (Autonomous), Ernakulam, pursuing the programmein the Department ofI request you to allow me an internship opportunity in your esteemed organization.

Yours sincerely,

Name of the Student with Signature

Recommended by Internship Supervisor

Forwarded by HoD

INTERNSHIP REPORT FORMAT

The internship report should have the following –

Table of Contents

1. Introduction
2. Background Information
3. Objectives of the Internship
4. Description of the Organization
5. Duration and Schedule of the Internship
6. Internship Activities and Responsibilities
7. Skills Developed and Lessons Learned
8. Challenges Faced
9. Achievements and Contribution
10. Conclusion

1. Introduction

- Explanation of the purpose and scope of the internship
- Importance of the organization where the internship was completed.

2. Objectives of the Internship

- Outline the specific objectives or goals set for the internship.
- Explain how these objectives align with personal and academic/professional development goals.

4. Description of the Organization

- Provide a detailed description of the organization, including its mission, vision, and core activities.
- Describe the organizational structure and hierarchy.
- Discuss the industry in which the organization operates.

5. Duration and Schedule of the Internship

- Specify the duration of the internship.
- Outline the schedule followed during the internship period.
- Mention any specific milestones or deadlines.

6. Internship Activities and Responsibilities

- Provide a comprehensive overview of the tasks and responsibilities undertaken during the internship.
- Describe specific projects or assignments completed.
- Discuss any collaboration with team members or supervisors.

7. Skills Developed and Lessons Learned

- Reflect on the skills acquired or enhanced during the internship.
- Discuss any new knowledge or insights gained.
- Analyze the relevance of the internship experience to academic and career goals.

8. Challenges Faced

- Identify any challenges or obstacles encountered during the internship.
- Discuss how these challenges were addressed or overcome.
- Reflect on the learning opportunities presented by these challenges.

9. Achievements and Contributions

- Highlight any notable achievements or contributions made during the internship.
- Discuss the impact of these achievements on personal and organizational goals.

10. Conclusion

- Summarize the key findings and insights from the internship experience.
- Reflect on the overall value and significance of the internship.

PERFORMANCE EVALUATION CERTIFICATE

(To be obtained from the internship provider)

[Organization's Logo]

Intern's Name:

Internship Period: [Start Date] to [End Date]

Internship Programme: [Programme Name]

Performance Grades:

1. Attendance & Punctuality: [Grade]

Comments: [Provide any additional comments regarding attendance and punctuality]

2. Quality of Work: [Grade]

Comments: [Provide any additional comments regarding the quality of work]

3. Communication Skills: [Grade]

Comments: [Provide any additional comments regarding communication skills]

4. Teamwork & Collaboration: [Grade]

Comments: [Provide any additional comments regarding teamwork and collaboration]

5. Initiative & Proactiveness: [Grade] Comments: [Provide any additional comments regarding initiative and proactiveness]

6. Overall Performance Rating: [Overall Grade] Comments: [Provide any general comments or feedback regarding the intern's performance]

[Signature] [Supervisor's Name]

[Title/Position]

[Organization Name]

[Date of Issuance]

[Location/City]

Grade Indicator:

A+ - Outstanding performance

A - Very good

B - Good

C - Average

D - Fair