

**BIYANI GIRLS COLLEGE**

**Internship Policy**

1. **Introduction**

An industry internship is a required component of academic programmes. It must be satisfactorily completed in order for the College to provide the degree. Additionally, given the framework of the curriculum that the college has approved, many types of internships are feasible and can be given academic credit.

According to the internship's general framework, students must complete a brief, immersed assignment within the designated organisations. The internship provides the chance to obtain practical experience in industry or organisations, to apply the knowledge and skills they have learned in class, to network with professionals and other interns, and to hone their presentation, writing, and communication skills. For many students, an internship serves as a springboard for their ultimate placement.

1. **Objectives**
* To offer possibilities for developing the practical, technical and managerial abilities necessary for a professional career.
* Recognise the social, environmental, economic, and administrative factors that affect the workplace.
* To demonstrate the impact of the internship on their lifelong learning and professional development.
* Gain experience in writing reports/projects.
* Expose the students to future employers.
* Understand the psychology of the workers and their habits, attitudes and approach to problem solving.
1. **Internship Duration and Academic Credentials:**
* Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session.
* The institutes have the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities.
* Typically, summer internships start around May every year and the durations range between six to eight weeks. Specific programs may include two or more summer internships as per the requirements of respective regulatory bodies. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the Institute.
1. **ELIGIBILITY**
* The student candidate must be formally enrolled in a Institute programme.
* The student must sign the Consent letter from parents.
* If a student is enrolled in an undergraduate or graduate programme, the institute will help them find internships if they have finished their previous semester's exams satisfactorily and have maintained a satisfactory academic record during the entire programme.
* 90% attendance is required of students in their respective course with Value Added.

Workshops related to courses and placement. Those who don't show up might not be held accountable to take part in the selection of interns for the campus.

* Students must keep a record of communications with the companies they work for opportunities for internships. If a student who meets the requirements of the job description decides not to apply.
1. **EXPECTATIONS FROM STUDENT INTERNS**
* The students act as unofficial spokespersons and help in building the image of the Institute.
* 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 calibre of the Institute.
* Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.
* Students should aim at working with such organizations, institutions or start-ups that provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.
* The Institute 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 Institute. 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 Institute’s 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 behaviour 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
1. **Internal Reporting Guidelines:**

 Every intern should send weekly report to their internal guide without fail. It is mandatory for the intern to send weekly reports to their respective guide and alumni mentor on regular basis. Interns should have at least fortnightly verbal communication with the internal guide and alumni mentor without fail. In cases where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/reporting manager on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes. Non compliance to above points will be strictly monitored by the Institute

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