

# St. Xavier's University, Kolkata

## SUMMER INTERNSHIP POLICY FOR MBA PROGRAMME

### 1. Internship and its importance:

#### 1.1 Introduction:

The growing global competition has created a huge demand for updated workforce with proper knowledge of business and the power to adopt the changes happening around. Graduates passing out from different higher educational institutes require to possess depth in subject knowledge, ability to apply the knowledge to solve practical problems and to abreast the changes happening in their work domain and related relevant fields. For creating such an able workforce, St. Xavier's University, Kolkata has adopted mandatory Internship policy for organizing Internship at Management degree level. This policy comprises steps for establishing, maintaining & fostering Internships. Memorandum of Understanding (MoU)s with various Ministries, Government / Non-Government / Private organizations to facilitate internship have also given extreme priorities. The internship experience will enhance outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the National Board of Accreditation (NBA).

#### 1.2 Objectives:

Xavier Business School, St. Xavier's University, Kolkata is dedicated to provide the best quality management graduates to the business arena. In its endeavor to provide quality education, serious stress is given on the overall development of students through summer internship. For management studies, Internships are educational and career development opportunities, providing practical experience in the overall field and specialized area. The Company may or may not provide stipend. The internship has to be meaningful and mutually beneficial to the intern and the organization. Following are the major objectives of Summer Internship Programme (SIP):

- Will expose Management students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- Disclosure of the current technological developments relevant to the subject area of training.
- Gain experience in writing technical reports / projects.
- Promote academic, professional and / or personal development.
- Understand the social, economic and administrative considerations that influence the working environment and the psychology of the workers, their habits, attitudes & approach to problem solving of industrial organizations.
- Expose the students to future employers where pre placement offer is feasible or approachable.

### **1.3 Benefit to the Students:**

The Summer Internship Programme emphasizes the evaluation of the student's work at the work center with dynamic involvement of the senior management. These efforts have strengthened the relationship between industry and academic organizations. Following are the major benefits to the students:

- An opportunity to get hired by the industry / organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world.
- Helps them decide whether the industry or the profession is the best career option to pursue.
- Opportunity to learn strategies like time management, multi-tasking etc. in an industrial setup.
- Creating network and social circle and developing relationships with industry people.
- Opportunity to evaluate the organization before committing to a full-time position.

## **2. Guidelines for Internship:**

### **2.1 Internship duration and academic credentials:**

Working as an intern in the industry is always more valuable than working for a project within the University in an academic environment. This is because it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company. After the 2nd semester (between the first & second year), students are required to start their industry-based projects. They have to undergo a full time SIP for 6-8 weeks. Comprising 8- Credits are the maximum allowed at a single internship site. 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 University. Two guides will supervise the internship project work, one from the department and another one from industry. The final project presentation is evaluated on the basis of the recommendation given by the industry supervisor, the internal faculty supervisor and an external expert. Every student is required to prepare a hard copy project showing the documentary proofs of the activities done by him along with a industry supervisor's feedback report. The evaluation of these activities will be done by faculty mentor and industry supervisor.

### **2.2 Role and Responsibility of the Training and Placement Cell:**

Xavier Business School, St. Xavier's University, Kolkata has a dedicated Training and Placement Cell (T&P Cell) headed by Training and Placement Officer (TPO). TPO plays a significant role in boosting the career of students. The function of the TPO is to guide students to choose the appropriate career and to plan for programme and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the present manpower requirements of the industry. The overall role of the Training & Placement cell is to facilitate and

counsel the students for training and placement related activities. TPO will be supported by Placement Committee, Faculty Supervisor and Dean. The faculty mentors will have to actively guide the students during the internship. The students should also be responsible enough to meet their respective faculty mentors as per the schedule given to fulfill the required credit hours. A maximum of 12 students will be supervised by each faculty mentor. The University cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the participating organization. The organization has the right to terminate students from the internship at any time due to inappropriate behaviour and / or non-cooperation with the internship process and / or continued non-performance in the assignment. Refusal to attend the selection process, refusal to join the selected organization, demanding special privileges or negotiating with the participating organizations for locations, job profiles or stipend, and any such behaviour that can be considered as unprofessional and would invite disciplinary action as would be decided by the Placement Committee. In extreme situation the Placement Committee may withdraw the students concerned from the internship placement process.

### **2.3 Eligibility for the Internship:**

The University would facilitate internship for students of Xavier Business School after fulfillment of the eligibility criteria mentioned:

- The student applicant must be validly enrolled in the MBA programme at the University and appeared for the 2nd semester examinations.
- The student has successfully completed their previous semester examinations and has no disciplinary charge against him or her.
- Students those who are having less than 85% attendance may not be facilitated for the internship.

### **2.4 Procedure for arranging the Internship:** T&P Cell will coordinate internship programme for students in industries / organization after second semester. The general procedure for arranging internship is given below:

**Step 1:** Request Letter / Email from the T&P Cell of the University should go to industry to allot various slots of 6-8 weeks during June - July as internship periods for the management students. Students request letter / profile / interest areas may be submitted to industries for their willingness for providing the internship opportunity.

**Step 2:** Industry will confirm the internship slots and the number of seats allocated for internships through Confirmation Letter / Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students to the office of Training & Placement through concerned department.

**Step 3:** Students on joining Training at the concerned Industry / Organization, need to submit the Initial Information Report (IIR) in the office of Training & Placement within a period of one week.

**Step 4:** During the internship concerned faculty mentor may evaluate the performance of students by visiting the Industry / Organization.

**Step 5:** Students will submit a hard bound copy of the report after completion of internship to Dean's office. Student will also submit internship certificate and the feedback about the intern obtained from industry, if any.

**Step 6:** T&P Cell will prepare the list of students who have completed their internship successfully and will keep all the records related to their SIP.

## **2.5 Guidelines for the Students:**

Summer Internship is a student centric activity. Therefore, the major role is to be played by the students. TPO may also include involvement of the student in the following activities:

- At the commencement of the session, the members of the student placement committee would be selected from the interested students, who will work together with T&P Cell to plan on internship programme.
- The University may provide up to two offers of which a student be allowed to opt out one.
- The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered/not offered.
- A student who will voluntarily give in writing that he / she does not require placement assistance from the University would not be exempted from the internship programme but will be exempted from participating in the final Placement process.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- The intern will maintain the schedule determined by his / her Project Head.
- 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.
- The candidate may publish internship work in journals / conferences with due permission / consent from the University / industry where he / she has undergone the internship.
- The intern must demonstrate honesty, punctuality and a willingness to learn during the internship programme.
- The intern will abide by the policies, rules and regulations of the Company.
- The students act as unofficial spokespersons and help in building the image of the University. The University 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 University. Any student found disregarding any of the norms would be liable for disciplinary action.

**2.5.1** In case of a student finding any difficulty in his / her SIP related activities, while

doing the same in SIP organization, he / she should primarily report the issue to his / her faculty guide. The faculty guide in turn would take it up with the Professors – in Charge of Placements and / or the Joint Placement Officer. If the issue or the problem at hand is still not resolved, the matter would be presented to the Dean by the Professors – in – Charge of placements and / or the J.P.O.