

AUGUST 01, 2022



GUIDELINES FOR SUMMER INTERNSHIP

MBA PROGRAM

DEPARTMENT OF MANAGEMENT
FACULTY OF MANAGEMENT & COMPUTER APPLICATION
NEHRU GRAM BHARATI (DEEMED TO BE UNIVERSITY)
PRAYAGRAJ

*The pain you feel today will be
the strength you feel tomorrow*

Summer Internship Program (SIP) is an integral part of the MBA academic curriculum and its satisfactory completion is a mandatory requirement for the award of the degree. Under the program, the students are required to undertake an internship assignment within assigned companies for hands-on corporate experience and for integrating the knowledge and skills acquired through the coursework. SIP also offers students the opportunity to gain exposure to industry projects; interactions with professionals and other summer interns; and improving their presentation, writing, and communication skills. SIP often acts as a gateway for final placement for many students.

SIP OBJECTIVES

SIP is designed for students to:

- ┑ Transfer their analytical, integrative, team skills honed in the classroom to the workplace;
- ┑ Understand the complexities of the corporate world first hand;
- ┑ Focus on a narrow problem within a selected topic/field – typically a micro theme – to facilitate an in-depth study using quantitative/qualitative measurement tools to organize and analyze data, intensively focusing on the area to arrive at reasoned conclusions about the issue or problem;
- ┑ Identify opportunities for networking with people in industry/ corporates/ organizations;
- ┑ Aim for pre-placement offers where feasible/appropriate.

DURATION

SIP is scheduled during the summer between the first and the second year. It generally spans for eight weeks. The duration may be extended beyond eight weeks, but in no case should exceed ten weeks.

Note: Any extension for SIP duration would be subject to the decision of the Dean, Faculty of Management.

Beginning Stage

1. Every student will be allotted a faculty mentors (FM) from Department of Management. The FM will be the friend/philosopher/guide to the student during SIP. Any problem related to SIP faced by the student must be reported to his/her FM only.
2. Every student must submit an Initial Internship Report (IIR) (Exhibit I) on or before the date prescribed by the Department of Management.

During SIP

- i. Students will abide by the applicable policies and norms of the Organization during the period of internship.
- ii. The students are expected to first understand the organization and the industry/field in which the organization is operating, in order to make a meaningful difference with the quality of his/her work
- iii. 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 assignment or any other reason the organization deems fit.
- iv. Therefore, it is strongly advised that a student takes this internship with utmost seriousness.
- v. The students are expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure for the completion of the study.
- vi. It is expected that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct.
- vii. 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, including rustication depending upon the severity of the offence.

- viii. The student 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.
- ix. The students should ensure that the data and other information used in the study report is obtained with the permission of the institution concerned.
- x. Every student must submit an Internship Progress Report (IPR) (Exhibit II) on or before the date prescribed by his/her faculty mentor (FM).

Completion Stage

- a) At the end of the internship, the student intern shall prepare Internship Completion Report(ICR)(format attached as Exhibit III).
- b) The student may be required to make a presentation to the Industry Mentor(IM).
- c) As proof of completion of the internship, the student intern will obtain an Internship Completion Certificate from the organization/company/IM. The Faculty Mentor will obtain a performance evaluation from the IM in terms of OS (Outstanding), EE (Exceeded Expectations), ME (Met Expectations), and BE(Below Expectations).

After completion

- 1. The student intern shall submit the SIP Report (including completion certificate) to the Faculty Mentor within 1 week of commencement of the ensuing semester.
- 2. The student must make a detailed presentation before the faculty committee on SIP at the beginning of next semester.

FACULTY SUPERVISION, REPORTING & EVALUATION

- i. The FMs are to ensure that the interns can deliver as expected and explore the possibility of converting the SIP opportunity into a long-lasting association, collaborations for research, executive education, and consultancy projects etc.
- ii. During SIP, several interactions between the Faculty Mentor and the organizations/ companies are expected. These can be conducted through multiple modes such as email, phone, video, or in-person as may be expedient/appropriate. FM can coordinate with IM and assigned student for the same.
- iii. During the internship, the student intern may seek telephonic / email/skype interactions with FM to receive support if necessary.
- iv. Completion of the summer internship is a degree-awarding requirement for the MBA program of Department of Management, Nehru Gram Bharati (Deemed to be University). For any foreseeable or unforeseeable reasons, if a student is unable to complete the internship in the intended year, he or she should be allowed to complete the internship requirements at the end of the requisite course work of the program he or she has enrolled for. It should be noted that as SIP is a core course, non- completion of SIP would entail no degree.
- v. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace, unprofessional behaviour, etc. are non-exhaustive examples of serious misconduct during the program. In case the student intern is found to have indulged in serious misconduct, the student intern is liable for any of the punitive actions, including cancellation of internship, withdrawal of final placement assistance, or rustication from the program/university, depending on the severity of inappropriate conduct.

EVALUATION OF SIP

The internship evaluation will have three components-

A. Continuous Assessment (During SIP),

B. IM assessment (On completion of SIP) and

C. Final Assessment on report and presentation (After completion of SIP)

A. Continuous Assessment:

Every alternate Monday student will have to submit a progress report to his/her FM as per template in Exhibit II. All these reports will be assessed by FM for content and compliance. These will carry 30% weight towards the final evaluation.

B. IM Assessment:

The Industry Mentor will submit in writing/discuss with corresponding FM his/her evaluation of the student in terms of exceeding or at least meeting expectation. This will carry 20% weight towards the final evaluation.

C. Final Assessment:

A students will be required to submit a detailed project report to his/her FM and appear for an oral presentation before a panel to compile his/her learnings from the internship. The report will carry 20% and presentation will carry 30% weightage towards the final evaluation. The FM will share report format with the students.

IMPORTANT POINTS TO NOTE

Students are advised to focus on only one summer internship for the duration of eight weeks and give it their full attention and effort. However, in some exceptional cases the Dean-DoM may allow a student to pursue two internships during the summer break. For this, prior permission is mandatory and no post hoc permissions will be given.

In case of non-completion of internship by a student due to some genuine unforeseeable circumstances, the Dean-DoM in consultation with the faculty members, will review the facts of the case and suggest an appropriate alternative.

Some of the alternatives could be:

- || Winter internship wherever possible

- ┑ A project under Faculty supervision
- ┑ An online project with a company during the third semester.
- ┑ Any other option that is found viable in the given situation.

The decision of the Dean-DoM will be final in this regard.

If a student's internship gets cancelled by the company owing to inappropriate or unprofessional behaviour by the student, the Dean-DoM will investigate the facts of the case and can fail the student from the internship. In such a scenario, the students will not be awarded the internship credits. The decision of the Dean will be final in this regard and binding on the student.

Exhibit I:

INITIAL INTERNSHIP REPORT (IIR)

Reporting Date :

Name of the student intern :

Name of the company :

Industry Mentor (IM):

Faculty Mentor(FM) :

Project start date :

Project objectives :

Project scope and activities :

How will the project be performed?

Project deliverables:

Signature and Name of Faculty Mentor

Signature and Name of Industry Mentor (IM)

Exhibit II:

INTERNSHIP PROGRESS REPORT (IPR)

Submission Date:

Name of the student intern:

Faculty Mentor(FM):

Activities completed since the last report:

Activities stalled if any:

Activities planned for the next fortnight:

Signature of Student

Signature of Faculty Mentor (FM)

Exhibit III:

INTERNSHIP COMPLETION REPORT (ICR)

Submission Date:

Name of the student intern:

Faculty Mentor(FM):

Industry Mentor (IM):

Status of Project:

Parts of project abandoned, if any:

Key learning from the project:

Signature of Student

Signature of Faculty Mentor (FM)

Signature of Industry Mentor (IM)

SAMPLE COPY OF LETTER OF INTRODUCTION OF STUDENT FOR SUMMER INTERNSHIP

DEPARTMENT OF HUMAN RESOURCE
XYZ
XYZ

Date: 00/ABC/0000

Madam/Sir

On behalf of Nehru Gram Bharati (NGB) (Deemed to be University) Prayagraj, I extend you our heartiest greetings.

NGB was established in 2008 and has been declared a deemed to be University under section 3 of UGC Act, 1956. The University is emerging as one of the foremost rural universities of the state of Uttar Pradesh, providing quality education through a range of under-graduate, post-graduate and doctoral programmes in various disciplines, including management.

As a part of MBA program, the students are required to under-go 8 to 10 week's internship/summer training in a professional organization, with the objective of understanding nuances of management and getting first-hand exposure to the functional aspects of management. As a part of training program, the students are to be delegated a project by the organization; subsequently the students are required to prepare a comprehensive report to substantiate the training/internship undertaken by them in respective organizations. The report will then be evaluated by an external examiner. The project delegated to the student may be under Marketing, Finance, and HR, or any other functional area of management deemed fit by the host organization and agreed upon by the NGB faculty supervisor and the concerned trainee.

I would also like to assure you that our students bear strong moral and ethical character and will strictly abide by the code of conduct of organization concerned.

I hence request you kindly to give an opportunity to our student ABC to pursue internship in your esteemed organization and render him/her a life time opportunity of learning under your kind aegis.

Thanking you,
Kind regards

Head
Department of Management
NGB (Deemed to be University)
Prayagraj