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IMPLEMENTATION OF MANDATORY INTERNSHIP POLICY FOR STUDENTS

In addition to advancing one's career, internships offer valuable educational and practical experience in a particular industry or topic. Internships are far more significant, given that businesses seek personnel who possess the requisite expertise and are cognizant of the industry's culture, practises, and surroundings. Internships are supervised, structured, short-term programmes of training that frequently centre on specific projects or tasks with predetermined time constraints.

OBJECTIVE:

- To offer potential avenues for acquiring, refining, and comprehending the practical technical and management proficiencies that are essential for the position.
- The primary aim is to provide technical students with an experiential learning opportunity that simulates the industrial setting, which is not possible to replicate in the classroom. This is done with the intention of developing proficient professionals in the field and fostering an awareness of the social, economic, and administrative factors that impact the operational environment of industrial organisations.

HOW TO SEARCH INTERNSHIP?

- Apply using the official company portals.
- Consider businesses in the vicinity of your lodging.
- Request the companionship of friends and family.
- Utilize the Faculty Mentor/Department Faculty/Placement office to identify a company.

GUIDELINES FOR INTERNSHIP PROJECT

The SIP report must reflect 8 weeks of work and justify the same. The internship project report should

be well documented and supported by –

1. Institute's Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. Executive Summary
5. Organization profile
6. Outline of the problem/task undertaken
7. Research methodology & data analysis (in case of research projects only)
8. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
9. Learning of the student through the project
10. Contribution to the host organization
11. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

Chapter Scheme to be followed

1. Executive Summary
2. Organization profile
3. Outline of the problem/task undertaken
4. Research methodology
5. Data analysis
6. Findings
7. Learning of the student through the project
8. Contribution to the host organization



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INTERNSHIP POLICY

ACADEMIC REGULATIONS

MASTER OF BUSINESS ADMINISTRATION

(Applicable for the batch admitted from 2019-20)



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY:
KAKINADA
KAKINADA-533003, Andhra Pradesh (India)**

- i) 25 marks for internal assessment, 10 marks are for seminar/presentation and 15 marks are based on **average** of two mid- term examinations.
- ii) 10 marks for presentation (5 marks are for report content and 5 marks are for presentation).
- iii) Each mid-term examination is conducted for 15 marks with one and half hours (90 mins) duration. Each mid-term examination consists of three questions, each for 5 marks. All questions need to be answered.
- iv) The final marks are the sum of average of two mid-term examinations for 15 marks and 10 marks for presentation.

b) External Assessment

The semester end examination shall be conducted for a duration of three hours with 5 questions and one case study which is compulsory. All questions are to be answered and for each question has “**either or**” option except case study. All 5 questions carry 12 marks each and case study carries 15 marks, total becomes 75 marks.

c) Laboratory Course

- i) For practical subjects distribution shall be 20 marks for internal evaluation and 30 marks for the end semester examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 20 internal marks. Out of 20 marks for internal, 10 marks shall be for day-to-day performance (5 marks for day-to-day evaluation and 5 marks for Record) and 10 marks shall be evaluated by conducting an internal test conducted at the end of semester.
- ii) End semester laboratory examination shall be conducted for 30 marks with two examiners, one of them being the Laboratory Class Teacher and second examiner shall be appointed by the University. The total 30 marks are break-up as 5 marks for procedure, 15 marks for experimentation and 5 marks each for results and Viva-Voce.

d) Comprehensive Viva-Voce

Comprehensive Viva-Voce examination is conducted in all the subjects of four semester course for 50 marks at the end of fourth semester by a committee consisting of an external examiner appointed by university, senior faculty member of the department and HOD. There are no internal marks for this course. A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.

e) Project Work (Industrial Project based on Summer Internship)

- i) Project Work (Industrial Project based on Summer Internship) shall be completed in collaboration with an industry. Student shall pursue project work in the industry during summer vacation after completion of first year. The student shall register for the course as per course structure after

commencement of academic year. The students shall take up this course under the guidance of a supervisor from concerned department. The supervisor shall maintain attendance of course for the students allotted. Attendance requirements are as per the norms of University. After completion, students shall be submit a technical report and presented before committee at the end of III semester. A certificate from industry shall be included in the report. Student needs to submit plagiarism report (not exceeding 30% similarity) along with the guide certificate in the final project report.

- ii) Each student shall give one internal seminar (pre-talk) on the topic of his/her project as a prerequisite for submission of the final project report.
- iii) It shall be evaluated for 100 external marks at the end of semester. Out of 100 marks, 50 marks shall be awarded for dissertation and 50 marks for project Viva-Voce. Project is evaluated by Board of Evaluators (BOE). Consisting of external examiner appointed/nominated by the University, Internal project guide and Head of the Department.
- iv) A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.
- f) The MOOCs course in I semester shall be registered and pass through SWAYAM/NPTEL only. The grade obtained in the MOOCs course will printed on the grade sheet/transcript. In case the student fails in the MOOCs course, he/she shall register the same or another course through MOOCs in the same domain and pass.

6. Eligibility to award MBA degree

A student will be declared eligible for the award of the MBA Degree if he fulfills the following academic regulations.

- a) Pursued a course of study for not less than two academic years and not more than four academic years.
- b) Registered for 104 credits and secured 104 credits.
- c) Students, who fail to complete their two years course of study within four years or fail to acquire the 104 credits for the award of the degree within four academic years from year of admission, shall forfeit their seat in MBA course and their admission shall stands cancelled.

7. Course Pattern

- a) The entire course of study is for two academic years (four semesters); all the years are in semester pattern.
- b) A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject as and when university conducted next.