



Phone : 2551-3452 (College)
2551-3202 (Ashrama)

Introduction

The college values experiential learning as an essential component of its educational mission. Internships provide students with opportunities to apply academic knowledge in real-world settings, gain professional experience, and develop skills that enhance their employability. Under the NEP curriculum, each student has to successfully complete at least one internship programme.

This policy outlines the framework for integrating internships into the College calendar.

Objectives

- To bridge the gap between academic theory and practical application.
- To provide students with hands-on experience in their field of study.
- To enhance students' professional skills and employability.
- To foster partnerships between the college and external organizations.
- To support students in their career development and decision-making processes.

Eligibility

- All undergraduate students enrolled in the College under NEP are eligible to participate in the internship program.

Internship Requirements

- Internships must be related to the student's field of study/interest.
- Internships must consist of a minimum of 120 hours of work, completed over a single academic term or summer session.
- Students are required to secure an internship position with an approved organization. The college provides resources and support for students in finding suitable placements.

Application Process

- Students must submit an Internship Proposal Form, including a job description and learning objectives, for approval by the Students' Internship Committee and the Principal.
- Proposals should be submitted prior to the start of the internship.
- Once approved, students must abide by the rules and regulations of the internship, to be jointly decided by the College and the concerned organization.



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Roles and Responsibilities

Students

- Secure an appropriate internship position.
- Complete all required documentation and academic assignments.
- Adhere to the policies and procedures of the host organization.
- Maintain professional conduct and represent the College positively.

Internship Committee and Nodal Officer

- Assist students in identifying and applying for internship opportunities.
- Approve internship proposals and monitor student progress.
- Serve as a liaison between students, academic departments, and host organizations.
- Evaluate students' work related to the internship.
- Provide certificates on completion.

Host Organizations

- Provide a meaningful work experience related to the student's field of study.
- Designate a supervisor to mentor and evaluate the student.
- Complete an evaluation of the student's performance at the end of the internship.

Evaluation and Assessment

- Students will be evaluated based on their performance at the internship site and the completion of academic assignments.
- The internship supervisor's evaluation, the student's reflective journal, and the final report/presentation will be used to determine the final grade for the internship course.
- Continuous feedback from students, faculty, and host organizations will be used to improve the internship program.

Policy Review

- This policy will be reviewed annually by the Internship Committee to ensure it meets the evolving needs of students, faculty, and host organizations.
- Any changes to the policy will be communicated to all stakeholders in a timely manner.

Approved by:

P. Vedacharyana
Principal
Ramakrishna Sarada Mission
Vivekananda Vidyabhavan
16.4.2024