



# INTERNSHIP POLICY

Harivandana College

## Purpose

The Mandatory Internship Policy aims to bridge the gap between academic knowledge and practical experience, enhancing students' employability and industry readiness. This policy ensures that all students complete internships as part of their academic curriculum.

## Objectives

- To provide hands-on experience in real-world working environments.
- To develop professional skills, including communication, teamwork, and problem-solving.
- To expose students to industry-specific tools, techniques, and practices.
- To build a network of professional contacts for career opportunities.

## Scope

This policy applies to all undergraduate and postgraduate programs at Harivandana College. Internships are mandatory for students in their final or penultimate year, depending on the program structure.

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## Internship Requirements

### 1. Duration:

- Undergraduate Programs: Minimum 3 weeks (80 hours).
- Postgraduate Programs: Minimum 6 weeks (160 hours).

### 2. Eligibility:

- Students must meet the minimum attendance and academic performance criteria as defined by the college.

### 3. Internship Type:

- Internships can be in-person, virtual, or hybrid, subject to approval.
- Sectors must align with the student's field of study or career goals.

## Roles and Responsibilities

### Students:

- Identify and apply for internships with guidance from faculty.
- Complete the internship and maintain a daily logbook of activities.
- Submit a detailed internship report and completion certificate.

### College:

- **Internship Coordinator:** Designated faculty member to oversee the internship process.
- **Career Guidance Cell (CGC):** Assist students in finding suitable internship opportunities.
- **Mentors:** Faculty members assigned to monitor and evaluate students during their internships.

### Host Organizations:

- Provide meaningful learning opportunities and assign a supervisor to the student.
- Issue an internship completion certificate at the end of the program.

## Implementation Process

- **Awareness and Guidance:**
  - Conduct workshops and seminars to inform students about the importance and process of internships.
  - Share a list of approved organizations and industries for internships.
- **Application and Approval:**
  - Students submit an internship proposal for approval by the Internship Coordinator.
  - Internships secured independently by students must be pre-approved.
- **Monitoring:**
  - Regular updates and feedback will be collected by the assigned faculty mentor.
- **Evaluation:**
  - Internship performance will be assessed based on the following:
  - Logbook and attendance (30%).

- Internship report (40%).
- Feedback from the host organization (30%).

## Internship Credits

Internships will carry credit points, contributing to the overall academic requirements. The exact credit allocation will depend on the program guidelines.

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## Non-Compliance

Failure to complete the mandatory internship will result in additional guidance and counseling to facilitate completion. Students will be provided with alternative opportunities or extended timelines to fulfill the requirement. No final grades or degrees will be withheld permanently.

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## Review and Updates

The Internship Policy will be reviewed annually by the Academic Council and updated based on feedback from stakeholders and industry trends.

## Effective Date

11 Oct 2021



**I/C Principal**  
Harivandana College  
Rajkot