

# **Jaipuria Institute of Management**

## **Career Management Centre**

### **Summer Internship Rules / Guidelines**

#### **Batch 2024 – 2026**

#### **INTERNSHIP LEARNING OUTCOMES**

The expected learning outcomes of a student participating in an Internship. The students shall be able to:

- Integrate management theory and practice with decision making and business operations.
- Assess and enhance proficiency in business disciplines and understand related career opportunities.
- Ascertain, list down, and carry out job assignment described as mutually agreed upon by the internship employer (industry guide), faculty guide and the student.
- Improve communication, interpersonal and other critical professional skills.
- Inculcate ethical, professional and sustainability driven approach and mindset.
- Expand their professional networks and contacts.
- Gain an understanding of the corporate 'Way of Working,' covering fundamental elements like punctuality, adhering to agreed-upon timelines, professionalism, and adeptly engaging with seniors and colleagues.
- Expanding upon your business insight, what are the primary factors influencing business success and the role-related dynamics across various departments.

**The Summer Internship Project (SIP) is a 6 credit course (equivalent to two courses of 3 credits each) and the SIP is evaluated based on successful completion of the students' internship and submission of the required documents.**

**The Summer Internship Project (SIP) is an integral part of PGDM program. It is mandatory for all the students to undergo Internship during the intervening period in between completion of Trimester III and commencement of Trimester IV to complete his / her Diploma**

**program. The SIP, which would be a simulation of real work environment, provides the students to undergo the rigor of professional environment both in form and in substance. In the process, it provides an opportunity for students, to satisfy their inquisitiveness to know more details, exposes them to technical skills, and helps them to acquire social skills by drawing them into communication with outside professionals for continuous interaction.**

**For proper coordination and ensuring organized and smooth conduct, each student would be under the guidance of a faculty guide. A representative of the industry/organization also guides the student and assists the faculty in monitoring the student's progress.**

1. Career Management Centre (CMC) assists students in getting Summer Internship.

However, students are also encouraged to network with companies to search for their own Internship at individual level.

For this purpose, CMC will issue introductory / bonafide letters to be submitted to the organizations, as and when required, on receipt of specified information from the student in written application / mail. It is advisable that the students keep the CMC informed about the organization and profiles they are trying for internship. In such cases where students source their own internship, CMC will check and do the required due diligence before allowing to register.

2. Students (who get internships on their own) are required to submit their Internship confirmation letter, issued by the company, to the CMC on or before **January 31<sup>st</sup>, 2025**.

After **January 31<sup>st</sup>, 2025** all students will have to mandatorily participate in the processes happening in the campus wherever they are eligible (as per their area of interest of specialization) so that their internship can be arranged afterwards.

3. In case, a student is participating in multiple processes, through CMC and / or by his/her own efforts, **s/he is liable to take up the internship wherever the result comes first from**. All other **pending processes cease** at the very instance the **first offer** is made.

**Student getting internship confirmation by their own efforts, should submit the copy of confirmation letter to CMC immediately to avoid any further participation in the processes happening in the campus.**

4. By and large, the institute will **not allow** students to undertake internship at their home town (except in metros like Delhi/NCR, Mumbai, Bangalore, Kolkata, Chennai, Hyderabad & Pune). This is applicable in such cases where students source their internship on their own. However, CMC may allow such internships on a case to case basis, wherever deemed fit, depending upon the nature of the project / organization and other relevant information. CMC will take the final call on such prospective projects.
5. **Students will have to take up their Internship in the organization where they are registered by the CMC. Any project in a different organization, without a written approval from the CMC, will not be accepted and the project will be scrapped. Such student/s will not remain eligible for final placement assistance going forward.**
6. Summer Internship will start immediately after the completion of 3<sup>rd</sup> trimester. Students need to undergo their internship for at least **6 weeks**. They are also required to resume their classes of 4<sup>th</sup> term strictly as per schedule. Any extension of project beyond the specified period will have to be pre-approved by the CMC, basis a formal request from the concerned organization with specific purpose.
7. Those students, who desire to avail Summer Internship assistance from the campus, will have to sign an undertaking latest by **15<sup>th</sup> October 2024** to become eligible for applying in companies coming to campus.
8. Any act of indiscipline during your internship, reported by the organisation, would be taken very seriously. A disciplinary action in the tune of, but not restricted to, withdrawal of final placement assistance by the campus may be initiated in such cases.
9. Any premature termination of SIP by the organization would be considered to be incomplete in nature and such students would no longer remain eligible for final placement assistance from the campus.
10. In case of any issue with the corporate during the SIP, please report the same to your CMC Mentor immediately so that s/he may intervene and guide you accordingly.
11. Students will have to arrange for their travel and staying arrangements on their own to attend interview / selection process, in all cases including outstation processes.
12. A student who fails to appear for a placement process, after applying, without prior notice and approval from the Chairperson (Placement), will

be required to secure their own internship in accordance with the guidelines outlined in Point No. 1 of the SIP Policy.

### **Important Note:**

- i. In general, any academic backlog including that in Summer Internship project will entail students non- eligible for participation in the subsequent Final Placement process happening in the campus.
- ii. All the students, who get a PPO from their respective organization, will be recognized by the institute for their special achievement. Getting a PPO from internship gives you an edge over others during the final placements. Recruiters see you in a different light. Any PPO being directly offered to a student should be immediately brought to the notice of CMC & acceptance / rejection of the same would be done in consultation with CMC. Not to mention that acceptance / rejection will be mandated under the PPO / PPI policy, which will be shared with you in due course of time.
- iii. Summer Training should be taken with extreme seriousness by all the students. This not only helps students on their exposure towards organizational happenings, but also, it's significant to note that a fresher is mostly questioned from the Summer Training Project during Final Placement Processes.
- iv. Students are advised not to undertake their Summer Internship in any Public Sector Undertaking, unless it is exceptionally approved by the CMC. Any student, absolutely keen to do internship from PSU, will have to get their final placement too on their own.
- v. **CMC reserves the right to amend the rules / guidelines as and when it is required for the interest of the institute and the students at large.**