



STANDARD OPERATING PROCEDURES (SOPS) FOR INTERNSHIP

The following policy and guidelines for Internship were formulated by IQAC in compliance with UGC's stipulations as delegated by the management.

INTRODUCTION

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. The NEP-2020 envisions promoting quality research in higher education and to ensure quality education by higher education institutions (HEIs), research and innovation are two inherently important aspects. The societal needs of our country can only be addressed by having a strong knowledge, skills, value and research-oriented vibrant higher education ecosystem for sustainable development.

In accordance with the NEP-2020, the UGC framed a new student-centric "Curriculum and Credit Framework for Undergraduate Programmes" (CCFUP) incorporating a flexible choice-based credit system, multiple entry and exit options, and a multidisciplinary approach. In an internship course students require to participate in a work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship/research internship is induction into actual work situations. Internships includes working with government or private organizations, higher education institutions, universities, research and development labs/research organisations/non-government organisations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

OBJECTIVES

An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organisation, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the research intern as well as the internship providing organization. Following are the intended objectives of engaging undergraduate & postgraduate students in internship for employability and research internship programmes:

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1. **Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with outcomes of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop / classroom / lab/research lab learnings with the workplace (organisation / enterprise / start-ups / corporate / farmlands / artisans / gig workers / Non-government organisations (NGOs)/research & development organisations, higher education institutions (HEIs), etc).
2. **Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of work, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
3. **Phygital and hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research & development organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.
4. **Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.
5. **Exposure in emerging technologies:** To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve and reinforce work processes/ culture/ job roles/art and craft, including the traditional areas of art-craft/ heritage skills, agriculture, etc.
6. **Enhance entrepreneurial capabilities:** Understand how organisations / enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students and they are encouraged to be job creators.
7. **Development of decision-making and teamwork skills:** To facilitate the development of problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional developments.
8. **Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
9. **Stimulate collaborative influence:** To promote HEIs collaboration, industry academia partnership will be developed to provide collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will

lead institutions, universities, organisations, academicians, and students to collaborate on how to learn with one another.

10. **Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

INTERNSHIP STRUCTURE

An internship provides learning experiences related to a student's interest or area of study. It also gives an opportunity to acquiring new skills. The College is insistent on arranging internships for the students by creating a structured robust mechanism for internship programmes under **Career Guidance and Placement Cell**.

The College shall develop a roadmap for the smooth functioning of the internship programme under **Career Guidance and Placement Cell**, the College and internship providing organisation may decide about Internship on mutually agreed terms and conditions. Internship outcomes should have been incorporated in developing a perspective among the candidates or students towards a profession and their ability to deconstruct a job role and to become job-ready as soon as they enter into a job or a profession.

- i. Students shall apply for internships on their own or through the mentor.
- ii. The Departments & Career Guidance and Placement Cell shall ask for confirmation or for acceptance.
- iii. On receipt of an offer of internship, the student will arrange to consult the internship supervisor, obtain due permission from the College and join the concerned host organization for an internship as per the suggested schedule.
- iv. During the period of internship, the College through the internship supervisor and mentor, will arrange to keep track of the activities and performance of students as interns at the host organization, based on periodic reports submitted by students.
- v. On completion of Internship, intern will prepare internship report and get it endorsed by mentor.

COMPETENCIES TO BE DEVELOPED DURING RESEARCH INTERNSHIPS

1. The students should be well-versed with the techniques and methods of research that would support knowledge creation.
2. The students should have an understanding of complex problem statements and the ability to develop solutions for real-life problems.
3. The students should possess a good comprehension ability to interpret the oral and written communications in research papers, and present own interpretations.
4. The students should be able to communicate technical information, research findings to the peers.
5. The students should be made aware of the research ethics, professional accountability, conduct and will be able to practice the research ethics and appropriate skills in in his/her own research work.

6. The student should be able to enhance academic productivity by developing writing and reading skills and can make contributions towards social and economic issues from their research in future.
7. The research intern can possess an attitude and skill of adaptability and flexibility for new challenges at organisational and individual level with a mind-set of teamwork and collaborations.

ROLE OF INTERNSHIP SUPERVISOR

- i. Internship Supervisor will be nominated at the start of the academic year for each batch.
- ii. Internship Supervisor should monitor the regularity of the intern at his/her workplace.
- iii. Students should preferably inform the Internship Supervisor at least one day prior to availing leave during the internship except for emergency.
- iv. At the end of the internship, the Internship Supervisor will ensure issuing of completion certificates to the intern.

ROLE OF INTERNSHIP PROVIDING ORGANISATION

Internship Providing Organisation (IPO) is any organisation, HEI, philanthropy, farmer, government organisation, R&D institutions, research labs, artisans, enterprises, institution/person of eminence, cooperatives, and corporates providing an opportunity to the student for Internship during the programme.

- i. Internship providing organisation will connect with the internship supervisor to look into the matter of facilitating the interns on arrival with registration, identity cards/ library cards/ internet subscription/ any other specific requirements, accommodation, etc.
- ii. The mentor from internship providing organisation needs to provide time-to time guidance to the candidate to have exposure to the research environment and employability market.

DURATION

Students are required to engage themselves in 30 days of internship as prescribed by the University of Madras to gain first-hand industry experience for professional skill development.

EVALUATION

Internship offered by the organisation should be followed by one project report and the assessment on the evaluation can be judged based on the innovativeness of that particular project, presentation and attendance.

- i. The interns will be evaluated by internship supervisor based on their efforts and output.
- ii. The interns will be evaluated through seminar presentation or viva-voce at the College, (marks will be given by experts including the supervisor), by a duly constituted expert committee (One Internal and One external), on the following suggestive aspects:
 - a. Activity logbook and evaluation report of Internship Supervisor,
 - b. Format of presentation and the quality of the intern's report,
 - c. Acquisition of skill sets by the intern
 - d. Originality and any innovative contribution
 - e. Significance of outcomes
 - f. Attendance

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