SRM UNIVERSITY – *AP*, ANDHRA PRADESH

PROFESSIONAL INTERNSHIP POLICY of SRM UNIVERSITY – *AP*

Professional Internship Policy - Rules and Regulations

1. INTRODUCTION

Professional Internship (PINS) is a valuable educational experience initiated by SRM University - *AP* (SRM-*AP*). University that seeks to provide students the opportunity to gain practical experience and firsthand exposure to state of art developments within various sectors adequately supported by university instruction. The principal purpose is to provide students within the academic curriculum the opportunity to complement their formal education with industry knowledge, skills, and desirable attitudes. This experiential learning will be moderated and guided by a dedicated team of experienced Faculty mentors who shall closely interact with Industry mentors. The PINS program at SRM-*AP* is carefully curated to monitor the work and service experience of a student in an organizational setting through periodic assessments of learning goals and measurable outcomes. Through this industry outreach program, we seek to establish intellectual exchange of ideas between all the stakeholders and promote partnership cum mutual understanding between academia, industry, and social sector in a big way.

Features of Professional Internship Program: Following are some salient features and expectations from the internship program:

- The tasks to be accomplished by students in internship are planned long before the internship is floated.
- The tasks assigned to students are expected to be structured and meaningfully linked to the curriculum.
- The task and objectives are well defined and within the scope of the learning.
- The student is assigned a mentor both from the Organization and the University who collectively supervises the work assigned and guides the student with proper direction.
- Students in general are paid allowance/stipend for the work done during the internship period.

2. OBJECTIVES AND SCOPE

The program is designed to provide a structured, short term and supervised learning to all the students within well-defined timescales. It is a mandatory part of the curriculum across all schools. The primary goal of Internship is to provide a platform for academic students to blend theoretical understanding of curriculum with real world practice through a structured engagement with the host organization at large. The work experience from this engagement must be meaningful and mutually beneficial to both the students and the organization alike. The overarching objective of Internship program can be categorized into three dimensions –

Experiential Learning, Professional Competencies and Personal Benefits:

Experiential Learning: In Professional Internship Program the students are provided the opportunity to:

- Experience first-hand the current social and technical development relevant to the subject area of student.
- Experience new challenging situations where students are expected to reflect and/or apply knowledge learnt in classrooms to a social/ industrial setting.
- Experience the social, administrative, and economic considerations that impact the working culture of the organization.
- Experience community outreach programmes and develop awareness of the rural/social working conditions.

Professional Competencies: Students are expected to develop professional competencies in terms of knowledge and skills (technical, problem solving and critical thinking) required to enter the chosen profession. The following objectives are intended from the internship program:

- Students will be able to link theory with practice.
- Acquire new knowledge by working on challenging problems of industry and society (Also called as job relevant skills).
- Apply knowledge and skills learnt in university setting to real world – social and industrial problems.
- Demonstrate professional skills at the workplace (Also called as service learning in real world setting, problem solving, critical thinking and teamwork).
- Gain experience in writing narrative based or technical/data-oriented reports, as necessitated by the nature of work undertaken.
- Practice and maintain professional relationships at the workplace.
- Demonstrate higher order awareness on organizational issues (such as leadership and communication, comprehending ethical dilemma and moral

issues in the organization, learning to adapt to changing circumstances and decision making)

Personal Benefits: These intend to improve the abilities to perform well in the chosen profession:

- Develop positive self-esteem and self-confidence.
- Understand teamwork and responsibility.
- Develop communication & interpersonal skills required for collaborative work.
- Learn to accept constructive criticism of their professional work so that they learn and grow.
- Relationship building with potential future employers.

2.1 Broad outcomes from short immersion (6 to 8 weeks)

- Understand organizational issues, workplace culture and demonstrate service learning.
- Understand how theory can be linked with practice and gain experience in the chosen field.
- Develop abilities such as self-confidence, self-learning, self-management, teamwork, and collaboration.

2.1 Broad outcomes from semester/yearlong immersion

- To acquire work experience through advanced self-learning (in terms of depth, complexity and engagement) in an unsupervised and outside of classroom environment by fully immersing themselves in company's practices.
- Develop specific professional competencies within the student's chosen field.
- To be able to apply, extend and test the knowledge gained from classroom experience to understand and mitigate complex issues and address real industry/ societal/ business/ economic challenges.
- To be able to assimilate technical and administrative or managerial skills from his/her interactions with a variety of individuals, systems, and practices.

3. INTERNSHIP PATHWAYS

The following pathways may constitute as internship for the purpose of execution (list is not exhaustive):

3.1 Engineering & Science Programs

- Regular internship in industry (online/ offline mode).
- Consultancy & research projects under the supervision of Faculty of SRM-AP, IITs, IIMs, IISERs, CSIR, DRDO, ISRO labs, PSUs etc.
- Working with reputed institutions and Universities abroad under joint

- Working with start-up companies, entrepreneurship & innovation cells leading to new product/ service development.

- University driven automation projects offered by ITKM or offered by the schools.

- Training conducted at institute labs, workshop, tinkering lab and CoEs by SRM-AP Faculty.

3.2 Liberal Arts Programs

- Working in art galleries or museums and gaining deep insight into curatorial work, exhibition planning etc.

- Working in design studios, advertising agencies or in-house creative departments.

- Working with government organizations and NGOs of repute, civil society organization, community engagement & service and/or field-based learning.

- Working with the Office of the Directorate of Communications in creative design projects and creating visuals for marketing campaign.

- Interning in film and media production companies, performing arts organizations such as theatre – production assistance and event management.

- Working as a design intern in fashion/ retail apparel industry.

- Working in marquee photography, animation/ multimedia production companies and digital marketing agencies.

3.3 Business Study Programs

- Start-up internships and corporate internships – marketing, HR, finance, operations etc.

- Working with consulting firms and financial institutions.

- Internship in marketing and advertising agencies, retail and sales departments, e-commerce, real estate etc.

- Working on research projects in market research and data analysis.

- Internship in IT companies for roles such as project management, product development, business analysis etc.

- Working with insurance companies on risk management, data processing and product development.

4. ELIGIBILITY

- All regular students of SRM-AP are eligible to apply for the internship course(s) subject to completion of prerequisites of the course.

- Since internship is mandatory for all students, no registration is required for participating in domestic internship. However, students with a CGPA equivalent to 7 or higher, with a valid passport and having no backlogs, will be considered for **International Research Internships**.

- No outstanding fees or fines against the student, clearance from accounts/admin department is mandatory.

5. PERIOD OF PROFESSIONAL INTERNSHIP AND ACADEMIC CREDENTIALS

Internship course duration and credits may slightly vary depending on the academic program. In general internships can be categorized into two themes, namely.

5.1 **Summer internship**: It is a 4-credit course spread over 2 months (Approximately 6 to 8 weeks) and can be taken either in the summer term immediately following 4th or 6th semester. The credits for summer internship will be reflected in the grade sheet in the semester immediately following the summer term. However, for students pursuing B.Sc. (Hons) the summer internship course will be of 5 credits.

5.2 **Semester long internship**: It is a 12-credit course spread over 6 months (Approximately 18 to 22 weeks) as provisioned in the curriculum to be completed in the 8th semester.

5.3 **Yearlong internship**: A student under special approval from the competent authorities may be allowed to pursue a yearlong internship as a special case, only if such provisions lead to engagement of interns in marquee companies leading to placement.

5.4 **International research internship**: Students can also enroll for international research internships offered by our academic partners from abroad. The credits and duration of internship will depend upon the type of internship – summer internship, semester long internship and yearlong internship. Students may also avail themselves of some scholarships under the International Research Programme, as notified by the Directorate of International Relations and Higher Studies from time to time.

6. INTERNSHIP PROJECTS

Projects play a crucial role in an internship for both the intern and the hosting organization. They serve to provide practical experience, learning opportunities, and contribute to the overall success of the internship program. Projects in an internship are

not just tasks to keep interns busy; they are essential components that contribute to the educational and professional development of the intern while also benefiting the organization. They provide a platform for learning, skill development, networking, and the demonstration of an intern's potential as a valuable contributor to the workplace. Internship projects can take various forms depending on the nature of the organization, industry, and the goals of the internship program. Here are some common types of internship projects:

Research Projects: Interns may be tasked with conducting research on specific topics, industries, market trends, or competitors. They analyse data, compile reports, and provide insights and recommendations based on their findings.

Core Engineering Projects: A core engineering project typically refers to a substantial and fundamental engineering endeavour that focuses on designing, developing, constructing, or implementing critical components or systems in various engineering disciplines. These projects often involve complex problem-solving, innovation, and the application of scientific and mathematical principles to create solutions that meet specific objectives.

Marketing and Social Media Projects: These projects involve creating marketing campaigns, managing social media accounts, developing content, and analysing marketing strategies. Interns may also work on search engine optimization (SEO) or email marketing initiatives.

Content Creation Projects: Interns in content-focused roles may write articles, blog posts, press releases, or create multimedia content such as videos, infographics, or podcasts. These projects help improve writing and content creation skills.

Sales and Business Development Projects: Interns may assist with sales prospecting, lead generation, client outreach, and developing sales pitches. These projects provide exposure to the sales process.

Product Development Projects: In technology or product-focused internships, students may contribute to product design, development, testing, or quality assurance. This can include coding, software testing, or hardware development.

Event Planning and Coordination Projects: Interns may help plan, organize, and execute events, conferences, workshops, or webinars. This involves tasks such as logistics, promotion, attendee registration, and post-event evaluation.

Data Analysis Projects: Interns may work with data sets to analyse performance metrics, customer data, or financial information. They create reports, dashboards, or visualizations to aid decision-making.

Human Resources and Recruitment Projects: In HR-focused internships, students may assist with recruitment processes, employee onboarding, benefits administration, or HR policy development.

Nonprofit or Community Projects: Some internships involve working with nonprofit organizations or community initiatives. Projects may include fundraising campaigns, volunteer coordination, or social impact analysis.

Market Research and Surveys: Interns in market research roles may design and conduct surveys, analyse customer feedback, and provide recommendations for product or service improvements.

Finance and Accounting Projects: In finance-related internships, students may assist with budgeting, financial analysis, audit preparation, or financial reporting.

Graphic Design and Creative Projects: Interns with design skills may work on graphic design projects, including creating visuals, branding materials, or website graphics.

Environmental or Sustainability Projects: These internships often focus on sustainability initiatives, environmental impact assessments, or corporate social responsibility efforts.

Policy Analysis and Advocacy Projects: Interns in government or advocacy organizations may conduct policy research, draft policy briefs, or participate in advocacy campaigns.

Supply Chain and Logistics Projects: Interns in supply chain roles may assist with inventory management, supply chain optimization, or logistics planning.

Quality Control and Assurance Projects: In manufacturing or production settings, interns may be involved in quality control processes, ensuring products meet specific standards.

7. MODE OF PROFESSIONAL INTERNSHIP

Internships may be conducted either in physical (also may be called as in-person) or remote mode. The choice between the two modes will depend upon the nature of work and the organization's policies. For remote internships, the onus is on the students to actively collaborate with the host organization through video conferencing, messaging and/or other digital tools such as project management software resources provided by the company.

8. SUPERVISION AND MENTORSHIP

Each student participating in an internship will be assigned a faculty mentor who will serve as the academic supervisor. The faculty mentor will work in collaboration with the host organization's supervisor or industry mentor to ensure that the internship

aligns with the student's learning goals. Interns are encouraged to actively seek guidance, ask questions, and participate in discussions to enhance their learning experience.

9. EVALUATION AND ASSESSMENT

Interns will be evaluated by both their host organization industry mentor and their faculty mentor based on their performance during the internship. The evaluation will contribute to the student's academic assessment and overall grade for the internship. The combination of evaluations from both mentors provides a well-rounded perspective on the student's performance. It recognizes both the academic context provided by the faculty mentor and the practical insights from the industry mentor. Continuous assessment shall be the medium of evaluating the student's performance. This can include addressing their work quality, professionalism, communication skills and ability to meet deadlines. The breakdown of the assessment would include:

- **Initial goals and expectation**: At the start of the internship, both the industry mentor and faculty mentor typically will collaborate to establish learning goals and expectations from the internship.
- **Regular check-ins & internship diary**: Throughout the internship, the student would have regular check-ins with both the industry mentor and the faculty mentor. These check-ins provide opportunities to discuss progress, ask questions, seek guidance, and address any challenges. Interns need to maintain a daily log of their observation, learning and analysis in a separate notebook or maintain a daily diary. The students are expected to record his/her day-to-day account of their observation, information gathered, and suggestions provided by industry mentor in the daily diary from the first day of internship onwards. Faculty mentor should assess the progress of the student through periodic inspection of the daily diary.
- **Midterm review**: Around the middle of the internship, there might be a formal midterm review where the students present their work to the faculty mentor discuss progress, accomplishments, challenges, and any adjustments needed to achieve the internship goals.
- **End term assessment**: Interns will make a presentation at the end of the internship in the presence of a wider panel of faculty members from the department. The presentation will serve as a reflection of his learning and achievement during the internship.
- **Project report**: A project report is a document that summarizes the introduction, objectives, methods, results, discussion, and conclusions of a project. It serves as a record of your work, helps others understand your findings, and will be used for evaluation. Each intern must submit his/her project report according to the guidelines provided by School. Ensure that you retain a copy of your records and submit one copy each to the School and Library along with the plagiarism report.

The project report must be hard bound having the cover page template provided by the school.

- **Plagiarism report:** Plagiarism is a serious ethical violation and can have severe consequences, including academic or professional penalties. To ensure originality in your project report, always give credit to the original sources of information, data, or ideas through proper citations and references. Use plagiarism detection tools offered by the library to scan your document for any unintentional or deliberate plagiarism. Correct any identified issues. Each intern must submit a **plagiarism summary report** along with his project report.

- **Assessment by industry mentor:** The industry mentor will assess the overall performance of the intern on a scale of 1-10, with 1 indicating unsatisfactory and 10 indicating excellent performance on a range of parameters defined by the school. The Faculty Mentor should collect assessment reports from the Industry Supervisor, immediately before the close of Internship.

10. FACULTY MENTOR – INDUSTRY MENTOR INTERACTION

The Faculty Mentor wherever possible should visit the internship location at least once during the period of internship. The Faculty Mentor is expected to meet the industry mentor and collect feedback of the student performance and explore future opportunities of engagement in projects, consultancy, and curriculum development. Preferably, the Faculty Mentor should use this opportunity to conduct mid-term assessment of the interns.

11. INDUSTRY ASSESSMENT

The school is expected to collect overall feedback of internship from the industry mentor either centrally or through personal visit of faculty mentor to internship stations. Faculty should also meet collectively in their schools to review the progress of the internship and make adjustments/changes based on the feedback.

12. CONFIDENTIALITY and NON-DISCLOSURE

Interns are expected to maintain strict confidentiality regarding all company-related information, including sensitive data, processes, and client information, both during and after the internship. Any breach of confidentiality may result in immediate termination of the internship.

13. CODE OF CONDUCT

Interns are required to adhere to the organization's code of conduct, which includes professional behavior, respect for colleagues and clients, responsible use of company resources, and compliance with all company policies. Any violations of the Code of Conduct may result in disciplinary action, including termination of the internship.

Instances of violation of code of conduct will include but not be limited to the following:

- Being late or no show in any of the CRCS facilitated activities/events related to internships.
- Late registration/ submission of documents required for the internship process.
- Missing one or all the stages of the internship selection process.
- Directly negotiating with the recruiters on matters related to stipend, internship location etc
- Deliberately underperforming during the internship selection process.
- Reneging a valid internship offer from the recruiter.
- Resorting to unfair means in the process such as plagiarism and/or copying in assignments/online tests or any other unethical means in any part of the process.
- Misrepresenting/ falsifying the information in the CV that may include marks obtained, positions held, honors obtained, experience claimed, degree of expertise in a particular field etc.,

13.1 Reneging a valid internship offer

The following clauses may be construed as violation of code of conduct for not accepting an offer of internship from the recruiter:

- Confirming acceptance to an offer made by a recruiter and then not joining the company on the specified joining date.
- Joining the company and leaving before the completion of the summer internship.

13.2 Intellectual property

Any intellectual property created by interns during the course of their internship will be owned by the organization. This includes inventions, creative works, and other tangible outcomes. The students are expected to use dummy data, normalized data, pseudo code, video of the code etc. during assessments to protect the intellectual property of the organization. The following may be considered as useful for students during assessment:

- **Generalized case studies:** Create case studies or project summaries that focus on methodologies, techniques used, and problem-solving approaches without revealing specific proprietary information or code.

- **Redacted or masked samples:** Modify or redact sensitive parts of the work, replacing proprietary data or algorithms with generic placeholders or mock data. Ensure the core concepts and techniques are still visible.

- **Demonstration with dummy data:** Build demonstrations or prototypes that utilize dummy data or simulated scenarios to illustrate the functionality and capabilities of the project without disclosing proprietary details.

- **High-level overviews:** Provide high-level overviews or abstracts that describe the project's objectives, technologies used, and achieved outcomes without diving into specific proprietary details.

- **Focus on learning and skills:** Highlight the skills you've acquired, and the lessons learned during the project rather than revealing specifics about the proprietary aspects. Emphasize the technologies used, challenges faced, and your contributions without divulging sensitive information.

- **Seek permission for limited showcasing:** Consider reaching out to the company or relevant stakeholders for permission to showcase certain aspects of your work. Some organizations may grant permission for demonstrating certain non-sensitive parts of the project.

- **Create personal projects:** Develop personal projects or versions inspired by the work you've done during your internship. Build something similar but non-proprietary to showcase your skills and experience.

- **Focus on transferable skills:** Highlight the transferable skills and knowledge gained during the project rather than the specifics of the proprietary work. This might include problem-solving, teamwork, project management, etc.

13.3 Termination from internship

In the event of unsatisfactory performance (absenteeism; non-submission of reports etc.), misconduct/ inappropriate behavior at workplace, or violations of workplace norms, the host organization or the university reserves the right to terminate the internship.

13.4 Legal compliance

Interns are expected to comply with all applicable laws, regulations, and policies during their internship. Any violations may result in termination of the internship.

14. INTERNSHIP APPLICATION PROCESS:

Outlined below is typically the framework that may be used to secure/ manage the internship. This process involves both the institution's Internship Core Committee (ICC) and host organizations. Here's a breakdown of the steps involved:

- **Announcement of internship period:** The internship period for each academic year can be accessed from the academic calendar of the university.

- **Self-procurement and SRM mode:** Students have the option to either procure their own internships (**Self mode**) or choose from opportunities provided by the ICC (**SRM mode**). The process for each mode follows slightly different procedures. Self-mode internship shall be vetted by the school before approval.

- **Student nomination for domestic internship:** Students interested in pursuing internships register with the ICC. They provide details such as academic performance, areas of interest, location preferences, and indicate whether they are opting for Self-mode or SRM mode.

- **Nomination process for international internship:**
  - ICC shall seek nominations of students desirous of international research internship.
  - This list will be shared with the Directorate of International Relations & Higher Studies (IRHS) for internal review and processing.
  - IRHS will revert with a decision on the application following review of student profile and assessment.

- **Profile sharing:** The ICC shares student profiles and batch summaries with host organizations, aiming to match students' skills and preferences with internship opportunities.

- **Host organization details:** Host organizations are asked to provide information about the internship opportunities they offer. This includes job descriptions, project names, internship schedules, and details about any stipends offered.

- **Nominations and selection:** Based on the information received from both students and host organizations, the ICC nominates students for specific internship opportunities. A transparent criterion is used to nominate the right students for each industry.

- **Approval by host organizations:** Host organizations review the nominations made by the ICC and either approve or reject them based on their selection process.

- **Offer letters and confirmation:** Students whose nominations are accepted receive final offer letters or email confirmations from the host organizations, officially confirming their internship positions.

- **Self-mode confirmation:** Students opting for Self-mode need to obtain a No Objection Certificate (NOC) from the Departmental Internship Coordinators (DIC) after company vetting and due diligence. All such students must share their final offer letters (offer letters through email will also be accepted) to their respective DIC in time for final approval.

- **Rule based internship allotment:** The schools will follow one student one internship confirmation policy. Students will be considered as placed and hence out of the internship selection process as and when they get their 1st confirmed offer from the recruiter. In the event of a student going through multiple summer

internship processes simultaneously, the first valid offer which he/she receives will be binding.

- **Internship commencement:** Students begin their internships on the specified date as mentioned in the offer letter or email confirmation. Note that your nomination for an internship position in a company is considered as intent to join. Once a student gets a confirmed internship offer from a company; he/she cannot refuse the offer. The University cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.

- **Joining report:** Students upon joining the internship must immediately share the joining letter to the DIC. It must provide detailed information about the intern, their role, tasks and information about their faculty and industry mentors.

- **Faculty mentor evaluation:** During the internship, faculty mentors from SRMAP will periodically evaluate students' performance. This evaluation could involve site visits or obtaining periodic reports from students.

- **Completion certificate:** Upon successfully completing the internship, the host organization issues an internship completion certificate to the student.

- **Project report submission:** After the internship, students are expected to submit two hard copies of their internship project report to the school.

Overall, this process ensures that students have the opportunity to gain practical experience through internships, and their performance is assessed by both the faculty mentor and the host organization. It's a structured approach to facilitating internship experiences for students while maintaining transparency and academic assessment.

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