



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle)

King Koti Road, Hyderabad

INTERNSHIP GUIDELINES

Internship: 4 Credits

Internships are an essential component of a student's education, providing practical experience and the chance to apply theoretical knowledge in real-world scenarios. By the end of the 5th semester, students are expected to undertake an internship, which plays a critical role in bridging the gap between academic learning and industry practice.

The employability of graduates can be improved by developing practical experience and exposure with the required right kind of attitude for the workplace. The internship is one of the important courses that help in improving these employability skills and can also help in generating competency, capability, professional working skills, expertise, and confidence among the students for employability and developing interest/passion for research.

An internship of 8 weeks to 12 weeks duration after the 2nd semester is mandatory for the BA programs, BBA and MBA programmes.

Guidelines:

Internship report and certificate to be submitted (Minimum 4 weeks) to Class Incharge & Convener at the end of completion of internship to acquire 4 Credits.

- Students need to obtain NOC (No Objection Certificate) from the career Development Cell of the institute.
- Students will join the concerned Industry/Organization for Internship on the date as communicated in the final offer letter/Email Confirmation.
- On successful completion of the Internship the student is required to submit Internship Certificate along with report in the required approved format to the Career Development Cell of the College
- The Committee should collaborate with this Industry person of contact (PoC) and take the feedback on attendance of the students and must submit the month-wise satisfactory report to the Internship Communication Committee.
- Candidate should regularly visit the institute and present his/her internship progress report to Internship Committee on every fortnight (once in 15 Days)

- The Internship Organization will evaluate the student performance for 60 marks and the Internship Committee will evaluate the student performance for 40 marks

Scheme of Evaluation:

Total Marks for Internship is 100 Marks:

= 60 Marks Industry External Assessment +40 Marks Internal Assessment

Industry Assessment (60 Marks) : Evaluation Table

EVALUATION CRITERIA	Punctuality (Attendance)	Learning Orientation (Innovative)	Job Performance (Acquisition of Skills)	Work Ethics	TOTAL
Marks	10	10	20	20	60

Internal Assessment [Internship Committee] (40 Marks): Evaluation Table

EVALUATION CRITERIA	Internship Report	Viva - Voce &	Presentation	TOTAL
Marks	20 Marks	10	10	40