SUMMER INTERNSHIP PROGRAMME (SIP) POLICY:

GUIDELINES & PROCEDURES

Institute of Public Enterprise

Hyderabad

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I. CHAPTER 1

A. INTERNSHIP & ITS IMPORTANCE

1) 1.1 INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

The interaction of Management Institution with the industries has been restricted to the level of faculty communications and 2 to 4 hour industrial visits by the students generally. The institution is under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from management institutions lack the experience and skills required by industry. IPE has initiated various activities for promoting industrial internship at the postgraduate level in management institutes. The main aim of these initiatives is enhancement of the employability skills of the students passing out from Management Institutions. IPE has prepared a model curriculum with the help of prominent academicians of the country so that the country may produce competent employable postgraduates as per the needs of the industries. The model curriculum includes the internship for students of two months' duration during the Month of May and June every year.

Keeping this in view, IPE has developed this Model Internship Guidelines for organizing Internship at postgraduate level. These guidelines comprise of Steps for Establishing, Maintaining & Fostering Internships.

The internship experience will augment outcome based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

2) 1.2 OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose Management students to the industrial environment, which cannot be simulated in the Classroom and hence creating competent professionals for the industry.

- Provide possible opportunities to learn, understand and sharpen the real time managerial skills required at the job.

- Exposure to the current managerial developments relevant to the subject area of training.

- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.

- Create conditions conducive to quest for knowledge and its applicability on the job.

- Learn to apply Management knowledge in real industrial situations.

- Gain experience in writing Management reports/projects.

- Expose students to the manager's responsibilities and ethics.

- Familiarize with various materials, processes, products and their applications along with relevant aspects of

- Quality control.

- Promote academic, professional and/or personal development.

- Expose the students to future managers/ entrepreneurs.

- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations

- Understand the psychology of the workers and their habits, attitudes and approach to problem-solving.

3) 1.3 BENEFITS OF INTERNSHIP:

1.3.1 Benefits to the Industry
- Availability of ready to contribute candidates for employment/ Pre-placement offer (PPO).

- Year-round source of highly motivated pre-professionals.

- Students bring new perspectives to problem-solving.

- The visibility of the organization is increased on campus.

- Quality candidate's availability for temporary or seasonal positions and projects.

- Freedom for industrial staff to pursue more creative projects.

- Availability of flexible, cost-effective workforce not requiring a long-term employer commitment.

- Proven, cost-effective way to recruit and evaluate potential employees.

- Enhancement of the employer's image in the community by contributing to the educational enterprise.

1.3.2 Benefits to Students:
- An opportunity to get hired by the Industry/ organization/ Pre-placement offer (PPO).

- An opportunity of Part-time Internship(PTI) is also being provided which in due course will be converted to Full time Summer Internship(SIP) which in turn may get converted into Pre-placement offer(PPO) based on student's performance.

- Practical experience in an organizational setting.

- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than

- Classroom teaching.

- Helps them decide if the industry and the profession is the best career option to pursue.

- Opportunity to learn new skills and supplement knowledge.

- Opportunity to practice communication and teamwork skills.

- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.

- Opportunity to meet new people and learn networking skills.

- Makes a valuable addition to their resume.

- Enhances their candidacy for higher education.

- Creating a network and social circle and developing relationships with industry people.

- It provides an opportunity to evaluate the organization before committing to a full-time position.

1.3.3. Benefits to the Institute:

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.

II. CHAPTER -2

IPE GUIDELINES FOR ORGANIZING INTERNSHIP

A. 2.1 INTERNSHIP DURATION AND ACADEMIC CREDENTIALS:

Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session, students are also encouraged to take online short term projects on the Internshala Platform, without disturbing the day to day academics activities. Therefore, opportunities must be provided for experiences that cannot be anticipated when planning the course. IPE has the flexibility to schedule conferences, workshops, Project work and Seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration and credits are as follows:

Table: 1 Credit Framework for Internship

Sl. No.	Schedule			Activities	Credits
	Course	Trimester	Duration		
1	PGP	Summer Vacation after 3rd Trimester	6 – 8 Weeks (1st May to 30th June every year)	Internship	3

Table1 states that during the summer vacations, after the 3rd trimester, students are required to be involved in Training with industries.

During the summer vacation after 3rd trimester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.

It is proposed that if a student chooses any of the suggestive activity under IPE Activity Programme, devotes 2 months (required Internship duration) and achieve significant goals, during his postgraduate programme, his credit requirement for the internship will be considered fulfilled.

Every student is required to prepare a file containing documentary proofs of the activities done by him/her. The evaluation of these activities will be done by **Department Evaluation Committee (DEC),** which is comprise the PGP Coordinator, Jt Coordinator, Faculty Mentor & SIP Coordinator as specified in the Table 2. The industry supervisor (external guide) inputs also will be taken periodically.

The Table 2 gives the compilation of internship activities, the level of achievement expected, evidence needed to assign the points and the minimum duration needed for certain activities.

Table – 2 Overall compilations of Internship Activities / Credit Framework

Major head of activity	Credits	Suggested Period	Total Duration	Proposed Document as evidence	Evaluated by	Taken Action
Internship	3	During summer vacation after the third trimester	6-8 weeks (1st May To 31st June)	Complete Certificate	DEC & Final Viva-Voce	Appropriate guidance will be given

Roles of Department Evaluation Committee (DEC):
o This committee will be responsible for evaluating the timely progress of the projects and communicating the progress report to the students.

o In case it is observed by the DEC that any group of students is not performing well, this committee should take special care to improve their performance by means of counseling them.

Role of Faculty Mentor/Supervisor is given below:
o The supervisor must monitor the progress being carried out by the project groups on regular basis. In case it is found that progress is unsatisfactory it should be reported to the Department Evaluation Committee for necessary action.

o It is expected that the faculty mentor looks into the project report for desired format before the final submission.

B. 2.2 SIP (STUDENT INTERNSHIP PROGRAMME) & ITS ROLE IN PROVIDING INTERNSHIP

In any institute, SIP plays an important role in boosting the career of students. The purpose of the SIP Coordinator is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the Industry. The overall role of the Student Internship Programme cell is of a facilitator and counsellor for internship related activities.

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills. SIP shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions. The SIP cell shall act as a contact place and facilitator to arrange internship of the students.

Student Internship Programme Cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc. The proposed organizational structure of Summer Internship Programme Department is as follows:
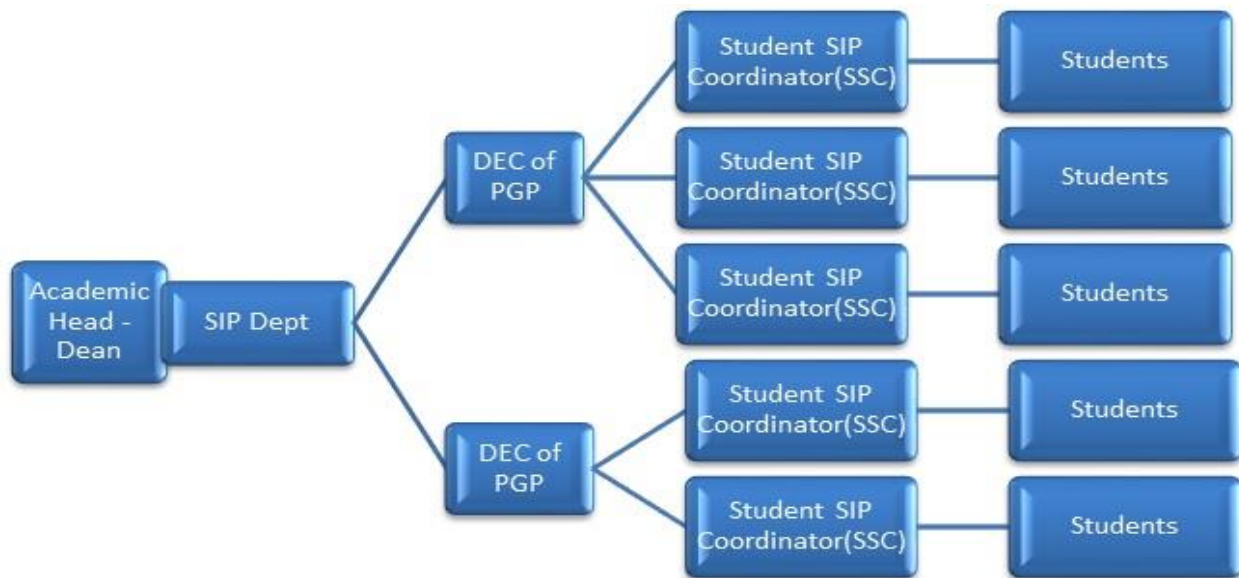
Fig.1. Organizational Structure at Institution Level

Student Internship Programme Officer of the Institute will be supported by a Departmental coordinator for Student Internship Programme Activities and Faculty Supervisors/ Mentors designated by the Head of the concerned Departments/ Principal. Each department will have a student's committee comprising of 4-6 students from each class for supporting Student Internship Programme activities headed by Student Coordinator. Departmental coordinator and Faculty Supervisors/ Mentors will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students, will be a voluntary position to act as Student SIP Coordinator (SSC).

Faculty Mentor/Supervisors have to play active roles during the internship and minimum 10-15 students are to be supervised by each faculty mentor or as per the departmental strength.

C. 2.3 INTERNSHIP GUIDELINES:

The SIP cell will arrange internship for students in industries/organization after third trimester as per IPE guidelines. Institutions may also device online system for arranging & managing internships. The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Summer Internship Programme (SIP) cell of the college should go to industry to allot various slots of 6-8 weeks during summer vacation as internship periods for the

students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.

Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Summer Internship Programme cell through concerned department. Based on the number of slots agreed to by the Industry, SIP will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the SIP or other members of the SIP cell / Faculty members who are particularly looking after the Summer Internship of the students.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo Internship at the concerned Industry / Organization. If feasible, in-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in SIP Office with the consent of Industry persons/ Trainers.

Step 5: Students will submit Completion report after completion of internship.

Step 6: Completion Certificate to be obtained from industry.

Step 7: List of students who have completed their internship successfully will be issued by SIP Cell.

D. 2.4 GUIDELINES FOR THE STUDENTS:

Internship is a student centric activity. Therefore, the major role is to be played by the students. SIP may also include involvement of the student in the following activities:

• Design and Printing of Internship Brochure – Soft copy as well as Hard copy.
• Preparing list of potential recruiters and past recruiters.
• Internship Presentation at various organizations, if required.
• Coordinating activities related to Internship including companies HR team visit to institutes.

At the commencement of the session, the members of the student Internship committee would be selected from the interested students, who submit applications to SIP to work on Internship committee. Among the volunteers, one student would be nominated as "Student SIP Coordinator(SSC)" who would be assigned major responsibilities and would be accountable to SIP.

The SSC's will act as a bridge between the students and HR teams of the company during the selection process, which will not only boost their communication skills but also improve some of the skill-set like managerial skills, co-ordinating skills, Liaoning skills, team-building skills etc. They will also get exposed to the actual process of recruitment which will add to their practical knowledge during work.

For allotment of internship slots all the students will be required to submit "Summer Internship Programme Application" before the prescribed date (through google form).

The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

A student who will voluntarily give in writing that He / She does not require Internship assistance from the Institute would be exempted from participation in the Internship activities. This could be because of various reasons such as

– Joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.

III. CHAPTER – 3

GUIDELINES FOR INDUSTRY FOR PROVIDING INTERNSHIP

For meeting the objectives of the internship programme and successful implementation, Internship program has to be designed keeping in view the company's requirements and students profile. Design of internship programme can be developed by industry in collaboration with the institute. It may be comprised of the following steps:

A. 3.1 IDENTIFY TARGETS/GOALS

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- What does the company hope to achieve from the interns?
- Is a small company searching for technical help?
- Is the company growing quickly and having difficulty in finding motivated new employees?
- Is it a non-profit organization that doesn't have a lot of money to pay, but can provide an interesting and rewarding   experience?
- Is the organization searching out new employees with management potential?

B. 3.2 PRE-INTERNSHIP PLANNING

Will you pay the intern?
- If so, how much?
- Wages vary widely from field to field **and location to location**, so be sure to offer competitive incentives

Where will you put the intern
- Do you have adequate workspace for them?

What sort of academic background and experience do you want in an intern?
- Intern's academic background must be relevent to the technology used by Industry

Who will have the primary responsibility for the intern?
- In industry - Internship Supervisor
- From Institute - Faculty mentor

What task an intern will be assigned and what is the desired outcome?
- If so, how much?
- Wages vary widely from field to field and location to location, so be sure to offer competitive incentives.

Internship Planning by Industry

C. 3.3 PREPARE A WRITTEN PLAN

Carefully plan and write the internship program – An internship plan has to be developed which will be referred to by industry supervisor/mentor, interns and institute faculty mentor. An internship plan should incorporate the following:

- Job description/internship duties.
- Name of the project, if any.
- Internship Schedule and Expected learning outcomes.
- Students can offer a fresh perspective to the business, strategies, and plans. The intern may also be

given opportunity to understand Project Management and finances. This will help him to apply these to one's own work, as a member and leader in a team.

D. 3.4 ALLOCATION OF STUDENTS TO INDUSTRY

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, SIP may evolve transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

E. 3.5 MANAGING/ FACILITATING THE INTERN(S)

Orientation of Interns: Orient intern in the new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of the company. Give interns an overview of the organization; some companies give talks or hand out information about the company's history, vision and services. Explain who does what and what the intern's duties will be. Introduce him or her to co-workers.

Resource requirement of Interns: Give the intern a desk, point out the supply room, and introduce the support people.

Guidance/ Regular Feedback: It's important to give students lots of feedback. If interns have never done the kind of work before, they'll want to know if their work is measuring up to organizational expectations.

Monitoring of intern's progress every day: Daily progress report of Intern is to be evaluated by industry supervisor. Maximum use of short term internship has to be ensured for the intern as well as industry.

Periodically, examine what the intern has produced and make suggestions. Weekly supervision meetings can help to monitor the intern's work.

IV. CHAPTER – 4

INTERNSHIP REPORT

A. 4.1 INTERNSHIP REPORT

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the Internship period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the Internship report since much of the information has already been incorporated by the student into the daily diary. The Internship report should be signed by the Internship Supervisor and/or Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

    i. Originality.

    ii. Adequacy and purposeful write-up.

    iii. Organization, format, drawings, sketches, style, language etc.

    iv. Variety and relevance of learning experience.

    v. Practical applications, relationships with basic theory and concepts taught in the course.

V. CHAPTER – 5

MONITORING & EVALUATION OF INTERNSHIP

The Internship of the students will be evaluated in three stages:

5.1. Evaluation by Industry.

5.2. Evaluation by faculty supervisor (Mentor).

5.3. Evaluation through seminar presentation/viva-voce at the Institute.

A. 5.1 VALUATION BY INDUSTRY

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks. Industry Supervisor Feedback on the student intern will be taken confidentially. The proforma for the Industry Supervisor Feedback is attached in the ANNEXURE

B. 5.2 MONITORING/SURPRISE VISIT BY THE TPO/STAFF/FACULTY MENTOR

TPO/Staff/Faculty Mentor of the institutes will sometimes make a surprise visit to the internship site, to check the student's presence physically and the relevant guidance or support will be given as and when required.

C. 5.3. EVALUATION THROUGH SEMINAR PRESENTATION/ VIVA-VOCE AT THE INSTITUTE

The student will give a seminar/ viva voce based on his Internship report, before a committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, departmental reports shall also be analyzed along with the Summer Internship Report. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.
- Also, there will be continuous evaluation done during Internship period.

VI. CHAPTER – 6

A. 6. INDUSTRIAL PROJECT/ INTERNSHIP/ INDUSTRIAL RESEARCH GUIDELINES FOR POST GRADUATE DIPLOMA IN MANAGEMENT STUDENTS

Institute has prescribed Standardized academic structure for all PGP programs with uniform credit distribution. Focus is on development of advanced knowledge and specific skills required for industrial development. Student may choose Industrial problems Dissertation topic. The proposed Credit Framework for the same is as follow:

Table:1 Credit Framework for Internship/ Industrial Project

S.N	Schedule	Activities	Duration	Credits
1	Trimester-III	• Industrial Project/Dissertation	6- 8 weeks	3

Guidelines:

1. The candidate should submit an interested topic/domain of the proposed work to be done during Internship programme/ Industrial Project/ Dissertation/ Industrial Dissertation. The chosen domain/topic will be analysed and appropriate suggestions/advice by the faculty or the company guide will be given to finalize the Internship project title.

2. Intimation of commencement of internship shall be submitted to the Coordinator concerned before the commencement of the ongoing Trimester.

3. The Internship project work done during 2-month internship program, after the third trimester is equivalent to a 3-credit course.

4. Guides will supervise the internship project work.

5. Candidate should periodically communicate with the faculty mentor and present his/her project progress report.

6. The final project presentation is evaluated on the basis of the recommendation given by the viva-voce panel members and further can be evaluated by faculty mentor.

7. The written certificate to this effect from the Industry/Institute is mandatory before consideration of the proposed project/internship.

VII. CHAPTER – 7

A. GENERAL INTERNSHIP GUIDELINES

Quality of student reports / dissertation	A. Identification of projects and allocation methodology to Faculty Members
	B. Types and relevance of the reports and their contribution towards attainment of POs
	C. Process for monitoring and evaluation
	D. Process to assess individual and team performance
	E. Quality of dissertation

Exhibits/Context to be Observed/Assessed:

A. Projects identification and guide allocation Process

B. Projects classification (application, product, research, review etc.) consideration to factors such as environment, safety, ethics, cost, standards and mapping with program outcomes and program specific outcomes

C. Continuous monitoring mechanism and evaluation

D. Methodology(Appropriately documented) to assess individual contribution/understanding of the project as well as collective contribution/understanding

The detailed criteria is used to evaluate the students in the viva-voce, for which the details will be discussed in later chapters.

1) IDENTIFICATION OF PROJECTS AND ALLOCATION METHODOLOGY TO FACULTY MEMBERS:

The most significant element of internships is that they assimilate classroom knowledge and theory with practical application and skills developed in professional settings. They also bring a bundle of benefits to students, both while completing a degree and when seeking a career path post-graduation. During an internship he/she is exposed to new people in a more controlled and stable environment. It also provides a learning arc for students with little experience of the professional world.

- Knowing students strength and interested functional area is the first step of identification process.
- SIP division will facilitate the identification of SIPs by communicating with the commercial, corporate, consultancy or government organizations and knowing their needs and identifying their skill requirements.
- SIP brochures and the student academic background, skill set and their interested subjects will be communicated to the organization by brochure invitation from September month onwards.

- With help of various distinguished lectures and workshops, students will get an idea for their interested area to move on. With the help of the faculty mentors support, students will have a clarity on internship and they will come to know various sub-areas in each functional area of Management, wherein the students can pursue their SIPs.
- Every faulty will have 10 to 15 students as mentees and they will have periodical meetings to know the strength of the students and groom them in all aspects to make them fit to be perfect to fulfill the industry needs.
- Apart from the Mentor-Mentee allocation, all the students are free to contact any faculty without any restriction to have guidance and suggestion as per their domain strength and students interest. This helps the students to identify and opt their internship topic and organization. This is apart from the industry mentors which the students get while they are working with a particular industry.
- As and when the organization comes for intern's selection process, students will choose the opportunities according to their strength and interested functional area of management.

B. Types and relevance of the reports and their contribution towards attainment of PPO:

- To familiarize themselves with organizational realities
- To put to test the theoretical knowledge obtained during the first two trimesters. At the end of the 6-8 week internship students are required to generate a report
- To understand the practice of management
- To identify and develop the required qualities to be absorbed /developed for a successful career in the industry
- To enhance his/her employability, as the employers would be happy to internship on the resumes of the students.

Objectives of the student report/dissertation
1. To acquire a spirit of scientific enquiry into a problem confronting an organization
2. To apply theories and concepts learnt to challenges that organizations face
3. To develop data collection, analysis and interpretation skills
4. To acquire research writing and presentation skills

Process for monitoring and evaluation:

Quality of student report and dissertation is ensured through a continuous assessment process, both by the internal project mentors and external project guide. Quality of the summer internship project is assessed and monitored in **three phases: Pre-project mentoring, Actual project implementation and the Review stage.** Students are equipped to develop and present a quality dissertation or report from the first trimester onwards. A format of the student report/ dissertation is always available in the library for their reference.

Process - Phase 1: Pre-planning phase, involves the allotment of a mentor, orientation sessions and communication of the guidelines. This process starts from trimester 1, students are exposed to writing research objectives, conducting small surveys, recording and interpreting results with statistical tools and packages as part of the continuous internal assessment of courses in the program. Particular subjects, which specifically equip students towards data interpretation and analytical skills include

1. Research Methodology
2. Statistics for business
3. Financial reporting and analysis
4. Logic
5. Managing operations
6. Introduction to business analytics
7. Multivariate analysis

Students acquire research skills through:

1. Case study analysis
2. Research papers as additional readings
3. Simulations
4. Participation in intercollegiate conferences and competitions
5. Collaborating with faculty on research papers

Summer Placement process: Based on the tentative specialization selected students appear for interviews in the companies that offer summer internship training. Students will have to pass as many rounds as the recruitment team conducts during the selection process. Generally Online Test, Pre Placement Talk, Group Discussion, Case Study round, personal and HR rounds will be part of selection process.

Process - Phase 2 : **Summer Internship Project and Report**

The Summer Internship Project is for a duration of 6 – 8 weeks (normally begins on 1st May and goes till end of June). Alongside the training they obtain they get ready information to write the project report. Students focus on the following to generate a report during the internship with the organization.

The faculty guide will also review the report and assess on different parameters like objectives, literature review, research methodology, data collection, data analysis, data interpretation, benchmarks and assumptions, inferences, conclusions, suggestions and references. The faculty guide also suggest students to ensure their report is checked on account of Plagiarism. Acceptance will be given to such reports, if the plagiarism is found less than 25%.

The SIP will bears a 3 credit and evaluated for 60 marks by considering various criteria:

SIP Evaluation Procedure:	
3 Presentations to be made by each Student	
Department Evaluation Committee Meeting (DEC)	**Suggested Rubrics /Evaluation Criteria(EC)**
First Faculty-Mentor Meeting - (10 Marks)	**EC1:** Aim/ Objective of the project (2 Marks)
	EC2: Methodology to be used (2 Marks)
	EC3: The pert chart / Idea Explanation (2 Marks)
	EC4: Literature References (2 Marks)
	EC5: Attendance (2 Marks)
Second Faculty-Mentor Meeting - (10 Marks)	**EC1:** Project content (2 Marks)
	EC2: Presentation made (2 Marks)
	EC3: Project progress (2 Marks)
	EC4: Queries answered (2 Marks)
	EC5: Attendance/ Participation of SIP Work (2 Marks)
Third Faculty-Mentor Meeting - (10 Marks)	**EC1**: Detailed Methodology (2 Marks)
	EC2 : Algorithms/Models Adopted (2 Marks)
	EC3 : Relating Theory to Practice (2 Marks)
	EC4 : Interpretation, Validity of SIP Work & using PERT charts (2 Marks)
	EC5 : Attendance / Participation of SIP Work (2 Marks)

Process - Phase 3: Review: Project report presentation and evaluation

The project is evaluated on the following criteria. The evaluation committee consists of the project guide, faculty member in the area of specialization and an Industry expert. Students make a presentation before the project evaluation panel for around 15 minutes focusing on the objectives, need, methodology, findings, suggestions and recommendations as part of the Viva-Voce (30).

Suggested VIVA-VOCE Criteria (VC)	
The SIP report should be extensively checked and signed by the supervisors and also by the DEC.	
Viva-Voce Panel (30 Marks)	VC1 : Need for the study ,Objectives (5 Marks)
	VC2 : Methodology & Planning for Presentation (5 Marks)
	VC3 : Analysis of Data, Findings & Suggestions (5 Marks)
	VC4 : Relating Theory to Practice (5 Marks)
	VC5 : Originality & Presentation of SIP Work (5 Marks)
	VC6 : External Feedback, Learning from SIP (5 Marks)

D. Process to assess individual and team performance:

We have the following methods to access all the students during their internship, and all the information will be considered and to take needed action to support the student to get tuned.

- **Periodical Mentor-Mentee interaction**: Every student will have to meet their faculty mentor as and when he needs suggestion or advice on any particular topic. Mentor-Mentee interaction is to be conducted at least once in a week as per their feasibility. So, close monitoring and tuning accordingly.
- **Guidance and suggestions over Telephone during internship**: During their internship also, students need to have periodical telephonic contact with their faculty mentor about their working culture and status, so that, a moral support and confidence will be maintained all the time from background till they finish the duration.
- **Random visit to their workplace**: Randomly we visit nearby various students at their work place to know the reality and to advise if any gaps found. Meeting industry guide of the student may enrich the teaching learning process and it helps us to strengthen the relation between the industry and our institute too.
- **Collecting feedback from the industry/workplace guide of every student:** A secret feedback form will be given to all the industry guides through mail or in hard copy to collect their feedback about the student. This will reflects the reality about the student and his/her performance in various aspects. This will be used to groom the students in a feasible way.

E. Quality of dissertation:
- Plagiarism free and originality of the work.
- Understanding of problems/ relevant concepts / Method and objectives of the study.
- Literature references.
- Data Analysis and Application of appropriate tools, methods/ models.
- Implement ability and overall contribution to the organization.
- Presentation evaluated on contents, clarity and response to Q&A.

B. MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH NBA GRADUATE ATTRIBUTES:

S.No.	Graduate Attributes from NBA	Activities Proposed	Outcome
1.	Management Knowledge: Apply the knowledge of mathematics, science, Management fundamentals, and an Management specialization for the solution of complex Management problems.	Practical experience during industrial internship/ Project work.	An ability to apply knowledge in application of Management techniques, tools and resources on the project. The application of systematic Management design processes appropriate to the internship program.
2.	Problem analysis: Identify, formulate, research literature and analyze complex Management problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and Management sciences.	Working for Consultancy/ research projects in the institutes.	Helping Faculty members in their research and consultancy projects will help student learn research- met coordinating abilities and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze and solve Complex Management problems in order to reach substantiated conclusions.
3.	Design/development of solutions: Design solutions for complex Management problems and design system components or processes that meet the specified needs with appropriate consideration for public Health and safety and cultural, societal, and environmental considerations.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc	An ability to design solutions for complex, open-ended Management problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
4.	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships or advanced Management courses are considered for meeting internship credit requirements	Global competitiveness and employability of students will be enhanced.
5.	Modern tool usage: Create, select and apply appropriate techniques, resources, and modern Management and IT tools, including prediction and modeling of complex Management activities, with an understanding of the limitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modeling.	Will be able to use modern tools and processes to solve the live problems.

6.	Environment and Sustainability: Understand the impact of the professional Management solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.	Under the community service activities, focus on the environment and sustainability issues has been laid down.	Students will learn the importance and met Co-coordinators of environment protection & sustainability and will develop an ability to analyze social and environmental aspects of Management activities.
7.	Ethics: Apply ethical principles and commit to professionals ethics and responsibilities and norms of the Management practice.	The intern will learn to demonstrate honesty, punctuality and obey Company's business practices and procedures.	Learning of professional ethics and accountability will make student ready for the future.
8.	Individuals and team work: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Students are required to help the Committees for organizing Conference/ workshop/Competition at Institutional Level.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
9.	Communication: Communicate effectively on complex Management activities with the Management community and with the society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	To assist students in industrial training at the end of third trimester. Training & Placement shall also organize training for student's Personality Development, improving Communication Skills, report writing, presentation skills, Foreign Languages etc.	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills.
10.	Project Management and finance: Demonstrate knowledge and understanding of the Management and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.	The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.	These competencies will help the student in horizontal and vertical mobility.
11.	Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	Students will learn to implement knowledge in to practice and innovate.	Students' ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge will be enhanced.

VIII. CHAPTER – 8

A. PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS

FORMAT 1: STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the SIP Coordinator. Type or write clearly.

1. Student Name:		
2. Campus Address:		Phone:
3. Home Address:		Phone:
3a. Student email address:		
4. Academic Concentration	5. Internship Semester:_____Year.	
6. Overall GPA:		
7.Tentative Elective Subjects		
Preferance-1		
Preferance-2		
Preferance-3		

Faculty mentor Signature:_____ Date - _____
Signature confirms that the student has attended the internship orientation and has met all paper work and process requirements to participate in the internship program, and has received approval from his/her Advisor..

Student Signature:_____ Date - _____
Signature confirms that the student agrees to the terms, conditions and requirements of the Internship Program as given in the guidelines of the SIP Policy

1) FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To

The General Manager (HR)

....

....

Subject: REQUEST FOR 06/08 WEEKS INDUSTRIAL TRAINING of MBA/2 years Degree Programme,

Dear Sir,
Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

/ (For first time industry)You must be aware that IPE has made internship mandatory for all students.

In view of the above, I request your good self to all of our following_____ students for practical Training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in above branches.
A line of confirmation will be highly appreciated.

With warm regards,
 Yours sincerely,
Training & Placement Officer

2) FORMAT 3: FORMAT OF THE OFFER LETTER AND NO-OBJECTION CERTIFICATE

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact
Information Student

Name:_____Student ID#_____Class

Year:_____Campus

Address:_____

_____City,

State:_____

_____Phone:_____

_____Email:_____

_____

Industrial Supervisor

Name:_____Title:

_____

Company/Organization:_____

_____

_____Internship

Address:_____

_____

_____City, State,

Pin:_____

_____Phone:

_____Email:

_____

Faculty Mentor

Name: _____ Phone: _____

_____

Campus
Address: _____

_____

Academic Credit Information

Internship Title:_____Department:_____ Course#:_____Credits:_

_____Grading Option: _____Credit/Non-credit_____

Beginning Date:_____Ending Date:_____Hours per Week:_____

_____Internship is:___Paid /Unpaid___

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines etc. How can you contribute to the organization/site of internship?

Supervision: Describe in as much detail as possible the supervision to be provided/ needed at the worksite. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student_____   Date

_____

Faculty
Mentor_____   Date

_____

Industry
Supervisor_____   Date

_____

FORMAT 4: RELIEVING LETTER OF STUDENT

To

....

....

Subject: Relieving letter of student and Industry

Dear Sir,

Kindly refer your letter/e-mail dated. On the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

S. No.	Name of Students	Roll No.	Branch

This Internship being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the Internship. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

Internship schedule may be prepared and a copy of the same may be sent to us.

Each student is required to prepare Internship diary and report.

Kindly check the Internship diary of the student daily.

Issue the instruction regarding working hours during training and maintenance of the attendance record.

S.No.	Name of Students	Evaluation Ranking
A	Attendance and general behavior	
B	Relation with workers and supervisors	
C	Initiative and efforts in learning	
D	Knowledge and skills improvement	
E	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated_____.

Along with a copy of this letter.

Yours sincerely,

Student & Internship Officer

FORMAT 6: SUPERVISOR/FACULTY EVALUATION OF INTERN

NOTE: Covered in other chapter

FORMAT 7: SIP POLICY GUIDELINES

Institute of Public Enterprise
Campus Internship Policy and Undertaking for the batch of PGP …….

Institute of Public Enterprise extends Campus Summer Internship Program (SIP) opportunities to its students with the required eligibility criteria. Students of all PGP courses are eligible for SIP opportunity.

IPE organizes the campus internships in either one or a combination of the following formats of selection processes.

1. **Direct Campus Internship**– In this the students will have an entry level opportunity.
2. **Pre Placement offer**–In this the students will be given an offer to join the company after completing the internship if the company is satisfied with the performance of the student.

Campus SIP's will be organized by IPE along with the interested companies in one of the following formats.

- **In-campus:** The company representatives will visit IPE to carry out the SIP activity. In some cases the corporate may fulfill a portion of the final round in their office.
- **Pool-campus:** SIP process under this is conducted for a group of colleges. In this the recruitment process will be in a common place (it may be a college or some other public/private place) where students from different colleges take part.
- **Off-campus:** Under this the companies invite the shortlisted candidates to their respective offices, within or outside Hyderabad, to carry out the recruitment process.

Institute is not liable to pay any expense for any of the above Campus Recruitment formats. Students will bear their own expenses.

Student Registration for SIP's

Students interested in SIP process should abide by the set Rules and Guidelines. They have to fill-in a form giving their competencies and other details in time. They have to qualify in the aptitude test or any test conducted by the company.

Eligibility Criteria for Selection

IPE will conduct an aptitude test during August/September to identify the skill gap of the students so that they can nurture the students to fill the gap according to the requirement, eligible students for SIP. Qualifying in this aptitude test is mandatory for SIP.

Rules and Guidelines

General:

1. All the SIP related communications will be through e-mail only. The date/time/venue of the interviews are subject to change depending on the recruiter preference. Students are required to keep a tab on their mails continuously.
2. IPE does not take any responsibility of the outcome of the selection process.
3. Once a student gets SIP, placed through campus, he/she is not eligible for further SIP's at IPE. If any student is found to be violating the above Guideline, he/she will be subject to disciplinary action.

Misconduct:

4. Any corporate complaint against a given student misconduct is considered a serious offence and such student will automatically disqualify from the SIP's and referred to the authorities of the Institute for follow up action.
5. Any student found to have used unfair means at any mid-trimester or end-trimester examination will automatically disqualify for placements.
6. Any student or his / her parent or guardian found misbehaving with Recruiter/Faculty/Staff/SSC/SPC during the course at IPE stands disqualified from SIP's.
7. If the student remains absent from any stage/round of selection process he / she would be immediately debarred from IPE SIP's process and would not be allowed to take part in further SIP's.
8. Impersonation in tests or any other kind of malpractice is a serious offence. Such students would be debarred immediately and also will be referred to the concerned authorities.
9. If any shortlisted student is not found at the interview venue while the interview is going on or found roaming around, strict disciplinary actions will be taken against him/her.

Curriculum Vitae:

10. Students are required to prepare an attractive Resume / *Curriculum Vitae* taking job profile/requirements laid by the respective company. Late submission will not be considered for the test/interview.
11. It is expected that a student shall NOT add any ambiguous / wrong / fraudulent / misleading information in his / her resume or while submitting details to the SIP Department/recruiter. If, on verification, any discrepancies are found, the student will not be allowed for SIP process.

SIP Process:

12. Students should consider carefully before applying for any vacancy as notified by the SIP Department. Once a student applies, he/she has to undergo the complete process without fail.
13. Geographical preference of job / company should not be a pretext for rejecting the SIP opportunity at any point of the process.

14. Students are expected to report to the venue 15 min. before the indicated time in complete dress code as mentioned below.
    - ➢ For Boys: IPE suite (blue), red tie with white stripes, black shoes and proper grooming (clean shave).
    - ➢ For Girls: IPE suite (blue), maroon scarf, black shoes.
15. Students should carry their resume, passport size photographs and IPE ID card of their during the SIP process.
16. At the time of interview, students must carry copies of the resume that was submitted to that company online and NO other resume. Discrepancies in resume are not appreciated by companies and could be a cause for rejection.
17. Student shall not question the company on why he/she is not shortlisted / selected. Shortlisting / Selection is discretion of the company officials. Any unruly behavior compromising the reputation of the Institute shall deem the student ineligible for future SIP and placements and such student shall face disciplinary action.

Others:
18. If a student attends an external internship through one's own reference, he / she is expected to keep SIP Department informed.
19. Once a student gets SIP through campus, he/she should honor the offer and comply with the joining formalities.

SIP Department reserves the right to make necessary changes in the Guidelines as and when necessary.

I have read and understood all the above placements guidelines and shall abide by the same.

Name of the Student: _____**Roll No:** _____ **Roll No:** _____

Signature & Name of the Parent/Guardian:
_____

Contact No of the Parent/Guardian:
_____

e-mail id of the Parent/Guardian:
_____

****

FORMAT 9: INTERNSHIP EVALUATION REPORT

Institute of Public Enterprise
Hyderabad
INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted by the organization supervisor/guide at the end of the internship.

SUPERVISOR INFORMATION	
NAME:	JOB TITLE:
ORGANIZATION'S NAME:	PHONE NUMBER:
EMAIL ADDRESS:	

INTERN INFORMATION	
STUDENT'S NAME:	
STUDENT ROLL NUMBER :	
STARTING DATE (DD/MM/YYYY):	COMPLETION DATE (DD/MM/YYYY):

ABOUT THE INTERN						
1. Please evaluate this student intern on the following items by checking the appropriate rating.	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to work on-time						
Behaved in a professional manner						
Effectively performed assignments						
Oral communication skills						
Written communication skills						
Work Relevant Skills						
Ability to work with others						
Ability to adapt to a variety of tasks						
Decision-making, setting priorities						
Reliability and dependability						
Attention to accuracy and details						

(For 2 years Degree Programme PGDM)

Name & Address of Organization

_____

_____

_____

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Training:	
Date of Completion of Training:	
Number of days Attended:	

2.	Describe the ways in which the intern's performance benefited your organization.					
3.	What development have you observed in the student's skills, knowledge, personal and/or Professional performance?					
4.	What do you consider to be the intern's strengths?					
5.	In what areas does the intern need to improve?					
6.	Overall, how do you rate your experience with **this Intern**	Excellent	Good	Above Average	Average	Poor

SUPERVISOR'S SIGNATURE:	**DATE:**
OFFICIAL STAMP :	

IX. SIP PROJECT EVALUATION PROCEDURE AND RUBRICS

These are to guidelines for successful completion of the B. Tech. projects in effective and uniform conduction of projects to be carried out by undergraduate students in Semester VII and Semester VIII. It is expected that these guidelines will help in overall improvement in the quality of PGDM. Projects along with improvement in the evaluation process. The PGDM project is a partial requirement for successful completion of the degree. It can be two types: Projects based on implementation of any application oriented problem, which will be more or less experimental in nature, and the others will be based on some innovative/ theoretical work.

In order to monitor the overall functioning of the activities related to the PGP projects and to have academic bridge among the various groups, it is proposed to create Department Evaluation Committee (DEC).

DEC will comprise the head of the Department (course coordinator), course joint coordinator, SIP coordinator and Dean.

Roles of Department Evaluation Committee (DEC):
  o This committee will be responsible for evaluating the timely progress of the projects and communicating the progress report to the students.

  o The DEC will allocate a mentor to every students and the assigned faculty will act as mentor to the student.

  o In case it is observed by the DEC that any group of students is not performing well, this committee should take special care to improve their performance by means of counseling them.

Each project activity must be supervised by the faculty members of the department. These faculty members are termed as Supervisors. There can be at most two supervisors for a PGDM Project; out of which at least one has to be from the Department and other can be from outside the Department/ Institute.

It is the responsibility of the Department to provide the Supervisor(s) for each PGDM Project. Supervisors may be assigned to each project group either by the choice of student groups or by faculty expertise. A faculty member of the department can supervise PGDM projects only if he/ she is having at least 2 years teaching experience in any PGDM college.

Role of Supervisor is given below:
  o The supervisor must monitor the progress being carried out by the project groups on regular basis. In case it is found that progress is unsatisfactory it should be reported to the Department Evaluation Committee for necessary action.

- It is expected that the supervisor looks into the project report for desired format before the final submission.

Each PGDM Project has to be carried by a group of students of that Institute. In order to ensure participation of each student, the group size should be preferably at least 2 but not more than 4 students as per the availability of any particular company, but individual project would be appreciable.

Evaluation Procedure:

To ensure proper conduct of each project, progress of each project should be monitored on continuous basis first by the faculty mentor and then by the Department Evaluation Committee. In order to do so, it is planned to hold 3 faculty mentor internship review meeting with or without ppt presentations.

A. First Faculty-Mentor Meeting

First SIP Evaluation Procedure:		
3 Presentations to be made by each Student		
Department Evaluation Committee Meeting (DEC)	Rubrics /Evaluation Criteria(EC)	Marks for ECs
First Faculty-Mentor Meeting - (10 Marks)	**EC1:** Aim/ Objective of the project	2
	EC2: Methodology to be used	2
	EC3: The pert chart / Idea Explanation	2
	EC4: References	2
	EC5: Attendance	2

The faculty mentor will focus on the above evaluation criteria (EC) and each criteria for 2 marks for the total of 10 marks for the first meeting. The status has to be submitted to the SIP department. The above table shows the break up for the 10 marks.

B. Second Faculty-Mentor Meeting

Second SIP Evaluation Procedure:		
3 Presentations to be made by each Student		
Department Evaluation Committee Meeting (DEC)	Rubrics /Evaluation Criteria(EC)	Marks for ECs
Second Faculty-Mentor Meeting - (10 Marks)	**EC1:** Project content	**2**
	EC2: Presentation made	**2**
	EC3: Project progress	**2**
	EC4: Queries answered	**2**
	EC5: Attendance/ Participation of SIP Work	**2**

The faculty mentor will focus on the above evaluation criteria (EC) and each criteria for 2 marks for the total of 10 marks for the second meeting. The status has to be submitted to the SIP department. The above table shows the break up for the 10 marks.

C. Third Faculty-Mentor Meeting

Third SIP Evaluation Procedure:		
3 Presentations to be made by each Student		
Department Evaluation Committee Meeting (DEC)	Rubrics /Evaluation Criteria(EC)	Marks for ECs
Third Faculty-Mentor Meeting - (10 Marks)	**EC1**: Detailed Methodology	**2**
	EC2 : Algorithms/Models Adopted	**2**
	EC3 : Relating Theory to Practice	**2**
	EC4 : Interpretation, Validity of SIP Work & using PERT charts	**2**
	EC5 : Attendance / Participation of SIP Work	**2**

The faculty mentor will focus on the above evaluation criteria (EC) and each criteria for 2 marks for the total of 10 marks for the third meeting. The status has to be submitted to the SIP department. The above table shows the break up for the 10 marks.

D. Final SIP Viva-Voce

The final viva-voce will be organized by the DEC according to the date decided by the dean's office. This Viva will be taken by a panel of members decided by the dean's office. The Viva interview Panel will review the progress of the students.

Final VIVA-VOCE Evaluation Criteria (Rubrics)		
The final project report should be extensively checked and signed by the supervisors and also by the DEC.		
Viva-Voce Panel	VC1 : Need for the study ,Objectives	5
	VC2 : Methodology & Planning for Presentation	5
	VC3 : Analysis of Data, Findings & Suggestions	5
	VC4 : Relating Theory to Practice	5
	VC5 : Originality & Presentation of SIP Work	5
	VC6 : External Feedback, Learning from SIP	5

The viva team will focus on the above viva-evaluation criteria (VC) and each criteria for 5 marks for the total of 30 mark. The status has to be submitted to the PGP/COE. The above table shows the break up for the 10 marks.

E. Awards:

The DEC will nominate at most one project for the Best PGDM Project of the department. The student may be given an award along with a certificate at the time of Institute Annual Function.