



# Don Bosco College

**Co-Ed** ♦ Affiliated to Thiruvalluvar University ♦ Accredited by NAAC with "A" Grade in Cycle 1  
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## INTERNSHIP POLICY FOR STUDENTS


### APPLICABLE FOR BACHELOR OF BUSINESS ADMINISTRATION (BBA) AND BACHELOR OF COMPUTER APPLICATIONS (BCA)

Industry Internship is an integral part of the academic curriculum for BBA and BCA programs. Its satisfactory completion is a mandatory requirement for the award of the degree by the University. The internship is designed to provide students with practical exposure to real-world business and IT environments, enabling them to integrate classroom learning with professional practice. Internships enhance employability, develop professional skills, and often serve as a pathway to future career opportunities.

### THE INTERNSHIP PROGRAM AIMS TO ACHIEVE THE FOLLOWING OBJECTIVES:

- To provide students with opportunities to apply theoretical knowledge in practical settings.
- To develop professional competencies such as problem-solving, communication, teamwork, and leadership.
- To expose students to organizational culture, ethical practices, and industry standards.
- To familiarize students with current trends and technologies in business and IT.
- To enhance students' resumes with relevant work experience and industry connections.
- To facilitate career exploration and informed decision-making regarding future employment.



  
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## **DURATION**

Internships are mandatory for all BBA and BCA students. The internship duration is typically four to six weeks, conducted during the summer break between the second and third year (for BBA) or as specified in the program curriculum. In certain cases, extended or multiple internships may be recommended based on academic and industry requirements.

## **BENEFITS OF THE INTERNSHIP PROGRAM:**

### **BENEFITS TO STUDENTS:**

- Hands-on experience in a professional business or IT environment.
- Opportunity to apply classroom learning to real-world challenges.
- Development of soft skills, including communication, time management, and teamwork.
- Networking with industry professionals and potential employers.
- Improved employability and career readiness.
- Insight into industry practices, helping students make informed career choices.


### **BENEFITS TO INDUSTRY:**

- Access to motivated and academically prepared young talent.
- Fresh perspectives and innovative ideas from students.
- Opportunity to evaluate and recruit potential future employees.
- Contribution to student development and education.
- Enhanced community engagement and corporate reputation.

### **BENEFITS TO THE INSTITUTE:**

- Strengthened relationships with industry partners.
- Enhanced curriculum relevance through industry feedback.
- Improved student satisfaction and retention.
- Higher placement rates and institutional reputation.
- Ongoing alignment of academic programs with industry needs.



  
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## INTERNSHIP GUIDELINES:

The general procedure for arranging internships is as follows:

### 1. **Initiation Phase:**

The Department of BBA/BCA sends formal internship requests to organizations.  
Students may also propose their own internship opportunities with prior approval.

### 2. **Confirmation Phase:**

Organizations confirm internship details via official letter or email. Students must submit confirmation documents to the department.

### 3. **Joining Phase:**

Students submit a joining report upon commencement of the internship.

### 4. **Training & Monitoring Phase:**

Students undergo training under the supervision of an industry mentor. Faculty mentors conduct periodic visits and evaluations.

### 5. **Report Submission Phase:**

Students submit a detailed internship report and daily logbook after completion.

### 6. **Certification Phase:**

Students obtain a completion certificate from the host organization.


## GUIDELINES TO STUDENTS:

- Regular attendance and professional conduct are mandatory.
- Any absence must be communicated immediately to the industry mentor and faculty guide.
- Leave for academic or personal reasons must be approved by the Head of Department.
- Monthly attendance records must be submitted to the faculty guide.

## INTERNAL REPORTING GUIDELINES:

- Weekly progress reports must be submitted to the faculty guide.
- Fortnightly interactions with the faculty guide are compulsory.
- Confidential information must be handled as per organizational policy.



  
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- Non-compliance may affect internship evaluation and grades.

#### **STUDENT'S DIARY / DAILY LOG:**

- Students must maintain a daily logbook detailing tasks, observations, and learnings.
- The logbook must be signed daily by the industry supervisor and verified by the faculty mentor.
- The logbook, along with the final report and attendance sheet, must be submitted after internship completion.

#### **INTERNSHIP REPORT:**

- A comprehensive report summarizing the internship experience, projects undertaken, skills acquired, and learning outcomes must be prepared.
- The report must be certified by the industry supervisor and approved by the faculty guide and HoD.



  
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