



TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to Rajasthan Technical University

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INTERNSHIP POLICY

INTRODUCTION

The Training and Placement Cell at Techno NJR operates round the year facilitating the process of campus placement of its students by collaborating with leading organizations and institutes in setting up of internships and training programs. It serves as an interface between the students and the corporate world that liaisons with various companies, organizes talks and seminars, and provides internship opportunities and conducts campus recruitment activities.

The Training & Placement Office provides the infra-structural facilities to conduct group discussions and interviews; computer labs for conducting tests; smart rooms with public addressing system; along with catering to other logistics.

OBJECTIVES

- To develop a Career Resource Cell in all departments that assists students in developing their academic and career interests through individual counselling and group sessions.
- To coordinate with faculty members to integrate Project Work/ Summer Training/internship programs with the academic curriculum.
- To act as a link between students, alumni and the corporate organisations.
- To enhance skill sets of students to meet the expectations of the industry.
- To conduct Entrepreneurship Awareness Programs for final and pre-final year students.
- To conduct Industry Interaction Programs inviting eminent achievers from industry and academia to guide, motivate and interact with students.
- To act as a Catalyst in reducing unemployment.

DURATION

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) as prescribed. While the actual structure and durations of the Internship(s) will vary from program to program, it is normal for a minimum duration to be at least eight weeks once during the penultimate year of the program. Typically, summer internships start around May every year and the durations range between six to eight weeks. Specific programs may include two or more summer internships as per the requirements of respective regulatory bodies. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the University.

Internship project report

The Internship project report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often subject the interviewees to in-depth examinations. Recruiters judge the quality of the report based on student's analytical skills, methodology, grasp of research tools and contribution to the organization in terms of cost or time saving attributable to implementation of student's recommendations. The University expects every student to take the report preparation seriously and submit an excellent project report at the end of internship which would enhance the student's chances of placement.

The report should cover the following aspects:

- (i) **Introduction:** Clear understanding of the topic/subject; understanding of the organization/unit/field.
- (ii) **Literature Review:** Published studies, review of similar studies
- (iii) **Details about the study:** Objectives, formulation of the problem, scope, and rationale of the study.
- (iv) **Methods/methodology adopted for the study:** Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- (v) **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- (vi) **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
- (vii) **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organizations.
- (viii) Presentation of the report, format of the report, flow of the report, style, language, etc.

For Techno India MDR Institute of Technology

Training & Placement Officer