

SUMMER INTERNSHIP INSTRUCTIONS MANUAL FOR 2021 - 2022

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Introduction

1.1 Introduction to Internship

The internship enables the students to understand, how the theoretical knowledge can be applied to the practical situations. Internship is a scheme of arrangements, requiring a student to work in an organization for a specific period of time preferably 45 days.

1.2 Objectives of Internship

Internship has certain specific objectives such as to:

- Placements to develop genuine understanding about functioning of organization
- Apply management knowledge to practice
- Improve personal skills i.e. organizational analysis, financial analysis, marketing analysis etc.
- Helps to develop concrete plans, including long and short-term action plans, along with financial details.

1.3 Selection of an Organization for Internship

A student is advised to select an organization for internship pertaining to the field of specialization (Python with machine learning and AI, AWS, Java, PHP with web development, Management, QA, QC etc)

1. General Instructions for Summer Internship

a. Registration with Training and Placement Cell

- Training and Placement department will not consider name of any student for Summer Internship who have not registered with the department.
- Students are strictly advised to fill their correct details in the registration form as these details will be forwarded to different organizations for the purpose of Summer Internship interview process.
- Preferences given by the students in the registration form will be considered final; no corrections will be allowed in preferences after submission


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a. Selection of Source for Summer Internship

- Student can prefer Institute or own source for their Summer Internship. If a student selects own source he/she has to take approval of Training and Placement Department a month prior to the Summer Internship in the enclosed format
- A student prefers Summer Internship through his/her own source the Training and Placement Department will not be responsible for any promise made by the organization about stipend, certificate or any other facilities by the organization.
- Students going for Summer Internship through Institute source are advised to confirm their name and the organization allotted from Training and Placement Department.

B General Instruction

The students will:

- Carry their student ID at all times and wear identification and/or uniforms as directed by the Summer Internships organization.
- Adhere to all by-laws, rules, regulations, policies and procedures of the placement department including any dress codes
- Keep notes on the job details announced. These are useful at the time of interview for Summer Internship.
- Prepare fully for appearing the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.
- Study the website of the company & their competitors before every Interview Process.
- Students shall not negotiate with the employer about salary/ Stipend and other terms different from what is announced earlier at the time of Pre - Placement talk, unless the announcement specifies that the salary is negotiable.
- While attending interviews, students must be punctual and come in Formal Dress only.

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- Keeping the company's convenience in view, selection processes may take place in any city/town in the country. The students may be required to travel and attend the same. The TAP Cell shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.
- The impact of the behavior exhibited by the interviewees has at times reduced the summer internship opportunities available to future batches of students in the organization. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the Institute/University, negotiations other than those purported under the due process, will be seriously viewed.
- The students must observe and adhere to all codes of conduct rules specified by TAP Cell. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others.
- The things you should carry for an interview are
 1. A notepad to take notes or jot down information.
 2. It is advisable to use portfolio notebook that includes a notepad, penholder, file pocket and passport size photograph.
 3. A good pen or pencil
- Sometimes organizations, at the time of their campus interviews, may inform the TAP Cell that they are interested in screening more candidates. Then the TAP Cell will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume in advance is, therefore, desirable.
- The student should inform TAP Department if they have earlier applied for the same company on their own.
- The students must update their mobile numbers email IDs and addresses in all the records of the institute such as Placements, Academics, Admissions, Examination etc. in order to get timely and appropriate communication. The students have to register for each company separately.

b. Disciplinary Control

- i. Training and Placement Cell has authority to withdraw the Summer Internship of any student at any time if
 - A. The student misbehaves with any of the industry person or faculty guide at any point of time during Summer Internships.
 - B. If the student is not available in the organization allotted to him/her at any point of time without information.
 - C. Plagiarism (Copying of text from other report, website or books etc.) in the report will not be accepted
- ii. If the student will not attend any interview or selection process after registration then he/she will be debarred from the whole Summer Internship process
- iii. Preference given by the student for doing summer internship will not be changed in any case
- iv. Students are not allowed to switch organization after allotment from the Training and Placement Department if any student change organization without the permission of Training and Placement Department do such activity then his/her Placements will not be considered.
- v. If a student uses any derogatory remarks for Institution or Organization the matter will be referred to disciplinary committee for appropriate action.
- vi. Students are also advised to adhere to the dates given to them for different stages in the summer Placements process like last date for submission of permission letter from organization, Submission of registration form, submission of topic approval form etc. Failing to adhere to time frame student has to pay fine as per the guidelines of the institute.

c. Pre Internship Instruction

You are advised to cross check before leaving for the Internship that you have collected your Internship letter, name of contact person and address for the reporting office, approval or selection letter for Summer Internship from Training and Placement Department.

d. Instructions during Summer Internships

- a. Do not misbehave with any of the Industry person. If Training and Placement Department receives any such complaint from the industry then the concerned student's summer internship will be withdrawn from the organization and the student will have to go for his/her summer internship again .


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- b. Do not enter into the department of the organization where organization does not want you to go
- c. Do not take any unapproved leave during your summer internship.
- d. You are advised to maintain absolute secrecy of the information you get about the organization.

e. Post Internship Instruction:

Students are advised to report in the respective Department in three working days after the completion of their summer internship.

f. Expenses:

Students will have to bear all the expenses of summer Placements including travel, food, stay etc. He/She may, however accept facilities voluntarily provided by the organization.

STEPS IN SUMMER INTERNSHIP

Step 01: Registration with Training and Placement Cell

Step 02: Approval of the Industry and Submission of Confirmation Letter if Student is going through their own source

Step 03: Student will appear in the Summer Internship Selection process of Various Organization

IMPORTANT DATES FOR SUMMER INTERNSHIP

All the students going for Summer Internship are strictly advised to adhere to the time schedule mentioned below for the successful completion of their Summer Internship.


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S.NO.	Assignment	Date	Remark
1.	Registration with Training and Placement Department for Summer Internship	Within first two weeks from the date of starting of Final year.	After the last date of registration student have to pay a fine of Rs. 10 per day for next 15 days. After that no registration will be entertained by the Training and Placement Department.
2.	Approval and submission of Approval for Summer Internship through own source	15 days prior to the date of Summer Internship starting	After this no such application will be entertained by Training and Placement Department


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