



TECNIA INSTITUTE OF ADVANCED STUDIES – CDL

Standalone Institute, Approved by AICTE, Ministry of Education, Govt. of India

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Internship Policy for PGDM Students

Internships serve as a vital bridge between academic learning and practical application in the professional world. Recognizing the significance of hands-on experience, Tecnia Institute of Advanced Studies (CDL) incorporates internships as an essential component of the PGDM (Post Graduate Diploma in Management) course. This policy outlines the framework, guidelines, and procedures governing internships for PGDM students.

Objectives

The internship program for PGDM students at Tecnia Institute of Advanced Studies (CDL) aims to achieve the following objectives:

- Provide students with practical exposure to industry practices, trends, and challenges.
- Enhance students' understanding of management principles through real-world application.
- Foster the development of professional skills, competencies, and attributes.
- Facilitate networking opportunities and industry connections for students.
- Assess and evaluate students' performance and readiness for the corporate environment.

Eligibility

All PGDM students enrolled at Tecnia Institute of Advanced Studies (CDL) are eligible to participate in internships. However, students must fulfill the following criteria:

- Completion of the requisite academic coursework for the internship period.
- Maintenance of good academic standing, as per the institute's guidelines.
- Compliance with any additional eligibility criteria specified by the host organization.

Duration and Timing

The duration of internships typically ranges from 8 to 12 weeks, allowing students to gain substantial exposure to the workplace environment and immerse themselves in assigned projects. Internship periods are usually scheduled during the summer break between academic semesters to minimize disruption to the regular academic calendar.



Internship Placement Process

The internship placement process involves the following key steps:

- Identification of internship opportunities: The Career Services Department collaborates with industry partners to identify potential internship opportunities suitable for PGDM students.
- Application and selection: Interested students are required to submit their applications for internships through the designated platform. Host organizations may conduct interviews or assessments to select candidates based on their qualifications and suitability for the role.
- Confirmation and placement: Upon selection, students receive formal confirmation of their internship placement from the host organization. The institute facilitates the necessary paperwork and formalities to finalize the internship arrangement.

Responsibilities

- Responsibilities of students:

- Adherence to the rules, regulations, and code of conduct of the host organization.
- Completion of assigned tasks and responsibilities in a diligent and professional manner.
- Regular communication with the institute's internship coordinator to provide updates on progress and seek guidance if needed.
- Fulfillment of any academic requirements or assessments associated with the internship.

Responsibilities of the host organization:

- Provision of a conducive work environment conducive to learning and professional growth.
- Allocation of meaningful tasks, projects, or assignments that align with the intern's learning objectives and skill set.
- Designation of a mentor or supervisor to oversee the intern's work, provide guidance, and offer constructive feedback.
- Submission of feedback and evaluations on the intern's performance to the institute for assessment purposes.

Evaluation and Assessment

At the conclusion of the internship period, students are required to submit a comprehensive report detailing their experiences, learning outcomes, and contributions during their tenure. Additionally, the host organization may provide feedback and evaluations of the student's performance, which will be considered in the assessment process.

Academic Credit



Internships undertaken by PGDM students may be credited towards the fulfillment of academic requirements, subject to the institute's policies and guidelines. The allocation of academic credit for internships is contingent upon the successful completion of internship-related tasks and submission of requisite reports.

Code of Conduct

Students participating in internships are expected to adhere to the institute's code of conduct, as well as any additional guidelines or policies stipulated by the host organization. Professionalism, integrity, and ethical behavior are paramount throughout the internship duration.

Grievance Redressal

In the event of any issues, concerns, or grievances arising during the internship, students are encouraged to communicate promptly with the institute's internship coordinator for resolution and support. The institute will endeavor to address and resolve grievances in a timely and effective manner, ensuring a positive internship experience for students.

Amendment and Review

This Internship Policy is subject to periodic review and amendment by the institute's authorities to ensure its effectiveness, relevance, and alignment with evolving industry trends and best practices. Feedback from students, faculty, and industry partners will be considered in the review process to continuously enhance the internship program.

The Internship Policy for PGDM students at Tecnia Institute of Advanced Studies (CDL) underscores the institute's commitment to providing holistic education and fostering the professional development of its students. By integrating internships into the academic curriculum, the institute endeavors to equip students with the requisite knowledge, skills, and experiences to excel in the dynamic and competitive corporate landscape. Through collaborative efforts with industry partners and diligent oversight, Tecnia Institute aims to ensure the success and effectiveness of its internship program, thereby empowering students to embark on successful career pathways upon graduation.


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Director

