

SOP NO. 6

WINTER INTERNSHIP PROGRAM & SUMMER INTERNSHIP PROGRAM

1. Purpose

To outline the institute's program relating to Winter Internship Program (WIP) and Summer Internship Program (SIP)

2. Scope

This SOP is applicable for Pune Institute of Business Management, Pune and for both PGDM and MBA students

3. Objectives

The objectives of WIP are –

- 3.1 to get 1st time exposure to companies for getting orientation to various functions such as Marketing, Finance ,HR, operations, IT and Materials, etc.
- 3.2 to create opportunity to apply concept learning of theory through classroom teaching to real life situation
- 3.3 to help students experiencing their expectation versus realities and adapt their attitude and mindset accordingly

The objectives of SIP are –

- 3.4 to do a real life project within their specialization of HR/ Marketing/ Finance/ IT/ Operations/ Analytics with an objective to learn application oriented management
- 3.5 to get practical exposure to an organization and work with a department and observe and learn how a department functions
- 3.6 how an organization is managed in terms of structure, processes, goal, strategy, culture, systems, people, hierarchy, policies, products, services, business model, type of company, revenue, etc.

4. Duration

WIP Start date/ period : December

WIP End date/ period : January

SIP Start date/ period : May

SIP End date/ period : July

5. Program

Pre-WIP

5.1 Students are to be addressed about the WIP procedure by the Placement Head; students will be also informed about the various companies that will be coming to campus for WIP

5.2 Informing students about self-WIP

5.2.1 Students who are applying for self-WIP should approach Placements Head

5.2.2 An official mail should be sent from the company's HR regarding the detail of project to be offered to the student

5.2.3 Placement head alongwith the concerned HOD will decide whether the project will be offered or not

5.2.4 If the project is found to be good, then Placement Head will issue a No Objection Letter and send it to the company

5.3 Students will apply for companies coming for WIP by signing in a sheet maintained by the Academic Department

5.4 Shortlisting if required will be done internally by conducting a test comprising of questions from Aptitude, English, Current Affairs, General Awareness and Domain

5.5 Students who have applied for a company cannot back out from the process

5.6 A student once placed cannot sit in another company, even if he/ she is waiting for the result of other companies

5.7 Mentors have a big role to play in WIP (comprehensive role of mentor is written in SOP No. 12)

5.7.1 Mentors will guide students while applying for company

5.7.2 Mentors will guide students to prepare their resume for WIP (format as prescribed by the institute)

5.7.3 Mentors will help student in their preparation of GD and PI for WIP

During WIP

5.8 Students have to report to their internal (PIBM) mentor regularly – atleast once in a week about their work progress in the WIP through email

5.9 Students have to share the contact details of their external mentor to their internal mentor

5.10 Students have to maintain the WIP log book (refer to annexure 1) by regularly updating the daily task and activities and getting it signed from their external mentor once in a week. Students must send an image of the signed log book to their internal mentor (PIBM mentor) once in a week atleast

5.11 Mentors have to be in regular touch with their mentees and the industry mentor and take feedback about the performance of their mentees

5.12 Mentors have to guide mentees in deciding the project title of WIP in case the company doesn't provide it

5.13 Mentors have to guide students in the successful completion of WIP

5.14 Mentors should take disciplinary action in case mentees do not adhere to the standard expected

5.15 Students must not take leave from the company during the course of the WIP. If there is any emergency, the student must inform his/her internal mentor, external mentor and Placement Head about the situation and take authorization

After WIP

5.16 Mentors should make sure the report and presentation of the WIP is of best quality as per prescribed format (PPT) guidelines by the institute

5.17 Mentors should ensure that students are able to explain their project with relevant data

Pre-SIP

5.18 Students are to be briefed about the SIP procedure by the Placement Head; students will be also informed about the various companies that will be coming to campus for SIP

5.18.1 Students would be asked to give profile preference (Refer to Annexure 2)

5.19 Informing students about self-SIP

5.19.1 Students who are applying for self-SIP should approach Placements Head

5.19.2 An official mail should be sent from the company's HR regarding the detail of project to be offered to the student

5.19.3 Placement head along with the concerned HOD will decide whether the project will be offered or not

5.19.4 If the project is found to be good, then Placement Head will issue a No Objection Letter and send it to the company

5.20 Students will apply for companies coming for SIP by signing in a sheet maintained by the Academic Department

5.21 Shortlisting if required will be done internally by conducting a test comprising of questions from Aptitude, English, Current Affairs, General Awareness and Domain

5.22 Students who have applied for a company cannot back out from the process

5.23 A student once placed cannot sit in another company, even if he/ she is waiting for the result of other companies

5.24 Mentors have a big role to play in WIP (comprehensive role of mentor is written in SOP No. 12)

5.24.1 Mentors will guide students while applying for company

5.24.2 Mentors will guide students to prepare their resume for SIP (format as prescribed by the institute)

5.24.3 Mentors will help student in their preparation of GD and PI for SIP

During SIP

- 5.25 Students have to report to their internal (PIBM) mentor regularly – atleast once in a week about their work progress in the SIP through email
- 5.26 Students have to share the contact details of their external mentor to their internal mentor
- 5.27 Students have to maintain the SIP log book (refer to annexure 2) by regularly updating the daily task and activities and getting it signed from their external mentor once in a week. Students must send an image of the signed log book to their internal mentor (PIBM mentor) once in a week atleast
- 5.28 Mentors have to be in regular touch with their mentees and the industry mentor and take feedback about the performance of their mentees
- 5.29 Mentors have to guide mentees in deciding the project title of SIP in case the company doesn't provide it
- 5.30 Mentors have to guide students in the successful completion of SIP
- 5.31 Mentors should take disciplinary action in case mentees do not adhere to the standard expected
- 5.32 Students must not take leave from the company during the course of the SIP. If there is any emergency, the student must inform his/her internal mentor, external mentor and Placement Head about the situation and take authorization

After SIP

- 5.33 Mentors should make sure the report and presentation of the SIP is of best quality as per prescribed format (PPT) guidelines by the institute
- 5.34 Mentors should ensure that students are able to explain their project with relevant data

6. Do's of WIP/ SIP

- 6.1 Before going for WIP/ SIP, take the email and phone number of your internal mentor (if you haven't got it yet) and also give your phone number, whatsapp no and email to your internal mentor
- 6.2 Be punctual. Reach your office atleast 15 minutes prior to their starting hour i.e. if the office starts at 9am, be sure to reach there by 8.45am
- 6.3 Demonstrate the positive and “can do” attitude
- 6.4 Maintain 100% attendance; in case of genuine problem such as serious sickness, be sure to inform your reporting head by phone call as well as email/sms
- 6.5 Be high on integrity. Do not lie in any case to your seniors and fellow colleagues and take ownership and responsibility of whatever task has been assigned to you
- 6.6 Show mutual respect towards seniors and fellow colleagues
- 6.7 Demonstrate team work and take help from fellow colleagues and seniors
- 6.8 Do your homework and research about the company before going for the WIP/ SIP
- 6.9 Groom properly. Wear formal wear while going to work. Follow the dress code and grooming standard prescribed by the institute
- 6.10 Follow the norms and policies of the company
- 6.11 Be pro-active – be the one to take initiative to ask doubts from the company and external guide
- 6.12 Be in constant touch with your external guide and internal mentor by email, whatsapp and phone atleast once in a week
- 6.13 Get the log book signed (Refer to Annexure 3) by external guide and then WhatsApp or email to your internal guide regularly

7. Don'ts of WIP/ SIP

7.1 Don't be late to the office

7.2 Do not misuse the technology or facilities of the company

7.3 No informal dress code. Proper dress code and hygiene to be practiced

7.4 No alcohol, cigarettes and pan masalas in office premise or even home

7.5 Do not indulge in anti-social activities

7.6 If leave is sanctioned by the authorized personnel, be sure not to extend the leave

7.7 Do not get involved in politics or arguments in the company

8. Evaluation

WIP and SIP would be evaluated on the following parameters –

- Feedback from company – 10%
- Timely submission of report to internal mentor – 10%
- Quality of log book submission – 10%
- Final Report – 30%
- Final corporate presentation – 40%