



**Lloyd Business School**

Ladder Of Success



**LLOYD BUSINESS SCHOOL**

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

## **SUMMER INTERNSHIP POLICY**

**Constitution Date:** September 30, 2020

The Summer Internship Program (SIP) is an integral and mandatory component of the academic curriculum at Lloyd Business School. It is designed to bridge the gap between classroom learning and practical industry exposure by providing students with opportunities to apply theoretical concepts in real organizational settings. The SIP aligns with the quality benchmarks prescribed by NAAC and NBA, emphasizing experiential learning, skill development, employability enhancement, and sustained industry engagement. Through structured internships, students gain hands-on experience that prepares them for professional challenges and strengthens industry–academia collaboration.

### **Objectives**

The primary objective of the Summer Internship Program is to expose students to real-world corporate, entrepreneurial, and social-sector environments, thereby enhancing their practical understanding of business operations. The program aims to develop essential professional competencies such as analytical thinking, problem-solving, communication skills, teamwork, and ethical conduct. It enables students to integrate classroom knowledge with practical application, thereby improving learning outcomes and career readiness. Additionally, the program seeks to enhance students' employability, provide clarity regarding career paths, and foster long-term relationships between the institute and industry partners.

### **Eligibility and Duration**

The Summer Internship Program is mandatory for all students enrolled in programs where the internship is prescribed as part of the curriculum. The duration of the internship shall be a minimum of six weeks and may extend up to eight weeks, depending on the specific program requirements. Internships must be undertaken during the summer break between two academic semesters, typically commencing from the first week of June. Students are required to complete the internship within the stipulated timeframe to be eligible for academic evaluation.

## **Internship Allotment and Approval**

Students may obtain internship opportunities through multiple channels, including placements facilitated by the Corporate Resource Centre (CRC), institute–industry Memoranda of Understanding (MoUs), or self-initiated applications. In all cases, prior approval from the CRC or the designated Faculty Internship Coordinator is mandatory. Students must submit an Internship Approval Form containing details of the organization, project scope, duration, and industry mentor before commencing the internship. Only internships that meet academic and professional standards prescribed by the institute shall be approved.

## **Roles and Responsibilities**

### **Institution / Corporate Resource Centre (CRC)**

The Corporate Resource Centre is responsible for identifying and coordinating internship opportunities through industry partnerships and institutional networks. It communicates all relevant guidelines, timelines, and documentation requirements to students in a timely manner. Where applicable, the CRC facilitates offer letters, coordinates recruitment processes, and ensures smooth onboarding of students with the respective organizations.

### **Faculty Mentor**

Each student is assigned a Faculty Mentor who provides academic guidance throughout the internship period. The mentor assists the student in selecting an appropriate project aligned with learning objectives and conducts periodic reviews to monitor progress. The Faculty Mentor also evaluates the student's performance based on reports, presentations, and overall learning outcomes, in coordination with the evaluation committee.

### **Industry Mentor**

The Industry Mentor supervises the student during the internship and assigns meaningful tasks relevant to the project objectives. The mentor monitors the student's performance, provides professional guidance, and offers feedback on work quality and conduct. At the end of the internship, the Industry Mentor certifies the completion of the internship and provides an evaluation of the student's performance.

### **Student**

Students are expected to adhere strictly to the rules, regulations, and ethical standards of the host organisation. They must maintain confidentiality of organisational data,

demonstrate professionalism, and actively engage in assigned responsibilities. Timely submission of all required documents, including reports and certificates, is mandatory. Students are also responsible for attending reviews and evaluations as scheduled by the institute.

### **Documentation and Evaluation**

As part of the academic assessment, students are required to maintain a weekly progress log or diary duly signed by the Industry Mentor. Upon completion of the internship, students must submit a comprehensive Internship Report in the prescribed institute format along with a Company Completion Certificate. Students are also required to present their work before an evaluation committee through a presentation and viva-voce.

The evaluation of the internship shall be based on multiple parameters, including the quality and relevance of the project work, professional conduct during the internship, achievement of learning outcomes, clarity and presentation of the report, and feedback provided by the Industry Mentor. The final assessment contributes to the academic requirements as specified in the curriculum.

### **Expected Outcomes**

The Summer Internship Program enables students to gain practical exposure to business functions and organizational practices, thereby enhancing their understanding beyond theoretical knowledge. It contributes to the development of work-readiness skills, professional discipline, and career awareness. The program also strengthens industry–academia collaboration, improves student placement outcomes, and supports continuous improvement in institutional quality indicators. These outcomes directly contribute to NAAC and NBA parameters related to experiential learning, employability, internships, and stakeholder satisfaction.

### **Internship Process Flow**

The internship process begins with mandatory registration by students through prescribed online and offline formats, along with the submission of a declaration form for internship assistance. The CRC consolidates and verifies student data to ensure eligibility and readiness for internships.

To prepare students for industry expectations, the institute conducts structured internship training sessions and resume-building workshops designed to bridge skill gaps and

enhance employability. Official internship opportunities and company notices are then shared with students for each recruitment drive. Eligible students register for specific opportunities through the designated online system.

The CRC coordinates internship recruitment drives, which may include pre-placement talks, aptitude or technical assessments, group discussions, and interviews conducted on-campus, off-campus, or virtually. Following the selection process, the CRC communicates the list of selected students and facilitates onboarding with the respective organisations.

Upon completion of the internship, students are required to submit the Internship Completion Report strictly in the prescribed format and within the deadlines announced by the CRC or Faculty Internship Coordinator. Failure to comply with timelines or documentation requirements may impact academic evaluation.





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