

## Internship Program:

The purpose of internship is to provide Newports' students to get relevant corporate experience in eminent organizations. It provides students the opportunity to work on meaningful assignments and gain real-world experience. Therefore, makes them instantly useful to the organizations they join upon graduation.

Moreover, after experiencing a particular job environment and witnessing what it requires, students may decide right career for themselves prior to graduation.

- The internship is compulsory for all MBA, BBA, BSCS and BTECH final year students, and has a minimum duration of six consecutive weeks. Internship is equal to 03 credit hours and is included in CGPA of intern. Executive students are exempted from the internship program as they are already on the job.

## Eligibility Criteria:

**MBA:** Minimum CGPA = 2.8 + Student should have completed two semesters of study at Newports "or" Should have completed 75 credit hours.

For masters only 90 Credit Hours MBA student is required.

**BBA/BSCS/BTECH:** Minimum CGPA= 2.4 + Student should have completed Six semesters of study at Newports "or" Should have completed 90 credit hours.

- MBA & BBA (Hons) students having completed the Method in business Research (MBR) course.

## Requirements of the Internship and Submission of Report:

- Internee is required to get registered for internship program immediately after the opening is announced. Forms submitted after the due date are not accepted. Internship registration form will be available at Career Development Cell.
- Details about the Internship (Company Name, Date of commencement of internship) are required to be shared by intern to Career Development Cell.
- All sponsoring organizations are requested to evaluate the intern's performance on a prescribed form which is discussed with the intern so as to focus on his/ her strengths and weaknesses.
- It is the responsibility of the concerned internee to receive the Internship Evaluation Form filled by his/her supervisor in the company of internship and submit it to the Career Development Cell. The Form will be emailed by Career Development Cell to the company prior to the completion of internship.
- Internship will be allowed only in organizations approved by Career Development Cell, and change of organization without department's permission, is not allowed.

- Report should be submitted in Hard Copy within two weeks (14 days) after the completion of internship. Late submission will not be accepted and the said internship will be cancelled.
- Reports after review by Career Development Cell will be submitted to the HODs' of respective departments who will further assigned them to the experts/instructors of relevant areas/subjects.
- Reports are graded as follow:
- **A-Grade = 3.89 Points**      **B-Grade = 3.33 Points**  
Grades lower than 'B' are considered 'satisfactory' and are not awarded any marks. Interns who fail to get a passing grade are required to re-write their reports.
- If in the internship report, the evaluation is not found according to the given guidelines by the evaluator than internee will have to rewrite Internship Report as per instructions of the evaluator.