

Internship Policy

Scope of Policy

This policy applies to all internship activities and internships offered for the PGDM program at MSB. Terms and conditions are reviewed on an annual basis by the Career Services Office which reserves the right to make changes as it deems fit for ensuring best practices.

Career Services Office

The Career Services Office (CSO) assists students in internship search on behalf of MSB. The CSO will engage with prospective hirers to enable internships through student teams (as appointed by the CSO in the start of each academic year).

The student team for internship will be constituted of 2 – 4 students selected from volunteers from PGDM1; based on their interest, past achievements, co-curricular involvement, and/or CSO requirements.

The CSO will guide eligible students to identify opportunities for internships (to commence after the successful completion of the first year of PGDM program). Students own the responsibility for converting these opportunities into internship offers.

CSO will provide mentoring, career management counselling, interview preparatory training, pre-placement assistance, corporate interaction, and will assist students with CV & Cover Letter development.

The CSO will begin its internship related activities from the first day of the academic year. However, formal internships are offered as tailored services based on student and industry requirements.

Qualifying Criteria for Internships

Students of PGDM1 are eligible to apply for intern if they satisfy the below qualifying criteria:

- Good academic standings in the program with no backlogs; or not more than 2 backlogs (in cases where the recruiting company allows it) with the assurance that the backlogs will be cleared before the first-year program completion.
- Maintain at least 75% attendance in Career Services Courses.

Internship Report and Credits

Internships at MSB is a 3-credit program and is a mandatory experience for every student towards their successful completion of their PGDM program.

Students who undertake an internship with an organization are expected to submit an internship report upon successful completion of the internship to the CSO. The guidelines and deliverables of the internship report will be communicated to students from the CSO before the start of an internship. The internship reports submitted, will be graded by a faculty panel as decided by the CSO and will be taken into consideration towards the internship credits.

Internship Research Project

Students who do not qualify the eligibility criteria to apply for internships / students who do not get selected for an internship by the start of summer internship period at MSB, will be offered an internship research project from the CSO as an alternative for an internship with an organization. In such cases, the submission of the report as outlined in the internship research project, will be graded by a faculty panel as decided by the CSO and will be taken into consideration towards the internship credits.

Important Guidelines

All communication between potential employers and MSB students must be routed through the CSO. Students may not directly communicate with potential employers till they have signed an internship offer/acceptance letters issued on company letterhead from the respective recruiter. These letters will be collected by the CSO for reference and will be documented against each student's profile.

Students are required to attend all CSO talks and events, regardless of their interest in the job/company/industry.

Students who fail to maintain at least 75% of attendance in CSO talks, events, or CS sessions will be excluded from the internship process/services.

Students must customize their resumes and should address all the required criteria of individual companies in the prescribed format to the CSO. Students may submit general resumes if the company has not provided its requirements. Any resume or cover letter submitted to a company must be verified and approved from the CSO. Forwarding a non-approved resume or cover letter to any potential recruiter will risk exclusion from internship process/services.

Resumes and expression of interest, must be submitted by the deadline provided by the office of CSO. Under no circumstance will CSO entertain submission after the deadline.

CSO reserves the right to not forward resumes of students if they do not follow the prescribed format, have spelling/grammatic errors, contain extraneous/irrelevant information and thus it is advisable to undertake professional editing services from the CSO before submitting the final copy.

Interview and Confirmation of Offer

Students are advised to attend the interview process of a company only if they are interested in a career with the organization and CSO strongly discourages any participation in the placement process otherwise. Should a company release an offer to a student on successful completion of interview (adhering to the norms as explained in the job description), the student is obliged to accept the offer, unless and until withdrawal is formally communicated to the company/recruiter through email well in advance of the offer being issued.

Students who accept an offer are not eligible to attend further internship rounds and are expected to hold on to the commitment made to the first company that recruits the student.

A student who receives a verbal job offer, or pre-placement offer, or pre-placement interview on successful completion of internship / project, must communicate the same to the CSO via email. The CSO will call employers to ascertain if they have made any offers. The offer is considered invalid unless and until it is vetted by the CSO.

Completion of Internship

Any student who has started an internship with an organization is expected to hold true to the commitment made and must complete the internship with the organization as agreed in the internship offer letter.

If a student joins a company for internship and fails to complete the internship, the student is expected to communicate to CSO before they abandon. Students who fail to communicate to the CSO of their decision of abandoning will receive a grade of 'Failed' towards the internship credits and will not be entertained for placements in their final year.