



# INDO ASIAN ACADEMY DEGREE COLLEGE

(Affiliated to Bangalore North University/Approved by Govt. of Karnataka / India)  
Indo Asian Bus Stop, Adjacent to Kalyan Nagar Bus Depot., Outer Ring Road,  
Kalyan Nagar, Bangalore - 560 043. INDIA

Tel.: +91 80 25438701, 25453880 / 99004 75707 Fax: +91 80 2542 9696 | Email: enquiry@indoasianacademy.com

[www.indoasianacademy.com](http://www.indoasianacademy.com)

Prof. Dr. T. Ekambaram Naidu  
Founder Chairman-Managing Trustee

## Mandatory Internship Policy

### Preamble

Internships are a cornerstone of management education, offering MBA students the opportunity to bridge classroom theories with real-world business applications. To promote professional development and industry readiness, internships are a mandatory requirement for all MBA students at Indo Asian Academy Degree College.

### Objective

1. To provide hands-on experience in solving real business challenges.
2. To develop essential managerial, analytical, and decision-making skills.
3. To build professional networks and enhance employability.
4. To expose students to various industry sectors, operational models, and management practices.

### Duration

- **Internship Period:** 8-12 weeks in the last semester.

### Internship Guidelines

#### 1. Securing an Internship:

- Students must independently identify and secure internships through:
  - Personal and professional networks (family, friends, alumni, or acquaintances).
  - Faculty recommendations or referrals.
  - Online platforms and job portals (e.g., LinkedIn, Internshala, etc.).
- Faculty members will provide guidance and suggestions if students face challenges in securing an internship.

#### 2. Documentation and Approval:

- Students must submit an Internship Proposal to the department, including:
  - Name and address of the host organization.
  - Job description or project details.
  - Expected start and end dates.



# INDO ASIAN ACADEMY DEGREE COLLEGE

(Affiliated to Bangalore North University/Approved by Govt. of Karnataka / India)  
Indo Asian Bus Stop, Adjacent to Kalyan Nagar Bus Depot., Outer Ring Road,  
Kalyan Nagar, Bangalore - 560 043. INDIA

Tel.: +91 80 25438701, 25453880 / 99004 75707 Fax: +91 80 2542 9696 | Email: enquiry@indoasianacademy.com

[www.indoasianacademy.com](http://www.indoasianacademy.com)

Prof. Dr. T. Ekambaram Naidu  
Founder Chairman-Managing Trustee

- Approval from the department head is mandatory before beginning the internship.
  - A formal confirmation letter or email from the host organization must be submitted prior to commencement.
3. **Roles and Responsibilities:**
- **Students:**
    - Maintain professionalism and adhere to the organization's policies.
    - Submit all required reports and logs on time.
  - **Faculty Mentor:**
    - Guide students in aligning internship tasks with academic learning.
    - Monitor student progress through periodic check-ins with the student or organization.
    - Evaluate the final report and presentation.
4. **Evaluation Criteria:**
- Students must submit the following for evaluation:
    - **Internship Report:** A detailed document summarizing tasks, experiences, challenges, and outcomes.
    - **Activity Log:** A daily or weekly log highlighting key contributions and learning outcomes.
    - **Completion Certificate:** Provided by the host organization, certifying successful completion of the internship.
  - Evaluation will be based on:
    - Originality and quality of work.
    - Relevance and application of management concepts.
    - Clarity and organization of the report.
    - Professionalism and feedback from the host organization.
5. **Submission Deadlines:**
- Internship Report and related documents must be submitted within two weeks of completion.
6. **Non-compliance:**
- Failure to complete the internship will result in withholding of results or the need to repeat the internship during the next academic session.





# INDO ASIAN ACADEMY DEGREE COLLEGE

(Affiliated to Bangalore North University/Approved by Govt. of Karnataka / India)  
Indo Asian Bus Stop, Adjacent to Kalyan Nagar Bus Depot., Outer Ring Road,  
Kalyan Nagar, Bangalore - 560 043. INDIA

Tel.: +91 80 25438701, 25453880 / 99004 75707 Fax: +91 80 2542 9696 | Email: enquiry@indoasianacademy.com

[www.indoasianacademy.com](http://www.indoasianacademy.com)

Prof Dr T. Ekambaram Naidu  
Founder Chairman-Managing Trustee

## Code of Conduct

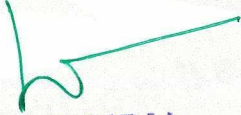
- Students are expected to:
  - Uphold professional ethics and integrity.
  - Represent Indo Asian Academy Degree College positively.
  - Comply with the rules and regulations of the host organization.

## Support from Faculty and Departments

1. Faculty mentors will:
  - Provide recommendations for internship opportunities.
  - Offer guidance on preparing proposals and reports.
  - Evaluate the final internship submissions.
2. The MBA Department will:
  - Maintain records of completed internships for accreditation purposes.
  - Provide templates and guidelines for reports and logs.

## Conclusion

This policy ensures that MBA students gain meaningful industry exposure while fostering independence and professionalism. It aligns academic learning with real-world challenges, preparing students for successful careers in management

  
**PRINCIPAL**  
INDO ASIAN ACADEMY DEGREE COLLEGE  
Adjacent to Kalyan Nagar Bus Depot,  
Outer Ring Road, Kalyan Nagar,  
Bangalore - 560 043.