

Student Internship Program

Purpose:

1. An internship is a supervised experience directly related to an academic discipline. The program typically lasts for 2 weeks, and it must be planned and approved before it takes place. With prior approval, students may begin an internship at any time.
2. The primary purpose of an internship is to provide a student with real-life work experiences related to the student's curriculum. An internship is part of the student's total academic experience and is not a job per se; it is a learning opportunity having direct relationships to the student's program of study and career interests.

Guidelines, Regulations & Protocols:

1. Final approval/selection of the student shall be the sole discretion of the school authorities. It is not binding upon the school to enrol the student for internship programme even after receiving the consent from parents. The intern shall follow the protocol & guidelines of the school and keep the teacher in-charge updated. The student shall not withhold any information from the teacher in-charge and/or school authorities about the proceedings of work at the place of internship. The student shall report to the teacher in-charge and the school authorities immediately about any discomfort and/or any unpleasant experience (psychological and/or physical) at any point of time with any colleague and/or peer at the place of internship. Safety and security of the students will always remain as the top priority of the school.
2. The student shall always abide by the policies of the patron's institute/company under all circumstances. Being a minor, the student shall strictly follow proper work ethics and etiquettes as per the guidelines of the patron. This shall always be without an exception.
3. At no point during the internship, the student will be allowed to discontinue from the agreed upon services unless due to any issues mentioned in Clause 1.
4. The student shall follow a professional communication protocol at the place of internship and converse with all colleagues and peers in a civilized manner.
5. It is solely the patron's discretion to reveal the depth of the nature of work to an intern. The students shall not seek/press from the patron any confidential details about the company's finance, capital or any other such sensitive details at the place of internship.

6. The student shall report to the place of internship as per the schedule agreed by Patron and School without seeking leaves and/or holidays. The student will not be allowed to remain absent at the place of internship during this period.
7. Only under exceptional circumstances and prior approval from the school authorities and the patron, a student will be allowed to seek a leave. It shall solely be the discretion of the patron to provide appreciation warranties (eg. a letter of appreciation) to the intern. The school shall not indulge in any lobbying and/or bidding in this regard.
8. The student will not receive/ earn/ claim/ obtain/ reap/ procure/ redeem/ draw/ elicit/ secure/ score/ acquire any form of wage, gratuity or stipend from the patron in any form.
9. The student shall bear all the expenses incurred for travelling and transit, to and fro from the place of internship to their house/school. They should not seek any pick-up and/or drop services from the patron or colleagues and/or peers at the place of internship employment at any point during the internship.
10. It is solely the discretion of the patron to allow/disallow the intern to carry any kind of electronic device (laptops, mobile phones, USB devices, entertainment devices, etc) at the place of internship for copyright issues, data safety and other reasons. The school is not responsible for loss and/or damage to any such personal electronic device that the intern may be allowed to carry by the patron to the place of internship.
11. For the reasons of safety and security and to promote professionalism & a positive image, the student shall follow the dress code as prescribed below.

Dress Code:

12. While working the student shall represent the school. It is therefore incumbent upon the student to take utmost care about the reputation of the school and professionally contribute towards the development of business at the place of internship.
13. The student should not wear casual or gym wear or at the place of internship. This includes track suits, sweat-shirts, casual or sports t-shirts, shorts, combat trousers, jogging bottoms, or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to school's reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.



14. Students should not wear clothing and jewellery that could present a safety hazard at the place of internship. School authorities are not responsible for any loss of personal property at the place of internship.