

INSTITUTE POLICY: INTERNSHIP PLACEMENT PROCESS

Effective From: Academic Year 2025–26

1. Policy Objective

The Industrial Release Training (Internship) is a compulsory and integral part of the academic curriculum designed to bridge classroom learning with practical industry experience. It provides students with exposure to real-world operations, industry standards, and work ethics, thereby preparing them for final-year campus placements and future careers in hospitality and allied sectors.

2. Eligibility

Students shall be eligible to participate in the internship placement process only after:

- a. Successfully completing all First-Year subjects, and
- b. Achieving the minimum Cumulative Grade Point Average (CGPA) as prescribed by the Institute or affiliating university.

3. Batch Allocation

- 3.1. All eligible students will be divided into Summer and Winter internship batches.
- 3.2. Batch allocation will be determined through a lottery system conducted by the Institute to ensure fairness and equal distribution.
- 3.3. The only exception will apply to students who hold a confirmed offer letter for an overseas internship, subject to verification by the Institute.
- 3.4. Once batch allocation is finalized, no changes, exchanges, or reassignments will be permitted under any circumstances.

4. Internship Placement Process

- 4.1. After batch allocation, students may choose either of the following options for securing internship placement: **Independent Application**: Identify and approach hotels of their choice directly. **Placement Cell Application**: Apply through opportunities circulated by the Placement Cell.
- 4.2. Once a student opts to apply through the Placement Cell, they must not independently approach any hotels unless they are not shortlisted by the hotel concerned.
- 4.3. If a student is not shortlisted, they must inform the Placement Cell in writing of their intention to approach hotels independently, so that their résumé is not shared further by the Placement Cell.
- 4.4. Students must adhere to the following norms: **Apply to only one hotel at a time**. Receiving or holding more than one offer letter for the internship is strictly prohibited.
- 4.5. Hotels may conduct their own selection processes, which may include submission of a résumé, virtual or in-person interviews, and internal evaluations.

- 4.6. Upon written confirmation from the hotel, the Institute will issue a No Objection Certificate (NOC) specifically naming that hotel, and after all other terms and conditions are met.

5. Key Guidelines

- 5.1. **Single Application Rule:** Students must not apply to multiple hotels concurrently. Any breach will lead to withdrawal of NOC privileges and may attract disciplinary action.
- 5.2. **Confirmation Deadline:** Students must confirm their internship hotel at least one month prior to the start of their allotted batch. Those who fail to do so will be placed by the Institute, generally within Goa but possibly in other Indian cities based on available opportunities.
- 5.3. **Accommodation and Transport:** Neither the Institute nor the host hotel is responsible for accommodation, meals, or transport. Students are required to make their own arrangements.
- 5.4. **Duration and Completion:** Students must complete the entire internship period as stipulated by the University and the Institute. Failure to do so may result in loss of semester and repetition of training.
- 5.5. **Professional Conduct:** Students are ambassadors of the Institute. They are expected to demonstrate professionalism, punctuality, discipline, and high standards of personal presentation throughout the training.

6. International Internship Opportunities

At the time of formulating this policy, internship opportunities are available in Dubai and New Zealand, subject to hotel confirmations, visa approvals, and individual eligibility. Students interested in overseas placements must adhere to the same guidelines and timelines outlined in this policy. **The Institute facilitates communication with partner hotels and agencies but does not guarantee placement or visa issuance. Students opting for overseas internships must ensure sufficient time for documentation and travel formalities in line with their batch schedule.**

7. Webinars and Orientation Sessions

To assist both students and parents in understanding the internship process, the Institute will conduct joint webinars and orientation sessions at key stages of the academic year. Attendance by both parents and students together is strongly encouraged. These sessions will cover information on available opportunities, application procedures, documentation requirements, and updates on domestic and international placements. **Parents and students are advised to stay abreast of official announcements, notices, and schedules circulated by the Training & Placement Cell through email or the Institute's online communication platforms.**

8. Expectations and Responsibilities

8.1. Responsibilities of Students

Take full ownership of the internship process — résumé preparation, communication with hotels, and timely coordination with the Training & Placement Cell.

Inform the Institute immediately upon receiving any confirmation or correspondence from hotels.

Approach the internship as a professional commitment, not merely an academic requirement.

Exhibit consistent discipline, teamwork, and respect toward industry professionals during training.

8.2. Responsibilities of Parents / Guardians

Guide and support your ward in selecting suitable training opportunities based on realistic career goals and personal readiness.

Understand that final selection and confirmation rest solely with the hotels; the Institute facilitates but does not control hotel decisions.

Assist your ward with logistics such as accommodation and transport.

Refrain from directly contacting hotels or faculty regarding placement processes unless officially requested.

Stay informed by attending scheduled webinars and reading Institute communications.

8.3. Joint Understanding

Parents and students are expected to maintain open and aligned communication regarding career planning and internship choices. The internship experience greatly influences future employment prospects, and decisions should therefore be made jointly and thoughtfully with mutual understanding.

9. International Internship Placements

The Institute actively facilitates international internship opportunities for eligible students as part of its commitment to providing global exposure and cross-cultural learning experiences. These internships are designed to align with international hospitality and service standards, offering students the opportunity to gain first-hand experience in diverse operational environments.

9.1. Current Opportunities At the time of formulating this policy, internship placements are available in Dubai (UAE) and New Zealand, with partnerships and agreements in progress with reputed hotel chains and hospitality groups in these regions. Students are encouraged to explore these opportunities under the guidance of the Placement Cell and Internship Coordinators.

9.2. **Selection Criteria** Students aspiring for international placements must meet the following criteria:- Maintain satisfactory academic performance as prescribed by the Institute.- Display professional conduct, grooming standards, and communication skills consistent with international industry expectations.- Possess a valid passport and meet visa and immigration requirements of the host country.- Obtain requisite approvals from parents/guardians and the Institute before proceeding with application formalities.

9.3. The Placement Cell shall issue official notifications specifying available international internship opportunities, eligibility criteria, and application timelines. Students are required to submit their applications in the prescribed format along with all supporting documents within the stipulated deadline.

Shortlisted candidates may be invited to appear for interviews conducted either by representatives of the participating hotels or by the Institute.

Final approval for participation in an international internship shall be granted only upon verification of all academic and administrative requirements, including fee clearance, attendance compliance, and satisfactory academic standing.

9.4. **Parental Involvement and Communication** Given the nature of overseas placements, it is mandatory for parents/guardians to stay informed of all developments. Joint webinars are scheduled for students and parents to attend together, wherein updates, procedural requirements, and advisories will be shared. Parents are encouraged to remain abreast of announcements and timelines to facilitate a smooth process.

Advisory Note:

Parents and students are advised to remain vigilant and proactive throughout the internship process. It has been observed that students may at times overlook instructions, deadlines, or procedural requirements due to distraction or lack of understanding. Such lapses can result in serious academic consequences, including disruption of internship scheduling or loss of academic continuity. Active parental guidance and consistent attention to official communications are therefore strongly advised.

9.5. **Financial and Logistical Considerations** All costs related to travel, visa processing, insurance, accommodation (where not provided by the host establishment), and other related expenses shall be borne by the student/parent. The Institute will

extend guidance and official documentation support where required but shall not be liable for individual travel or financial arrangements.

9.6. Safety, Conduct, and Compliance Students placed overseas are representatives of the Institute and are expected to uphold the highest standards of professionalism, integrity, and conduct. They must comply with all local laws and host organization policies. Any incident of misconduct, breach of contract, or violation of institutional policy will be dealt with as per disciplinary procedures.

9.7. Reporting and Evaluation Students must maintain regular communication with their Faculty Mentor or Internship Coordinator throughout the training period. Submission of the Internship Logbook, Appraisals and Final Report remains mandatory as per Institute guidelines, regardless of geographical location. The evaluation process shall include virtual review sessions where applicable.

10. Summary

The Industrial Release Training is a vital experiential component of the hospitality education journey. It serves as a platform for students to translate academic knowledge into professional competence and sets the foundation for final-year placements. The Institute expects all stakeholders — students, parents, and faculty — to adhere to this policy in both letter and spirit, ensuring a responsible, transparent, and rewarding internship process.