



INTERNSHIP

for Diploma in Institutional Leadership
and Management Programme



NATIONAL INSTITUTE OF OPEN SCHOOLING

Open Vocational Educational Programme

Internship



NATIONAL INSTITUTE OF OPEN SCHOOLING

(An autonomous institution under Ministry of Education, Govt. of India)

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Chairperson's Message



Dear Learner,

I congratulate and welcome you for choosing National Institute of Open Schooling (NIOS) as your preferred option for pursuing Vocational Education. By enrolling with this institution, you have become a part of the NIOS family which is the world's largest open schooling system. As a learner of the National Institute of Open Schooling (NIOS) Vocational Programme, I am confident that you will enjoy studying and will benefit from this very unique school and method of training.

Before you begin reading your lessons and start your training, there are few words that I would like to share with you. Diploma in Institutional Leadership and Management is an upskilling programme which is designed keeping in mind the needs of tomorrow's global leaders. The specialized curriculum is tailored to help participants gain industry-relevant knowledge and skills that will enable them to excel in their careers. This programme will provide clarity on their leadership identity and furnish them with the competencies required to make a significant impact in their organizations and professional paths.

This course aims to help you tap into your true potential as leaders and identify opportunities that would aid your professional growth. It is the ideal program for building a leadership skill set in the 21st century. It is a multi skilled programme, which will expose you to a variety of skills in educational leadership. We hope that you will find it useful to enhance your management skills and leadership quality.

I wish you the very best for a bright and successful future.

Prof. Saroj Sharma

Chairperson

National Institute of Open Schooling (NIOS)

A Word with You

Dear Learner,

Welcome to the course "**Diploma in Institutional Leadership and Management**".

I congratulate you for selecting this vocational course as your choice of learning.

Diploma in Institutional Leadership and Management is one-year program offered by National Institute of Open Schooling (NIOS) aimed at professionals who are looking to enhance their knowledge on administrative and management of an educational institution which contributes to the institution's performance, student learning and the achievement of collective goals. The program is appropriate for those who are looking to develop their leadership competencies as able administrators and leaders of their institutions. The course comprises an in-depth study of educational administration, management & leadership.

This Programme will help sharpen the managerial and administrative skills of the learner. It is ideal for principals and institutional heads looking to upgrade their knowledge and senior teachers, administrators and educationists can also apply for this course. This programme comprises of Modules like **Understanding Leadership in Educational institution, Resource Management, Action Research, Innovation and Best Practices and a Compulsory Internship**. Each module has been designed keeping in view the requirements of self-motivated learners like you. It has a text written in simple language, supplemented by pictures and figures for a better clarity of the content.

It is a dynamic and in-demand programme. Jobs are opening up in the administrative wings of educational institutions worldwide and there will be no dearth of jobs for people with a certification in Institutional Leadership and Management. Those who are planning to shift from classrooms to principal's office or hold managerial positions must pursue this upskilling programme which will help them stand in good stead. The diploma programme could be immensely helpful for aspiring educational leaders and also provides an educator with the fundamentals who wants to be an entrepreneur or about to start his/her own institution.

I hope you will find the lessons interesting and will be able to apply your knowledge in real-life situations. So, read all these lessons carefully and prepare well for the examinations. You ultimately have to enter the competitive world and your success at the place of work will depend on how skillfully you have performed your assigned job. It is expected that the course will help you in developing the skills to understand the various aspects of Educational Leadership and make it a meaningful experience in your life.

As this is a vocational course which is skill based, so master your skills and internship component is must for all. So, we request you to kindly attend the Personal Contact Programme (PCP) at your allotted Accredited Vocational Institution (AVI).

In case you have any difficulty in your studies, do not hesitate to write to us at dirvoc@nios.ac.in.

Wishing you good luck and success!

Team NIOS

How to use the Learning Material

Congratulations! You have accepted the challenge to be a self-learner. It means, you have to organize your study, learn regularly, keep up your motivation and achieve your goal. Here it is solely you, who is responsible for your learning. NIOS is with you at every step. It has developed the material in Diploma in Institutional Leadership and Management keeping only you in mind. A format supporting independent learning has been followed. You can take the best out of this material if you follow the instructions given below.



Title: will give a clear indication of the contents within. Do read it.

Introduction: This will introduce you to the lesson linking it to the previous one.

Objectives: These are statements that explain what you are expected to learn from the lesson. The objectives will also help you to check what you have learnt after you have gone through the lesson. Do read them.



Notes: Each page carries empty space in the side margins, for you to write important points or make notes.



Intext Questions: Very short answer self check questions are asked after every section, the answers to which are given at the end of the lesson. These will help you to check your progress. Do solve them. Successful completion will allow you to decide whether to proceed further or go back and learn again.



What You Have Learnt: This is the summary of the main points of the lesson. It will help in recapitulation and revision. You are welcome to add your own points to it also.



Terminal Questions: These are long and short questions that provide an opportunity to practice for a clear understanding of the whole topic.



Answers To Intext Questions : These will help you to know how correctly you have answered the questions.



Learning Outcomes : This box provides additional information. The text in boxes is important and must be given attention. It is not meant for evaluation, but only to improve your general knowledge.

Activities: Certain activities have been suggested for better understanding of the concept.

www Web site: These websites provide extended learning. Necessary information has been included in the content and you may refer to these for more information.

COURSE OVERVIEW

MODULE

LESSON

1. Understanding Leadership in Educational Institution

1. Meaning and Concept of Educational Institution
2. Nature and Scope of Educational Leadership
3. Profile of a Leader
4. Leadership Skills and Processes
5. Institutional Development Plan

2. Resource Management

1. Roles & Functions of a Leader
2. Human Resource Management
3. Non-Human Resource Management
4. Financial Management
5. Managing Teaching Learning Process
(Curriculum, Pedagogy, Evaluation)
6. Institution-Community Interface

3. Action Research, Innovation and Best Practices

1. Meaning and Concept of Action Research
2. Methodology of Action Research
3. Innovations and Best Practices in
Educational Leadership
4. Leadership Issues and Challenges

4. Internship

1. Internship
2. Internship Report Format

SCHEME OF EXAMINATION

Institutional Leadership and Management					
S.r. No.	Course Code	Module Name	Theory Marks	Internal Assessment Marks	Internship Marks
Certificate in Institutional Leadership and Management (6 Months)					
Paper I	735	Module I Understanding Leadership in Educational Institution	40	60	Not Applicable
		Module II Resource Management			
		Total Marks (a)*	40	60	-
Diploma in Institutional Leadership and Management** (12 Months)					
Paper II	736	Module III Action Research, Innovation and Best Practices	40	60	50
		Total Marks(b)***	40	60	50
<p>Note - On successful completion of Module I & II the learners will be awarded the Certificate in Institutional Leadership and Management and on subsequent successful completion of the Module III and Internship, the learners will be awarded Diploma in Institutional Leadership and Management.</p> <p>* The certificate programme will be of total 100 marks which will include theory of 40 marks and internal assessment of 60 marks.</p> <p>** The learner who enrolls in Diploma programme will have to clear Paper I and Paper II along with Internal Assessment and Internship.</p> <p>*** The Diploma programme will be of total 250 marks which will include the marks of certificate programme i.e 100 and the marks of Paper II (40 marks), Internal Assessment(60 marks) and Internship (50 marks).</p>					

GUIDELINES FOR INTERNAL ASSESSMENT

The Internal Assessment is of 60 marks. The distribution of marks is as under:

S.r. No.	Components of Internal Assessment	Marks Distribution	Brief Explanation of Components
1.	Projects	30	<p>The project will be based on the current practices trends in the field of Educational Leadership and Management which is related to the self learning material.</p> <p>Note:</p> <p><i>Three projects of 10 marks each have to be submitted by the learner for internal assessment.</i></p>
2.	Community Work	10	<p>Promoting education within a particular community, mobilize the community to participate for supporting education in community and organize events that bring the school and community together. For example, workshops, fairs, and community service projects etc.</p> <p>Note:</p> <ul style="list-style-type: none"> • <i>Continuous and systematic collection of Community work throughout the academic period, which indicates cumulative efforts and learning of student over the time. It is mandatory that your community work report includes pictures.</i> • <i>A learner can start the community work after reading the lesson 6 of Module II of this course which is based on institution-community interface.</i>
3.	Case Study	10	<p>The learner will be given two case studies/scenarios/ role-plays each of 5 marks to interpret and highlight the problem and its solution.</p>

4.	Display of Behavioral	05	While attending the class, there are five components of one marks each which are class participation, discipline, peer interaction, creativity and curiosity.	
5.	Attendance	05	Criteria for Award of Marks of Attendance	
			Less than 40%	No marks
			41% to 50 %	2 marks
			51% to 60 %	3 marks
			61% to 70 %	4 marks
			70% and above	5 marks
	Total	60		
Note:				
1. The schedule of submission of the Projects will be finalized by the study centre coordinator by the AVIs in consultation with teacher concerned and shall be notified to the students accordingly.				
2. The Internal Assessment marks shall be awarded by the teacher teaching the subject.				
3. It is compulsory for the students to secure minimum 50% marks to pass in Internal Assessment.				

GUIDELINES FOR INTERNSHIP

Guidelines for Internship

- Internship is mandatory only for the learners who enroll in one year Diploma Programme.
- Internship includes field visits of Institutions/Organisations documenting best practices in Educational Leadership and Management.
- After completing the Internship, a learner will be able to develop required skills and practical experience which is necessary to compete in the competitive world.
- **Marks** - The Internship is of 50 marks.
- **Duration**- 45 Days.
- **Hours**- 120 hrs.
- A learner can choose any two of the following thrust areas for internship.
 - Resource Management
 - Non-Human Resource Management
 - Financial Management
 - Management of Teaching Learning
 - Use of ICT in Institutional Management
 - Student Support Services
 - Critical Analysis of Role, Function and Behaviour of Successful Leaders
 - Contribution of CSR Activities
- Submit a report after the completion of internship. For evaluation, it is mandatory that your internship report includes pictures of the internship period and certificate of internship.
- Internship programme will be organised, executed and monitored by the AVI or the learner itself.
- To know more about the need and importance of internship and the benefit of internship with example please go through content of lesson -1 (Internship).

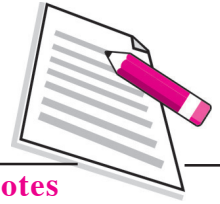
CONTENTS

MODULE	LESSON	PAGE NO.
4. Internship		
	1. Internship	1-12
	2. Internship Report Format	13-22

MODULE -4

Internship

1. Internship
2. Internship Report Format



1

INTERNSHIP

1.0 INTRODUCTION

In the previous three modules you have learnt the various concepts related to Leadership and Management. After these theoretical inputs now is the time to gain some practical exposure related to the concepts studied. This lesson will deal with the Internship concept. Learners have to undertake internship of 45 days depending on their area of interest. Internship will help the learner to get hands on experience.



1.1 OBJECTIVES

After reading this lesson, you will be able to:

- Develop an understanding related to need and importance of internship.
- Gain knowledge related to features of internship.
- Understand the process of internship.
- Know the issues and challenges interns face during internship.
- Provide comprehensive training to learners.

1.2 NEED AND IMPORTANCE OF INTERNSHIP

Internship is an opportunity which is offered by any employer to the prospective employees called 'interns', to work for a fixed period of time. Internship is defined as a purposeful activity undertaken by the learner in a work environment in order to achieve learning outcomes within the curriculum. An internship provides opportunity for experiential/ learning that helps in integrating knowledge and theory gained in the

Internship

classroom with practical application and skills in the real setting.

Importance of Internship

Most of the courses have internship as one of its important components. Till now we had seen internship as an important component in post graduate professional courses. However, NEP 2020, has emphasized the importance of internship and has included it in the school curriculum also. It has been stressed that in the schools from grade sixth itself the students would be given exposure to internship wherein they will learn some skills. Developing skills and its application is an important aspect of internship. Any theoretical knowledge which does not help in gaining practical understanding is meaningless. Here in this section the importance of Internship is being discussed.

Gives Work Experience

The learner after acquiring the knowledge of the discipline will get an opportunity to apply that knowledge through internship. Internship will give the learner work experience. The learner will apply the theoretical knowledge in the work place.

On the Job Training

Internship gives the learner real world exposure. Learners are put into actual situations. The interns are working in the real world of work. They are given an opportunity to do the work on their own under the guidance of a trained mentor or supervisor.

Offers Mentorship Opportunities

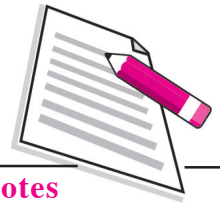
When the learner will go to any organisation for internship, he/she will be assigned a supervisor under whom they will be working. This will help them in developing relationships with the working professionals. In future when they will work in any organisation, these supervisors may act as their mentors.

Gives Exposure to Work in Different Areas

When the learners join an organisation for internship, they will be working there just as any of its other employees. This will give the learner exposure to understand the organisation holistically. It will give them exposure to different departments and how each department works in coordination with each other.

Helps in Creating Professional Network

Internship helps in creating professional network. When you are working in any organisation you will get to know different people in that organisation closely. This will develop a professional network which can help the learner in getting new tasks and

Internship**Notes**

job opportunities. The research highlights that internship has a potential benefit of networking. Internship leads to formation of social networks which will help the intern in future. Such networks can be helpful in sharing knowledge and also in gaining access to resources.

Offers Career Guidance

Internship helps in gaining first-hand experience. It may also help to decide the correct career path. It will give you an exposure to daily tasks associated with the career. After working in the area the intern can confirm whether this is his area of interest or not. The intern will get an in-depth understanding of the nature of job and different tasks he/she needs to perform in the field.

Builds Confidence

Till now the learner had only theoretical knowledge of his/her field. Internship will give a chance to the learner to put this theoretical knowledge into practice. The intern will get hands-on experience and develop expertise in the field. This will help the learner in building his/her confidence.

Helps in Transition to a Permanent Job

After internship when the learner enters the workplace, he/she is not totally new. He/she has idea of the nature of work and the responsibilities he/she has to undertake. This will facilitate the smooth transition of learner to a permanent job.

Creates Valuable Reference and Recommendations

While working as an intern one develops a working relationship in the organisation. The people with whom you worked get an opportunity to know your skills, attitude, aptitude etc. This will help the learner in future to get references and recommendations for future job applications.

Skill Development

Having knowledge of something and applying the same in practice are two different things. For example, you may have theoretical knowledge about balance sheets but it's different to prepare balance sheets and do financial management in the organisation. One may have studied the concept of recruitment but applying the recruitment procedure is different. Internship plays an important role in the development of soft skills and interpersonal skills, such as professionalism, cultural sensitivity, time management and integrity that are not generally part of the curriculum.

Enhances Employability

Internship



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Internship increases the possibility of getting employment after the course. Internship enhances the employability skills of the learners. Most of the organisations prefer to hire the interns rather than non-interns.

The section above describes the importance of internship. Gaining the practical exposure has significant benefits while joining the work force. This will help one to understand the profession in which he/she is planning to make a career.

1.3 FEATURES OF INTERNSHIP

Internship has become an important component in many of the professional courses as well as liberal courses. To gain better understanding of the profession, the learner is expected to undergo an internship program in the related organisation to get real life experiences and develop related skills. The learner before joining the internship programme needs to understand the features of internship as described below.

Reputed Organisation

The intern should ensure the reputation of the organisation where he/she is joining as an intern. The interns should have a clear idea about the work of the organisation and its reputation. Working in a reputed organisation will enhance your employability and will also build a strong network.

Area of Internship

The area of internship should be of the choice of intern and not of the organisation. Whether you want to work in the area of human resource management, material management or financial management should be the choice of the intern and accordingly he/she needs to select the organisation.

Experienced Mentor

The intern should also ensure that the internship is done under an experienced mentor. The mentor should have adequate experience and expertise to guide the intern. The internship is successful only if one gets a proper mentor.

Proper Feedback

The interns will work under the guidance of a senior supervisor or mentor. The mentor should give him/her continuous feedback on the work he/she is doing. Internship without feedback has no importance as the intern will never come to know that whatever he/she is doing is correct or not. There should be feedback sessions to examine the work of interns and also communicated to them immediately. Feedback will help the interns

as well as mentors to assess the task and adjust the task of the interns.

Duration of Internship

The duration of internship should be adequate. The important factor which determines the duration of internship is that the interns should be able to get a proper understanding of the profession.

Paid Internships

The internship can be paid or unpaid. Many organisations make payment to the interns. Most of the private sectors or the large organisations pay money to students during their internship. Nowadays many organisations are understanding the importance of internship. Not only the interns but the organisations also gain from internship. These interns whom they are training can be their prospective employees. The organisations who are economically sound and can afford to make payment will do it for their future benefit.

Unpaid Internships

Some organisations do not make payment to interns. They do give opportunity to the intern to work in their organisation and learn the skills but do not pay them. The interns gain valuable experience but do not receive any financial compensation for their work. This type of internship can be a stepping stone to enter into the world of work.

Partially Paid Internships

In this type of internship, the students are paid in the form of a stipend. Stipends are typically a fixed amount of money that is paid on a regular basis. Usually, interns who are paid with stipends are paid on a structured schedule associated with the organization.

Virtual Internship/Online Internship

Nowadays the online internship is gaining popularity. In online internship the intern does not have to be physically present in the organisation. The intern works remotely. Here internship is conducted in virtual mode. In virtual internship, the intern has an opportunity to work on his/her own pace. These type of internships allows the interns to work from home and can get a feeling of being a part of organisation and a co-worker.

Summer Internship

This is a Western concept. In this summer internship the intern works during the vacation. They are employed as full-time interns during the summer These internships are usually

Internship



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Internship



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for 8-12 weeks. It is a short term internship experience.

Full Time Internship

In full time internship, the intern is working on full time basis. He/she will be in the organisation for the entire time, as the regular full-time employees.

These are some of the features of internship. The interns should have an understanding about these features before they opt for internship.

1.4 ISSUES AND CHALLENGES

In the earlier section we learnt the benefits of internship. Internship offers valuable opportunity for the learners to gain practical experience related to their career. Along with these valuable experiences, the interns also have to face various challenges during the internship programme. In this section the common issues and challenges faced by interns are discussed.

Securing Internship

Securing internship is a challenging task. It's very difficult to get internship opportunities in prestigious organisations. The limited availability of internship institutions may restrict opportunities for aspiring interns.

Lack of Feedback

Feedback is one of the important components of internship. The mentors in the organisation do not have sufficient time to give feedback to the interns. Most of the time the mentors do not take the internship seriously and feel it is a burden on them devoting extra time to the interns. If the feedback is not given on time it can lead to frustration among the interns and will affect their learning and growth. Many a times the mentors neither have the time nor the skills to give appropriate feedback in a way that the interns will know about their strengths and weaknesses.

Not Involved in Decision Making

It is being observed that the interns are not included in the organisations staff meetings. In many of the meetings in which they participate, these interns are not taken seriously.

Inadequate Guidance

The organisation where the interns go for internship are not clear about the objectives to be achieved by the intern. They do not see from the perspective of an intern but look from the perspective of how they can extract their work from them. They are not interested in teaching the interns or guiding them as they feel it's a wastage of time and

they will not gain anything out of it.

Lack of Structure

The structure of internship is not clearly defined. The tasks are not clearly specified. This creates confusion in the mind of intern as well as the mentor. Neither the intern knows what they have to do during internship, nor are the organisations made clear how they have to guide the interns. The result is that a menial work is assigned to interns and this results in no fruitful learning.

Poorly Defined Tasks

The interns may not be given important responsibilities. They will be just given some routine, menial jobs which will not result in some major learning taking place. The entire leaning process will be hampered, and this may result in causing frustration in the minds of interns.

Insufficient Training

The Interns are mostly given menial and mundane tasks which no one in the organisation is interested in doing. The challenging tasks are not given to the interns as they perceive them as incompetent. Interns are not given major responsibilities. Interns are looked at having less expertise and knowledge. Interns have to be patient and they take a lot of time to prove their credibility to be included in important tasks. This hampers their growth and leads to frustration.

All organisations do not provide meaningful learning experiences. They do not look from the point of view of the intern and make them busy doing mundane things.

Exploitation

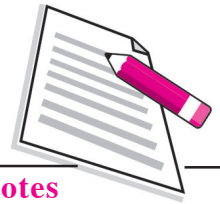
Internship is meant for giving practical exposure to the learner. It has been observed in many cases that instead of giving exposure to various work-related task, the institution makes them do routine work. They are given tasks beyond the scope of their role. This will develop a feeling of frustration and exploitation amongst the interns.

Lack of Mentors

Internship without a proper mentor is meaningless. Many institutions do not supervise nor provide appropriate mentorship to the interns.

As discussed above, there are various issues and challenges involved in internship but the individual can overcome these challenges with a positive attitude and right mindset. One should keep in mind that every challenge is an opportunity for growth and learning. Interns should embrace these challenges, seek support whenever required and stay determined. One should never forget that this internship is going to become a stepping

Internship



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Internship



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stone for the future career.

1.5 INTERNSHIP PROCESS

The intern after completing the theoretical inputs has to undergo internship in some institution. The intern needs to follow a process of internship which is discussed below:

Goal Identification

The intern should first identify and clarify his /her goals. The intern should decide in which area he needs to do his internship. As per the interest, the intern can identify the area in which he wants to get practical exposure or hands on experience. The learner may be interested in understanding Human Resource Management, finance management, teaching learning practices etc in depth. **For example**, if the intern decides to take up internship in Human resource management, then he/she will learn how to maximize the productivity of his/her staff. He/she will learn about the staff recruitment process, training of employees, their career development, performance management of employees etc. The intern should analyse his/her skills and interests, and also examine his/her career goals. What kind of experience he/she is looking for?



Selecting Organisation

Once the area is identified then the intern can start exploring the institution for having the practical exposure. The interns can search online for the various organisations. These organisations can be any school, Accredited Vocational Institution (AVI) and Accredited Institution (AI) etc. Prepare a list of an institutions which you find suitable for fulfilling your requirements. The intern should be careful while selecting the institution; while selecting the institution the intern should also keep in mind the feasibility of joining the same in case being selected. The distance of the institution from his/her place should be considered. The intern should collect all the information of the organisation

before applying for internship.

The intern should ensure that he/she is having adequate choices. The intern should select more than one institution so that he/she can be accommodate in at least one among the shortlisted institutions. Therefore, it is worthwhile for the intern to select more than one institution so that she is sure that he/she will be accommodated in at least one of those which can help in achieving the objectives.

Applying to Organisation

After identifying the institution, the intern now needs to approach the institution for seeking permission for internship. The institution can be any Accredited Vocational Institution, Accredited Institution and Schools. Clarify your goals and objectives with the institutions. Now the intern should send applications to the shortlisted institutions. To apply, the intern needs to prepare a resume and a covering letter. The intern should prepare a resume to be sent to institutions.

Interview

Once the application is received by the institution and if they think that your goals are matching with theirs they will call you for an interview. Prepare yourself for the interview. After the application, the institution may conduct interview to officially offer you the internship. For an internship, you would have to prepare yourself for the interview just as you would prepare for a job interview. You should expect the routine type of questions, knowledge-based questions and also be prepared for any other related questions which may be asked. While facing the interview, be confident. The attitude of the intern during the interview plays an important role. Interns should use appropriate language which should be polite and respectful. During the interview the interns should maintain proper eye contact and should be dressed appropriately.

Accepting or Declining Internship Offers

After the interview the intern is communicated about his/her acceptance or rejection through email or telephone. If the intern receives an offer letter from more than one institutions then the intern has to choose one out of these. It also becomes necessary to inform the institutions about acceptance as well as about non acceptance. This can be done either through telephonic conversation or a written communication. This will show your professionalism. If you have been accepted by more than one institution, each institution should be assessed and a decision made before the formal letter is sent confirming your participation in the institution. Once you have confirmed and committed, it is unprofessional to withdraw because you have a better offer. This can be considered

Internship



Notes

Internship



Notes

unprofessional.

Joining as Intern

After accepting the offer of the organisation, now is the time to join the selected institution for internship. After joining as intern you start working on the task assigned to you under the guidance of the mentor. The intern should make optimum use of this opportunity. The intern should be proactive, learn as much as one can and contribute to the institution in the best way. Intern should also make an attempt to build relationships with colleagues and supervisors. The interns should seek feedback to improve upon his/her skills.



WHAT YOU HAVE LEARNT

Internship is an opportunity which is offered by any employer to the prospective employees called interns, to work for a fixed period of time. Internship is defined a purposeful activity undertaken by the intern in a work environment in order to achieve learning outcomes within the curriculum. Internship provides an opportunity for experiential/ learning that helps in integrating knowledge gained in the classroom with practical application and skills in the real work-setting.

The internship plays an important role in career development. This boosts the confidence of the intern, it develops various skills needed for the profession, and it helps in developing social networks for the individual which can be helpful later in the profession. It enhances the employability of the individual and helps to seek reference and referrals. Internship can be of different types like paid internship, unpaid internship, partially paid etc. Interns have to face various issues and challenges during internship such as payment to the intern, appropriate training and feedback to the interns. The interns have to overcome these challenges and complete the internship successfully.



TERMINAL QUESTIONS

1. What is internship? Why do you think internship is important?
2. What are the common features of Internship?
3. Discuss the issues and challenges faced during internship.
4. Describe the internship process?



LEARNING OUTCOMES

After reading this lesson, you are able to:

- Explain the need for and importance of internship.
- Discuss the features of internship
- Identify the issues and challenges of internship
- Suggest the process of internship.

Internship



Notes

Internship



Notes

SOME EXAMPLES OF INTERNSHIP

The learner can join a school (private or public), any Accredited Vocational Institution (AVI) and Accredited Institution (AI).

In the above institutions the intern can select any of the thrust areas:-

Example 1:

If the thrust area selected is **Resource Management** then in selected institute. The intern can understand Resource Management on the following aspects.

- What are the different resources available in the school?
- How the resources like: stock register, procurement of resources etc. are managed.

Example 2:

Another area can be **Financial Management**. The intern can select any institution like, NGO, Accredited Vocational Institution (AVI), Accredited Institution (AI), School, College, Universities etc. and do internship in the area of Financial Management.

- He/ she can apply in the account section of the institution. Here, he/she will develop an understanding of the sources of finances of institution and recordings in the books of accounts.



2

INTERNSHIP REPORT FORMAT

**A report submitted in partial fulfilment of the requirements for the Award of
Diploma in**

Institutional Leadership and Management

by

Name of the Intern.....

Under the Supervision of

**Name & designation of the authorized person with the details of the
institution**

(Duration:)



विद्याधनम् सर्वधनं प्रधानम्

NATIONAL INSTITUTE OF OPEN SCHOOLING

ISO 9001 :2015 Certified

(An Autonomous Institution under Ministry of Education ,Govt.of India)

Internship Report Format



Notes

CERTIFICATE

To be provided by the concerned Institution/Organization.

- This certificate will be provided by the institute/organization where the learner has completed his/her internship.
- This certificate should clearly mention the learner's name, enrolment no. and the duration of the internship.
- This should be given on the institute/organization letter head and duly signed by the competent authority.

CERTIFICATE OF ORIGINALITY

I, **[Your Full Name]**, hereby declare that the internship report submitted to **[Name of the AVI]** is an original work completed by me during my internship at **[Name of the Host Organization]** from **[Starting date to Ending date]**.

This report has not been previously submitted to any other institution for any diploma or other qualifications.

Date: [Date of Submission]

Signature: [Your Signature]

Intern's Name: [Your Full Name]

Signature
(Competent Authority with official Stamp of the Institution)

**Internship Report
Format**



Notes

Internship Report Format



Notes

ABSTRACT

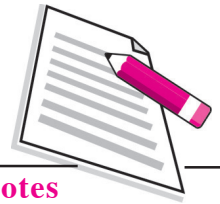
An abstract for an internship report should provide a concise summary of the entire document. It should briefly outline the main objectives of the internship, the key activities and responsibilities undertaken, the skills and knowledge acquired, and the overall outcomes and achievements.

TABLE OF CONTENTS

Table of contents should include: -

1. Section and Sub-Section Headings.
2. Page Numbering

**Internship Report
Format**



Notes

Internship Report Format

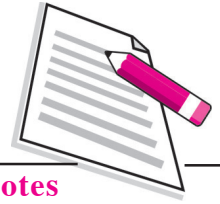


Introduction of Institution/Organization: - (2-3 Pages)

- Description of the Host Organization
- Mission, Vision, and Values
- Organizational Structure
- Key Functions and Activities

Skill Sets required to be achieved at the end of the Internship (3-4 Pages)

Internship Report Format



Notes

- **Technical Skills Acquired**
 - ❖ **Specific Tools and Technologies:** Detail any new software, tools, or technologies you learned to use.
 - ❖ **Industry-Specific Skills:** Describe any specialized skills relevant to the field (e.g., data analysis, project management).
- **Soft Skills Developed**
 - ❖ **Communication Skills:** Highlight improvements in verbal and written communication, presentation skills, and interpersonal communication.
 - ❖ **Teamwork and Collaboration:** Discuss experiences working in teams, including collaboration techniques and conflict resolution.
 - ❖ **Time Management and Organization:** Reflect on your ability to manage tasks, meet deadlines, and organize your workload efficiently.
- **Professional Knowledge Gained**
 - ❖ **Industry Knowledge:** Describe the understanding you gained about the industry, including best practices, trends, and key challenges.
 - ❖ **Organizational Operations:** Explain what you learned about how organizations operate, including insights into the organizational structure, culture, and workflows.
- **Problem-Solving and Critical Thinking**
 - ❖ **Challenges Faced:** Discuss specific problems you encountered and how you approached solving them.
 - ❖ **Analytical Skills:** Reflect on how you used analytical thinking to address tasks and projects.
- **Project Management Skills**
 - ❖ **Planning and Execution:** Explain any project management methodologies you learned and how you applied them.
 - ❖ **Resource Management:** Describe your experience managing resources, such as time, budget, and personnel, to achieve project goals.

Internship Report Format



Notes

- **Leadership and Initiative**
 - ❖ **Leadership Opportunities:** Discuss any instances where you took on leadership roles or demonstrated initiative.
 - ❖ **Decision-Making:** Reflect on how you made decisions and the impact of those decisions.
- **Professional and Ethical Practices**
 - ❖ **Workplace Ethics:** Describe your understanding and application of ethical practices in the workplace.
 - ❖ **Professionalism:** Reflect on your development in professional behaviour, including adherence to workplace norms and standards.
- **Personal Growth and Development**
 - ❖ **Self-Reflection:** Discuss personal growth areas, such as increased confidence, adaptability, and resilience.
 - ❖ **Career Clarity:** Reflect on how the internship has influenced your career goals and aspirations.
- **Feedback and Improvement**
 - ❖ **Feedback Received:** Summarize the feedback you received from supervisors and colleagues.
 - ❖ **Areas for Improvement:** Identify areas where you can further improve and develop your skills.
- **Networking and Relationships**
 - ❖ **Professional Relationships:** Describe the professional relationships you built and their potential impact on your career.
 - ❖ **Networking Skills:** Reflect on how you enhanced your networking abilities during the internship.

Skill Sets

S.R.No.	Skill Sets	Observations and Learnings
1.	Technical Skills Acquired	
2.	Soft Skills Developed	
3.	Professional Knowledge Gained	
4.	Problem-Solving and Critical Thinking	
5.	Project Management Skills	
6.	Leadership and Initiative	
7.	Professional and Ethical Practices	
8.	Personal Growth and Development	
9.	Feedback and Improvement	
10.	Networking and Relationships	

**Internship Report
Format****Notes**

Internship Report Format



Notes

References/Bibliography: -

The source of the data and other information used in the report should be acknowledged in this section including internet sources, books and other reference material.



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INTERNSHIP