

# INTERNSHIP POLICY



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## INTERNSHIP POLICY

*This policy intends to provide practical training experience (in summer/ winter etc.) to the students studying in various hospitality / tourism related schools in Madhya Pradesh or outside state.*

*Therefor, the policy provisions for Internship/Training will be as Follows :*

### **1. Institute Which can apply**

The students studying in following institutes will be entitled to apply for summer/ winter or other training at MP Tourism Board

- Institute of hotel management, Food Craft Institutes affiliated to Government of India or Madhya Pradesh.
- Institutes of Travel and Tourism affiliated to Government of India or Madhya Pradesh.
- Indian Institute of Forest Management.
- Any other institute permitted by the management of MP Tourism Board.

### **2. Courses Included in Internship program**

Following courses will be included in Internship program

- MBA/BBA/BA (Tourism)/ B.COM( Tourism)
- B. Sc. in Hotel Management.
- Diploma/ certificate in Food Production/ Food & Beverage Service/ Front Office/ Housekeeping.
- PG Diploma in Forest Management/ Hotel Operations.
- Any other tourism related Courses like Photography, Digital Marketing, Advertising, Adventure sports, Bio-diversity, Tour Operators Course etc.

### **3. Internship Period**

As per the proposal of educational institutes, the internship period will be as follows

- Summer Training Period- May to July
- Winter Training Period- October to December

#### 4. Selection of candidate

It is compulsory for all the Institutes to send such request one month before the Internship period. The request should include following conditions including bio data and recent photograph of the candidates and sent to Deputy Director (Skill Development), MP Tourism Board.

- Bonafide Certificate of the Institute.
- The original request letter should clearly define the period of internship.
- The photocopy of last semester/ exam passing mark sheet
- After receiving all the applications, as a competent authority Deputy Director ( Skill Development) will select candidates by conducting interview in person or through telephone/skype call.

Name of the course	Place of Training	Seats Available
MBA/BBA/BA/B.COM ( Tourism)	Head Office and Marketing Offices	10- summer 10- winter
B.Sc. in Hotel Management/ certificate/ diploma/PG Diploma in food production, F&B Service/ Front Office/ Housekeeping/ hotel operations	The residency/resorts/ hotels of MPTDC or in selected private hotels/ resorts	25- summer 25- winter
PG Diploma In Forest Management	MPTDC Units near forest/ water bodies/ selected private hotels/ under various projects under responsible tourism	10- summer 10- winter
Other courses like Photography, digital marketing, Adventure Sports, Bio-diversity, Tour operating etc	MP Tourism Board, Head Office	10 or as per need

## **5. Training Module**

Respective Institutes should provide the module for required internship and the subject along with the request letter.

## **6. Responsibilities of the Institutes**

- Training Institutes need to coordinate with Deputy Director (Skill Development) about the number of trainees & the internship period.
- After getting written approval, the training Institutes will be responsible to send selected candidates to join directly on allotted locations like MPTDC Units/ Head office.
- Training Institutes are responsible for briefing their students about the place of training and their conduct during training period.
- The training institutes will be responsible to include training report, submitted by the candidate in their annual report/result.

## **7. Responsibilities of the Trainees**

- Be punctual
- Write all the works done/learning in a logbook
- Follow code of conduct and behave in a polite manner.
- Be honest and committed towards organisation.
- Submit the project report after finishing the training.
- Attendance for the stipulated training period is Compulsory.
- Attendance is not compulsory in project base training but the project needs to be submitted mandatorily.

**8. Responsibilities of MPTDC Hotels/ Marketing Offices**

- Conduct briefing before/ induction before the commencement of the internship.
- Record attendance
- Verify the logbook
- Explain the Do's and Don'ts of the organisation to the interns.

**9. Training will be conducted under the supervision of the unit head/ departmental head.**

**10. On completion of training the candidate will get the training report verified from respective Unit Head/ departmental head before submitting the report to Deputy Director (Skill Development), MP Tourism Board.**

**11. On successful completion of the internship training MP Tourism Board will issue a certificate and inform respective training institution.**

**12. From MP Tourism Board towards the interns.**

- No travelling expenses will be paid for reaching/ returning to the allotted training place.
- No accommodation and food will be provided to interns.
- The trainees will be paid stipend as per the following norms.

SN	COURSES	PERIOD	STIPEND/ TRAINEE
1	Post Graduate Diploma In Forestry Management	As per Requirement	Rs 5000/ Month
2	B.Sc (in Hotel Management )from IHM or SIHM / MBA/BBA/BA/ B.COM (Tourism)	As per Requirement	Rs. 2500/ month
3	Certificate/ diploma/PG Diploma in Food Production, F&B Service, Housekeeping/ hotel operations from Food Craft Institutes & IGNOU	As per Requirement	Rs. 1500/ month

- Apart from above, on requirements of any specific training, the stipend will be decided by the management.
- All the stipends will be transferred to the bank account of candidate through NEFT/RTGS.

### 13. Code of Conduct

All the candidates are expected to observe code of conduct keeping the image of MP Tourism in mind.

The candidate found involved in any in-disciplinary/ illegal activity will be liable to strict action as per rule/law.

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**Madhya Pradesh Tourism Board, Bhopal**