



HRM CORPORATE OFFICE
HRM POLICY DIVISION

Dated : 20.05.2015

SUB : "POLICY ON "INTERNSHIP TRAINING".

The rise in global competition for a talented and innovative workforce has prompted organizations to devise strategies to gain a competitive edge. Developing an internship policy is an impactful strategy for creating future talent pool for the industry. The Internship program not only helps freshers in gaining professional know-how but also benefits corporates on fresh perspectives of business issues and even discovering future business leaders.

1. OBJECTIVE :

Internships are educational and career developmental opportunities providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. The work should be meaningful and must be mutually beneficial for the intern and the Company; therefore, it is important to consider the type of work they will undertake.

The ***Internship Training Policy*** aims at the following:

- (a) To create conditions conducive to quest for knowledge and its applicability on the job.
- (b) To provide all possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at job
- (c) To further enhance our contribution towards society creating competent professionals for the industry.

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2. INTERNSHIP TRAINING -APPROACH & METHODOLOGY

Approach

Every year, NBCC will provide opportunities for **Internship (Summer Training / Project Training)** to students from leading **Technical / Non-Technical Institutes and Universities**, to undergo training in different disciplines at various projects/ departments of the Company. The students have option of choosing the nature and duration of the project which can be Technical / Non Technical projects depending upon the curriculum requirement of the respective universities. The total intake capacity per annum will be 60 including both Technical and Non-technical projects for the Semester Projects and 40 for the Summer Training. Technical projects will in the disciplines of Civil/Mechanical/Electrical/IT. Non-Technical Projects will be in the disciplines of MBA or equivalent program /PG Diploma in HR/Finance/Marketing/IT/CC/Law. All the students will be entitled to be paid a monthly stipend as per the details given below :

Nature of Project		In Take Capacity	Duration	Lumpsum* Stipend Amount (In Rs)
Semester Projects	Technical Projects (Engg/Arch)	40	5- 6 months	10,000/- per month (inclusive of all)
	Non-Technical Projects (MBA/Law)	20	5-6 months	10,000/- per month (inclusive of all)
Summer Training Short-Duration		Engg-30 MBA/LAW-10	2-3 months	5000/-per month (inclusive of all)
		Engg - 30 MBA/Law-10	Less than Two Months	No Stipend

***No accommodation will be provided to interns.**

Besides, the above, Management Trainees are also imparted training for 15 months on request from ICSI for Company Secretaries @ Rs 8,000/- for Intermediate & Rs 10,000 for Final Pass students. Intake is to be kept 05 in each Category.

3. METHODOLOGY TO BE FOLLOWED :

- (i) The institutes / Universities may send a letter to HRM Division expressing their intent to send their candidates to NBCC by 31st May of each calendar year
- (ii) The institutes / Universities will further be asked to send the CVs of the students for shortlisting at our end.
- (iii) Depending on the intake capacity, the intimation of shortlisted candidates will be sent to the institute / University concerned by HRM Division mentioning the expected start date of internship.
- (iv) On his / her selection for internship, an "**Undertaking**" should be signed by the "**INTERN**" in the Format which will be provided by NBCC at the time of his / her joining.
- (v) On the date of reporting for Internship, the intern will be assigned a Project Guide. The Project Guide will play a facilitator role for the learning and knowledge management of the intern.
- (vi) On completion of the Internship, the intern will prepare a project report and submit the same in soft copy to HRM Division through Project Guide.

4. TERMS & CONDITIONS :

A student would be eligible for an internship based on the following criteria;

- (i) The student must be in good academic standing in his / her respective discipline.
- (ii) The internship program does not include compensation of any kind, boarding, lodging, transportation etc.
- (iii) No fee would be charged from the interns.
- (iv) Intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- (v) Intern will demonstrate honesty, punctuality and willingness to learn during internship program

- (vi) Intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.
- (vii) Intern assumes all the risks of participating in the internship program. In consideration of the opportunity offered to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, or either of.
- (viii) The intern will be under the administrative control and discipline of the head of the Project/ office concerned.
- (ix) Company may at any time in its sole discretion, terminate the internship without notice or cause. Also an intern can leave the program, if he/she desires, giving prior notice of seven (07) working days to the controlling officer. No certificate shall be awarded to such an intern.
- (x) The Internship program will be non-transferable.
- (xi) Company will not be liable for any injury sustained/health deterioration that may arise during the course of the internship.
- (xii) The internship course shall not confer any claim or right for any employment in or any office/ establishment under the administrative control of the Company.
- (xiii) In case of any dis-obedience / misbehavior / misconduct, he / she will be immediately be sent back to the concerned college / institute / university.

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