

# INTERNSHIP POLICY

This policy gives the brief understanding of rules and regulation applicable to the internship program.

Internship Policy  
version 1.0

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## Purpose of Document

The purpose of the document is to make aware of the rules and regulation to the intended audience of the internship program.

## Duration of the Internship

The duration of the internship program is of Six months (180 Days without any irregularity).

## Leaves

Candidate enrolled in Internship program is not eligible for any kind of leave other than Company holiday and weekly-off.

## Stipend

Stipend will be paid to the candidate as per agreed amount during joining and will be calculated on the pro-rata basis.

## Infrastructure

Company will provide the basic necessity such as table, chair, internet connection, etc. to the candidate. Candidate must have his own Laptop to work. Any kind of wear and tear with the laptop/devices will be at candidate's risk. Cost involve in repairing of the laptop will be bared by the candidate.

## Terms of Internship Completion

Candidate has to work in internship program under certain terms which are listed below to consider the completion of their internship:

1. Projects  
Candidate has to complete minimum 3 projects along with the complete understanding of the project and technology used in that project.
2. Duration  
Candidate has to complete 180 man-days to consider his complete duration
3. Skill  
Candidate has to learn minimum two skill sets for his professional development

## Termination of Internship

Internship program may get terminated by Company due to following reasons:

1. Absenteeism  
If company observes the absentees or office time irregularity more than 5 days in a month.
2. False Communication  
If company observes that the candidate is not informing their immediate trainer or supervisor in advance for any kind of late office check-in or any kind of Leave.
3. Completion of Assignment  
If candidate is continuously failing to complete their assignments on time for a period of 3 month.
4. Misbehaviour  
If candidate is doing any kind of misbehaviour with their supervisor or trainer.

## On-Completion of Internship

On successful completion of Internship Program Certificate of Internship will be provided and company may offer you the new association with the company as per your performance during the internship program based on the terms of internship program. Below are the association type which company offers:

1. On payroll Job  
This offer is to join the company on payroll with the minimum association period of 1 year.
2. Consultant  
This offer is to join the company on the basis of mutual agreed consultancy fees with no boundaries of association period.
3. Further continuation of Internship  
This offer is to continue the internship for further 3 months after completion of six month if the performance is not satisfactory during internship.

## Absconding Internship

1. If a candidate is absent for consecutive 5 days during his internship period without informing and also not responding to any kind of communication done with her/him then company will terminate his internship with remark of Abscond. No certificate will be issued in his/her name.
2. If candidate leaves organization within 3 month or 90 Days (whichever is later) of the internship due to any reason immaterial of it is an informed or uninformed to company then company will consider it as an Abscond of the candidate and Candidate is Liable to pay all the Stipend paid to him/her back to the company and he/she will not be eligible for any kind of dues/benefits/Certificate of worked duration.

## Attendance Rules

1. Internship Candidate has a general shift working hours which starts from 9:00 AM and end at 6:00 PM of their local geo-zones.
2. Company may ask to stretch the working hours under certain conditions which require an additional effort to complete any assignments allocated to the internship candidate.
3. Currently company do not support any kind of overtime policy and neither pay for the extra working hours. Such efforts are considered as a part of individual's achievements and can be considered during annual appraisal or confirmation in services.
4. Grace time for late coming in office is 15 Minutes from the start of the working hours.
5. Grace time for early going is not applicable to the Internship Candidate.
6. Weekly-off Policy:
  - a. All Sundays will remain as weekly off. Employees those who are required to work on weekly off due to project / office requirements, critical requirement of the position, the employee is handling and delivery commitments to the clients or otherwise; are being allowed to avail compensatory off in lieu thereof. Approval of the reporting manager is must to avail compensatory off.
  - b. Employees engaged with critical functions, project requirements, delivery to clients, meeting official targets and are required by his/her supervisor to work on weekly off either on Saturdays & Sundays should discharge their duties and avail compensatory off in lieu thereof.
7. Early coming and Late Going attendance punches are considered during attendance calculation for the day.

8. Official Lunch break time is 1:00 PM to 1:30 PM and is deducted from Work Duration at the time of attendance Calculation.
9. Attendance will be calculated as Half-Day if work duration in a particular day is less than 6 Hours and absent if work duration is less than 4 hours.
10. On Partial Days, Attendance will be calculated as Half-Day if work duration in a particular day is less than 4 Hours and absent if work duration is less than 2 hours.
11. Weekly-off and Holidays will be considered an absent if Prefix Day or Suffix Day or Both Days is absent.
12. A Full Day will be marked as absent when employee is late for 3 days in a month.
13. Attendance will be marked as Half Day if employee is late by 30 Minutes or early going by 30 Minutes.