

C2. Policy on Internship

Mumbai Metro Rail Corporation (MMRC)

Mumbai Metro Rail Corporation (MMRC) Limited

Policy on Internship

1. Short title and commencement

This policy may be called Mumbai Metro Rail Corporation Ltd. (MMRC) Internship Policy.

2. Introduction

The rise in global competition for a talented and innovative workforce has prompted organization 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 fresher's in gaining professional know-how but also benefits corporate on fresh perspective of business issues and even discovering future business leaders.

3. Definitions

3.1. **Corporation** means the Mumbai Metro Rail Corporation (MMRC) Ltd.

3.2. **Intern** means a student, as recommended by his/ her educational institute, undergoing internship training on temporary basis to gain work experience for fulfilling requirements for possessing required educational qualification as per extant rules of corporation.

4. Eligibility Criteria

4.1. OBJECTIVE:

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

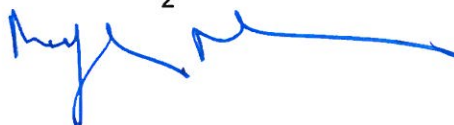
The **Internship Training Policy** aims at the following:

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

4.2. INTERNSHIP TRAINING – APPROACH & METHODOLOGY

APPROACH:

MMRCL will provide opportunities of Internship (**Summer Training/ Winter Training in technical and non-technical fields**) to students from **Technical Institutes and Universities**, to undergo training in different disciplines under various departments of Corporation. Respective department of corporation to declare tentative areas/ job description of internship along with the requirement of intern i.e. Domain, Qualification, etc. for summer/ winter internship programme and notify HR about maximum number of interns for the period of



internship.HR may notify internship vacancies on corporation's website with cutoff date to receive applications. The total intake capacity shall be equitably distributed among the institutes for the requests received upto cutoff date. Any applications received after cutoff date shall be treated as per the discretion of management and availability of vacancy. Accordingly, HR department shall process request for internship.

METHODOLOGY TO BE FOLLOWED:

- (i) HR department to initiate request to various departments of MMRC for forwarding of vacancies in respect of Internship.
- (ii) Departments to send vacancies by stipulated date with the approval of concerned Director/HODs.
- (iii) Notification of internship shall be published on MMRCL website with cutoff date
- (iv) The institutes / Universities may send a letter along with student's credentials expressing intent for internship training. If Intern is applying himself or herself, he/ she to submit Institute's recommendation letter.
- (v) The intimation of shortlisted candidates will be sent to respective institute/ University/ intern by HR Department mentioning the period of internship with a copy to Student.
- (vi) An "Undertaking", in prescribed format to be submitted by intern at the time of his /her joining.
- (vii) Intern will be allotted internship schedule by respective department and same will be monitored by reporting officer of intern not below the grade of AGM.
- (viii) On completion of the Internship, the intern will prepare a project report to concerned unit (both hard and soft copy)/ HR Department (only soft copy). Internship report shall be evaluated by an officer not below the grade of DGM. Respective department will forward the "Internship completion report along with attendance report" signed by an officer not below the grade of DGM to HR.
- (ix) Intern will submit "NOC" signed by Departmental Head to HR department for relieving. Interns will be issued an Internship Certification by HR within 3 (Three) days from the date of relieving.

5. TERMS & CONDITIONS:

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

- 5.1. Eligibility for being intern:
 - 5.1.1. **Graduation course** : Student appeared for 6th semester or 3rd year examination for four year technical course or Student appeared for 4th semester or 2nd year examination for three year course
 - 5.1.2. **Post-Graduation Course:** Student appeared for 2nd semester or 1st year examination
 - 5.1.3. **Any other course:** As per the requirement notified from time to time
- 5.2. Corporation shall not be responsible for providing any boarding, lodging, transportation etc.
- 5.3. Intern will maintain a regular training schedule determined by his/her project Head/ reporting officer.
- 5.4. Intern will have to secure minimum of 90% attendance of the total duration of his/her Internship programme.
- 5.5. Intern will demonstrate punctuality and willingly achieve allocated task abide by the Corporation regulation, code and culture during their internship program.

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- 5.6. Intern assumes all the risks of participating in the internship program. Intern should abide by all the safety and security norms implemented at project site and will obey polices, rules and regulation of the Corporation
- 5.7. Corporation will not be liable for any injury sustained / health deterioration that may arise during the course of the internship.
- 5.8. In case of any dis-obedience /misbehaviour /misconduct, he/she will be immediately sent back to the concerned college/institute /university.
- 5.9. During internship, intern shall carry out the assignment entrusted to him/her, confidentiality must be maintained for the same. The intern shall therefore agree not to communicate any information to a third party acquired during internship, unless allowed to do so by organization.
- 5.10. Corporation may at any time terminate the internship without notice or cause depending upon situation. Also an intern can leave the program, if he/she desires, giving prior notice of seven (07) working days to the controlling officer. No certification shall be awarded to such an intern in any of the case.
- 5.11. The internship program will be non-transferable.
- 5.12. The internship course shall not confer any claim or right for any employment in or any office/establishment under the administrative control of the Corporation.

6. **Interpretation**

In case of any question related to interpretation of this policy the decision of MD shall be final who will also have the powers to relax / delete / modify / revise any of the provisions of this policy.



Annexure – A**Declaration by Intern and Institute**

Intern Name:			
Date of Internship:	From:		To:
Institution Name:			
Course Pursuing:		Discipline:	

A. Declaration by Intern:

With reference to the offer for internship vide letter No. Dated __/__/____

I hereby undertake the following: -

- i. I have read and understood all the Terms & Conditions of "C2: Policy on Internship" handed over to me and I would abide by all Terms and Conditions of policy
- ii. I will be doing internship from ___/___/____ to ___/___/____
- iii. I am not entitled to any remuneration in the form of stipend, salary or allowances of any kind by MMRCL. I am also not entitled to any pass or PTO from MMRCL
- iv. I will not claim for any injury sustained/health deterioration that may arise during the course of internship.
- v. I would abide by all General rules and regulations of discipline and conduct at MMRCL
- vi. I am liable to compensate to MMRCL for any loss or damage to equipment and fittings that may be caused by me during the course of training in workshops etc.
- vii. I will not be treated as employee of MMRCL and as such will not be entitled to any compensation or damages from MMRCL for any injury to me or to my property etc.
- viii. I agree to be under the administrative control and discipline of the Head of the Unit/officer concerned
- ix. I will not claim any advantage for employment in MMRCL in future on the basis of the internships
- x. I will submit the Project Report on successful completion of internship
- xi. I have understood that minimum of 90% attendance of the total duration (including medical leaves & casual leaves) of Internship programme is mandatory, failing which Internship completion certification shall not be issued
- xii. I have understood that in case of any dis-obedience /misbehavior /misconduct, I will be immediately sent back to the concerned college/institute /university

Signature of Intern: _____

Date: _____

Name: _____



P.T.O

B. Declaration by the Institute

It is declared that our Institute (Name of the Institute)

_____ undertakes to indemnify MMRCL for any loss or damage to equipment and fittings that may be caused by Mr./Ms. Name of student _____ during his / her internship with MMRCL.

Date: _____

(Signature of Competent Authority of Institute)

Name and Address of the Institute:

(Stamp)





Mumbai Metro Rail Corporation Limited
(JV of Govt. of India and Govt. of Maharashtra)

Date: _____

INTERNSHIP CERTIFICATE

This is to certify that Mr. /Ms. _____ (Intern Name) _____, student of _____ (Institute Name) _____, _____ (University) _____, _____ (City) _____ has successfully completed his _____ (summer / winter/ project training) _____ internship programme in _____ department from _____ to _____ with attendance of _____ number of days out of _____ working days at **Mumbai Metro Rail Corporation Ltd.**, MMRCL Building, Bandra-Kurla Complex, Bandra (East), Mumbai- 400051.

During the period of his internship programme he/she was found sincere, hardworking and inquisitive. We wish him /her all the very best for his/ her future endeavours.

For, MMRCL,

Authorized Signatory

A handwritten signature in blue ink, appearing to be 'Hayan', is written over the 'Authorized Signatory' text.

CIN U60100MH2008SGC181770

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