



<p>GUIDELINES</p> <p>www.concernskills.org</p>	<p style="text-align: right;">INTERNSHIP</p> <p style="text-align: right;">Approved by MANAGEMENT HR COMMITTEE</p> <p>Focal Person.....</p> <p>Effective Date.....</p> <p>Duration</p>
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1. OBJECTIVES

- 1.1 Offer students and young professionals the experience of working in an organisation on different environmental projects.
- 1.2 Recognize internships as an effective mechanism for increasing environmental awareness and a platform for call to action on critical environmental issues.
- 1.3 Provide training and skills related to Environment and Water projects.

2. APPLICATION FOR INTERNSHIP

- 2.1. Applications for Internships are received throughout the year.
- 2.2. Applicants are required to fill the Application Form.

3. SELECTION PROCESS OF INTERNS

- 3.1. Human Resource Department shall receive applications and coordinate the selection process.
- 3.2. Specific requirements listed in the Intern Requisition Form are matched with the skills and qualifications mentioned in the application forms available with the Human Resource Department.
- 3.3. Short listed applicant(s) are invited for an interview to finalize the selection. A Human Resource representative and / or the Employee who has requisitioned for the intern shall interview the applicants.

4. ORIENTATION OF INTERNS

- 4.1 Human Resource Department shall conduct / coordinate the orientation session for interns within a week.
- 4.2 All Intern/s are required to attend the orientation session which should cover mission, vision for the future, standards of conduct and ongoing initiatives.

5. ATTENDANCE / OFFICE TIMINGS

- 9.1 The office timings for interns may be flexible and must be agreed in advance and mentioned in the contract issued.
- 9.2 Interns will be required to sign in the attendance register to be maintained by the Administration Department.
- 9.3 Interns may be given an Identity Badge.

6. TERMINATION / EXPIRY OF INTERNSHIP CONTRACT

11.1 The internship contract may be terminated by either party with 3 days' notice.

11.2 Upon prior termination or on the expiry of contract the intern will deliver the Identity Badge, all documents, data, reports, correspondence and any other material relating to the contract in good order.

7. INTERSHIP CERTIFICATE

7.1 An Internship certificate will be given to interns that complete the internship as per contract and guidelines and to the satisfaction of the supervisor.

7.2 The Human Resource Department will issue the certificate.