

Policy

Sub: Summer Internship for the Under Graduates of Engineering and Management Studies.

IRCON has decided that during the year 2019-20, summer internship would be allowed to students who are pursuing Graduation/Post Graduation in Engineering, Management on the following terms & conditions:

1. Any Indian National pursuing Graduation/Post Graduation in Engineering (Civil, Electrical, Mechanical, Electronics and Computers Discipline Only) or MBA/PGDM/MSW or equivalent from Institutes of National and International repute is eligible to apply. Preference will be given to the wards of IRCON's employees
2. Students pursuing Post Graduation in Engineering should have obtained a First class Graduate Degree and the Students pursuing Undergraduate Course in Engineering should have completed at least two years of study in Degree and should have consistently good academic record.
3. Students pursuing MBA/PGDM/MSW or equivalent should have obtained a First Class Graduate Degree and should have completed one year of course
4. The Percentage criteria would not be a bar for the wards of IRCON employees.
5. The duration of summer internship shall not be more than Eight (08) weeks.
6. No fees will be charged from the trainees.
7. No remuneration in the form of stipend, salaries or allowances of any kind will be paid to the trainees by IRCON.
8. Any loss or damage to equipment and fittings that may be caused by the trainee during the course of training in workshop etc. should be indemnified by the Parent/Guardian of the student.
9. The trainee will be under the administrative control and discipline of the Head of Unit/Office/Project concerned.
10. The trainee will not be treated as employee of IRCON and as such will not be entitled to any compensation or damages from IRCON for any injury to him/her or his/her properties etc. during the period of summer internship.
11. The trainees will have to conform to all general rules and regulations of Discipline and Conduct Rules of IRCON.
12. The internship course shall not confer any claim/right for employment in any office / project under the administrative control of IRCON.
13. At the time of reporting for summer internship, trainee is required to submit a declaration in the prescribed proforma, copy enclosed, from the Institute where the student is pursuing the studies.
14. On successful completion of the summer internship, the trainee will have to submit a report giving their feedback including ideas /suggestions for innovation etc. A certificate will be issued to the trainee by IRCON.

15. IRCON may terminate the summer internship of the candidate at any time, as deemed fit, without assigning any reason. The decision of the IRCON shall be final in this regard. Also an intern can leave the programme, if he/she desires, giving prior notice of 7 working days to the controlling officer. No certificate shall be awarded to such intern.
 16. The requests will be scrutinized by the standing committee to be constituted by the CMD,IRCON and depending on the merits, candidate would be selected for internship by IRCON
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FORMAT FOR DECLARATION BY TRAINEE

With reference to the offer for internship vide letter No. _____ dated _____, I hereby undertake the following that:

- i) I will be doing internship from _____ to _____ at _____ (Preferred Location).
- ii) I am not entitled to any remuneration in the form of stipend, salary or allowance of any kind by IRCON.
- iii) I would be abiding by all General rules and regulations of discipline and conduct Rules of IRCON.
- iv) I am liable to compensate to IRCON for any loss or damage to equipment and fittings that may be caused during the course of training.
- v) I will not be treated as employee of IRCON and as such will not be entitled to any compensation or damages from IRCON for any injury to me or to my property etc.
- vi) I agree to be under the administrative control and discipline of the Head of Unit/office/ Project concerned.
- vii) I will not claim any advantage for employment in IRCON in future on the basis of the internships.

Date

Name

Institute:

Course:

Declaration by the Parent / Gurdian of Trainee

_____ (name of the Parent / Gurdian) undertakes to indemnify IRCON for any loss or damage to equipment and fittings that may be caused by Mr./Ms. _____ (name of the trainee) during his/her internship with IRCON.

Date

Signature
Name

Countersigned by

(Authorised Signatory)
For Head of the Institute
Stamp

IRCON INTERNATIONAL LIMITED
Application for Student's Training
(Summer Internship Training)

Affix recent
Passport size
Photograph

Details of the trainee (Strike out whatever is not applicable)

Name (in capital) _____

Date of Birth _____ Gender: M/F, Category: Gen/SC/ST/OBC/Others

Address for Correspondence

Permanent Address: _____

Mobile No. _____ E-mail _____

Father/Mother's Name: _____

Father/Mother's Occupation: _____

If employee of IRCON

Designation _____
Place of Posting _____

Mobile No _____ E-mail _____

Academic Details:

Name of the Present
Institute _____

Name of the Present
Course _____

Present Semester/year _____

Last semester % age _____ %age of 10+2: _____ (Attach proof)

Discipline in which Internship is sought _____

Duration of Internship From _____ To _____
Specific Area(s) of Work/Interest (in Block Letter) for the Internship in the order of Priority
(i)
(ii)
(ii)

Preferred Location for Internship _____

<p>I _____ son/ daughter of _____ request the i/c nodal agency for granting me the permission to undertake student's training at IRCON- Corporate Office/ Site Office. I have not undergone any student's training in IRCON, of similar type before.</p> <p>Date _____ (Signature of applicant)</p>	<p>This is to Certify that the information furnished above is correct to the best of our knowledge Recommendation _____ by HOD/Faculty/Training _____ and Placement Officer.</p> <p>Date _____ (Signature and Seal)</p>
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NOTE:

- a) Certificate Copy (In case of SC/ST/OBC/)
- b) The application to be submitted with sponsorship letter from Institute.
- c) Trainee is not entitled to any remuneration in the form of stipend.
- d) Trainee will not claim any advantage for any employment.
- e) Trainee is liable to compensate to IRCON for any loss or damage to equipment and fittings that may be caused during the course of training.
- f) Trainee will not be treated as employee of IRCON and will not claim any compensation or damages from IRCON on any injury during the training.