

#### Aryavart Bank Head Office

## A-2 /46, Vijay Khand, Gomti Nagar, Lucknow. ( AN UNDERTAKING OF GOVT OF INDIA, U.P. GOVT. & BANK OF INDIA)

Ref. No. HO/HR & I.L./KKS

Circular No. 02/ 56

Date: 19-06-2020

The General Manager,

The Assistant General Managers,

The Regional Managers, All Regional Offices

The Chief Managers/Sr. Managers,
All Departments, Head Office/Training Centers

The Branch Managers/Chief Managers, All Branches

### Re: Summer Training/ Internship Policy

Please refer to Head Office Circular No. 01/13 dated 01-04-2019 vide which 'Summer Training/ Internship Policy' had been came in to force in the Bank.

We wish to inform that the 'Summer Training/ Internship Policy' of the Bank has been placed before the Board for review in its 09<sup>th</sup> meeting held on 02.06.2020 with some modifications and the same has been approved by the Board. The approved Summer Training/ Internship Policy is also being uploaded on Staff Portal of the Bank's Website for easy access to all the staff members.

Please bring the contents of this circular to the knowledge of each staff member of your Branch/Office.

Encl: Summer Training/ Internship Policy.

(Ranjit Singh) General Manager





# HEAD OFFICE.: A-2/46, VIJAY KHAND, GOMTI NAGAR, LUCKNOW SUMMER TRAINING / INTERNSHIP POLICY

#### 1. Objective of the Policy:

We are being approached by many students /Management Colleges /Institution to permit their students to undertake Summer Training /Project Work for duration of one /two months since such training /Project work forms part of the curriculum of Management and other courses. Usually such requests are more during the onset of summer, as many colleges plan project during summer breaks of the College/Institutes.

The aim of the summer training / internship program will be to provide the student (future professionals) with a comprehensive practical experience in a setting where learning is a primary objective of the experience. To this end, the basic purpose of summer training / internship is:

**For the Student:** To complete his/her professional preparation program in a controlled and supervised field experience. This program will serve as an opportunity for students to gain understanding about banking as a sector and Aryavart Bank in particular.

For the Bank: To sponsor and guide the student and to facilitate the experience while the student applies theoretical knowledge to practical situations. The internship program will allow the bank to accomplish organizational goals through project assignments executed by students. In addition, the internship program helps build the Aryavart Bank Employer Brand in reputed educational institute.

#### 2. Applicability:

- (i) Post-Graduate students securing at least 60% in Graduation / Under-Graduate Students securing at least 60% in Higher Secondary (Standard XII), shall qualify for Summer Internship (55 % for reserved category Candidates)(Application Form- Annexure –I)
- (ii) The Bank proposes to advertise this Internship / Summer Training programme on the Bank's website; hence the Bank may consider the request of reputed colleges / institutes based on relationship and requirement. The Bank may also respond to open advertisements issued by reputed Institutions, as per need. Preference will be given to those Interns studying / residing in command area of the Bank for logistic convenience.
- (iii) The Summer Training or internship shall include the training given to all those interns who are taken on stipendiary or non-stipendiary basis for a limited period of time for doing a specialized project/assignment, which should be related to Banking/ Finance/Marketing/Human Resources/ Agriculture / Commerce etc., as part of their academic requirements.

#### 3. Process Owner

The HR department will be responsible for the design, implementation and further modifications of the Summer Internship Policy in the Bank.

#### 4. Process and Guidelines:

Following summarizes the process flow to be followed for Summer Internship in the Bank:



- (i) Concerned Departments & Offices at Head office and the Regional Offices raise requisitions based on the identification of specific areas pertaining to Banking/ Finance/Marketing/Human Resources/ Agriculture / Commerce etc., and number of applications / requests received for summer training / internship.\*
- (ii) Students pursuing specific courses mainly from colleges / institutes of repute, approved by Govt. of India / UGC /State Govt. are eligible for summer internship program.
- (iii) Bank proposes to advertise this Internship / Summer Training programme on the Bank's website; hence the Bank may consider the request of other reputed colleges / institutes based, on relationship and requirement. The Chairman shall allow such request from the colleges or students.
- (iv) Bank on its part also may respond to requests from other reputed Institutes and / or participate in their Open Advertisements for summer Internship Processes.
- (v) HR department at Head Office Consolidates the total requirement.
- (vi) Selected candidates are provided projects & guides by respective Departments at Head Office / Regional Offices.
- (vii) Selected students to complete documentation formalities.
- (viii) HR department at Regional Office, as the case may be, conducts a half day on-boarding Program.
- (ix) A mid-project review is conducted by the project guide with the HR Department, at Regional Office.
- (x) Intern will submit a report on the basis of which, a Certificate of completion will be issued to the student by the Branch / Office where he was placed for training. The Bank reserves its right to use such project reports for its organizational requirement and goals.
- (xi) Feedback on experiences at the Bank and suggestions garnered from Intern.

#### Note:

- \* The project to be assigned should be of use and contribute to the organizational requirements.
- \*\* No department/ office / Branch shall allow any Intern to undergo Summer / Internship Training without the approval of Head Office.

#### 4.(A) Requisition and Selection

- (i) Heads of all Departments at Head Office and Regional Offices, who require students for undertaking any project, shall identify specific areas pertaining to Banking/ Finance/Marketing/Human Resources/ Agriculture / Commerce etc., wherein students can do project work for a specific period. This requirement shall be sent to HR Department at Head Office by April every year giving details of the project, duration, number of students required etc.
- (ii) HR Department shall compile the list of projects based on feedback received from various sources and the same will be circulated to the Branches/ Regional Offices.
- (iii) All requests will be approved at Head Office level by the Chairman / General Manager. The Regional Office should forward with Regional Manager's recommendations summer training / project work requests within policy frame-work. In case, requests for summer training are received by the Branch, the Branch should send such requests through Regional Office to Head Office. Such requests should mention preferences for project, placement along with duration or exact dates for summer training.

#### (B). Placement of Summer Intern:

(i) The Concerned Department Head / Regional Manager who sent the application / request along with his recommendation shall identify a project for the intern. The project to be assigned should be of use and contribute to organizational requirements.

