



**GRAMIN BANK OF ARYAVART
HEAD OFFICE,
A-2/46, VIJAYAKHAND, GOMTINAGAR, LUCKNOW**

Ref. No.: HO:PERS.IL: 01

Date : 01-06-2018

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 Gramin bank of Aryavart 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 Gramin Bank of Aryavart 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, the Field General Manager's Offices and also 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 /GMOs.**
- (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 GMOs/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/ GMOs
- (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 through their GMOs, 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 and GMO 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.

(ii) The Concerned Department Head/ Regional Manager shall also identify an employee from within the Department/ Region who shall be the Project guide for the Intern. This shall be informed to the HR Department at Head Office / GMOs.

(iii) It will be primarily our practice to send the students to branches, where they can have the first hand experience of various facets of real banking. Our experience is that the Branches have welcomed the move to place student/s for such training / project work.

(v) Such students will be our link to the new generation. Our dealing with them will initiate a life-long relationship. We will utilize this opportunity to reach the students of professional colleges as our potential customers of various products. It will be our endeavour to impress upon them our vision, mission and work culture. Separate E-mails of profile of the Bank depicting the culture of our Bank and business background, will be made available to the students after making due up-dations. At the end of the profile, interesting pages from our website will also be mentioned, which are worth visiting. In addition, we feel that the student may be encouraged to open Saving Bank

Account, Recurring Account or other Accounts for himself / herself / or his / her family members with our Bank, as starting of a lasting relationship.

5. Internship

(i) The Internship shall be for duration of 4-8 weeks during which the intern must maintain the office timings

(ii) At the commencement of the Internship period, Students must submit a copy of HSC / Graduation Certificate / Marksheet, as the case may be, to enable the Bank to assess their eligibility.

6. Type of Internship:

The Bank, at its discretion, may or may not pay any stipend to the intern during the Internship period of 8 weeks.

a) **On Stipendiary basis.** The stipend will be paid to only those interns, who have been selected strictly through above selection process. In case the Bank decides to pay any stipend to the Intern, the amount to be paid as stipend shall be as follows:

Tier type of campus	Stipend for Summer Interns (in INR)
Institutes approved by Govt. of India / UGC / State Govt.	Rs. 8000/- p.m (Lumpsum)

b) **On Non- Stipendiary basis:**

It will be meant for all those Interns, who have been allowed but not selected through above selection process. In this case no stipend will be paid to the Intern. For such cases, the General Manager Head Office will be the Competent Authority.

7. Terms and conditions

(i) Selected students will have to furnish an affidavit duly stamped along with Declaration of Fidelity & Secrecy to the Bank as per proforma **(Annexure II)**.

(ii) The Intern must complete the project within the specified duration.

(iii) All Information provided to the Intern in the form of reports, correspondence, etc. shall be treated by him / her in strict confidentiality and should not be used for any other purpose other than meeting project objectives.

(iv) All Information provided to the Intern in the form of reports, correspondence, etc. shall be treated by him / her in strict confidentiality and should not be used for any other purpose other than meeting project objectives.

(v) Any damage caused or misuse of Bank's property by the Intern will render him / her liable for his / her actions and he / she will have to make good the damage caused.

(vi) The Intern should not include any confidential data in the project report without the prior consent of the project guide. Such confidential data must not be disseminated outside the bank under any circumstances

(vii) No offer or commitment by the Bank for future employment of whatsoever nature.

(viii) The intern will not interfere in the functioning of the Bank. They shall undertake their project work without jeopardizing the interest of the Bank.

(ix) The intern shall not have any access to CBS/LAN/various established packages already in use in the Branchy/Department.

(x) The Intern will not be provided with any computer system / PC etc. for undertaking the project.

(x) The name of the Intern should not be entered in the attendance register of the branch / office.

(xi) The contents of training project report to be used only for academic purpose.

(xii) A copy of the report to be submitted to the Bank by the student. The Bank may use this report for its organizational requirement and goals.

(xiii) Not more than two Interns to be placed at any particular branch/office, at the same time.

(xiv) Recommendation by the College will be required, in case of direct approach by the student.

8. Issue of Certificate of Completion:

(i) The project report, complete in all respects, must be submitted by the intern to his / her project guide.

(iii) Upon completion of summer training and submission of the project report by the student. A suitable Certificate (**format enclosed – Annexure III**) may be issued to the student by the Branch / Office where he was placed for training.

(iii) The Intern must return all records / files etc., which may have been issued to him / her during his / her internship period.

(v) HR department at Regional Office shall maintain complete record of all the interns who have undergone Summer Internship in the Bank.

9. Feedback from Candidate:

The HR department, Regional Office will solicit feedback from the Intern on his experience while interning in the Bank. [**Annexure -IV: Summer Internship Feedback Form**]

10. Annual Review

The policy is subject to annual review.

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ANNEXURE-I

Prescribed Application Form – Domestic Students

Name & Full Address of:
the institution

Latest passport size
photograph of the
student

Institute's Phone No.:

1. BIO – DATA

Full Name: Mrs/Ms/Mr (Surname first)		:	
Date of Birth		:	
Full Postal Address for communication		:	
Telephone No.	Institution	:	
	Residence	:	
	Mobile	:	
	E- mail	:	

Educational Qualifications:

Exam	Univ./Institute	Year of Passing	% of marks	Subjects (Arts/Commerce/Science/ Tech. etc.)

Additional Qualifications (CA/ICWA/Computers, etc.)	:	
Name of the current course being pursued	:	
Subjects of Specialization/ Interest	:	
Work Experience	:	
Extra Curricular Activities	:	
Projects undertaken	:	

Project Preferences (Please note that it may not always be possible to allocate project of your choice)	:	
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I certify that the above information furnished by me is true to the best of my knowledge and belief.

Place : _____ Signature :

Date : _____ Name :

2. Authentication of particulars furnished in (1) above by the Institute /University

This is to certify that the information furnished by Mr./Ms./Mrs _____ in the form of application at (1) above is correct to the best of our knowledge.

Recommendations, if any

Signature & Seal of Authorised Official

Annexure – II

SECURITY BOND

This agreement of secrecy and indemnity made at _____ on the _____ day of _____, 201__
between Shri/Ms. _____ S/o, D/o Shri
_____ r/o _____

_____ (hereinafter referred as "The Trainee" which expression unless and until repugnant to the context shall mean and include his/her heirs and successors) of one part and Gramin Bank of Aryavart, a body corporate constituted under the Regional Rural Bank Act, 1976, having its Head Office at 2/46, Vijay Khand, Gomti Nagar, Lucknow and _____ (hereinafter referred to as "The Bank" which expression unless and until repugnant to shall mean and include its successors and assigns) on the other part.

WHEREAS the trainee is a student of the _____ And with a view to undergo _____ training programme in various functional areas of _____ as desired by the Trainee.

AND WHEREAS at the request of the _____ the Bank has agreed to allow the trainee to undergo training at _____ subject to the trainee executing an Agreement of Secrecy and Indemnity in favour of the Bank.

NOW IN CONSIDERATION OF THE PREMISES, THIS AGREEMENT WITNESSETH AND IT IS AGREED BETWEEN THE TRAINEE AND THE BANK AS FOLLOWS:-

The Trainee will abide by all the directions and instructions by the Bank or any of its officers from time to time during the period of his undergoing the training.

The Trainee will not communicate or allow to be communicated or divulge any information to any person regarding the systems studied / information gathered / to be gathered by him during his training period in the Bank

The Trainee will keep the Bank safe, harmless and indemnified against all claims, demands, action, proceedings, losses, damages cost charges and expenses (the legal costs being between attorney and client), which may be brought or commenced against the bank or be paid, sustained, suffered or incurred of the Trainee communicating or allowing to be communicated or divulging any information to any person regarding the system studied/information gathered by the Trainee during the course of his / her training in the Bank.

The Trainee also agrees with the Bank to execute any other documents from time to time as may be required by the bank.

IN WITNESS WHEREOF THE TRAINEE HAS SIGNED THIS AGREEMENT ON THE DATE AND THE YEAR FIRST HEREINABOVE MENTIONED.

(SIGNATURE)

Name : Shri/Ms.

Annexure – III

On Bank's Letterhead

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri / Ms. _____ a student of _____ college / Institute undergoing _____ course, has completed _____ week/s training with our Bank from _____ during which time he / she was placed at our _____ Branch / _____ Office, _____ Department.

The conduct and responsiveness of Shri / Ms. _____ during the training period has been found to be Excellent / Very Good / Good.

Shri / Ms. _____ has submitted his / her project report on the subject / topic _____.

This certificate is being issued without any commitment on the part of the Bank for future employment of whatsoever nature.

For Gramin Bank of Aryavart

Name:

Designation:

Annexure IV:

Summer Internship Feedback Form

Name of the Summer Intern:	
Project mentor:	Project Title:
Location:	Year :

Please fill in the following form keeping in mind your overall experience during your internship with our Bank

	Fell well below Expectations	Below Expectations	Met Expectations	Exceeded Expectations	Significantly exceeded expectations
Did the "Summer" experience as a whole meet your Expectations					

	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree
External Business Orientation						
The Internship provided an Insight into the business and Banking world						
'Live' banking Assignments gave a rich hands on experience as to what it is like to work as a banker						
Gramin Bank of Aryavart Experience						
I have got a good understanding of the Bank's products ,etc. services						
I felt a part of the bank & not just an "trainee"						
Given an Opportunity,I would like to re-join Gramin bank of Aryavart in the future						
Project/Guide/Team Experience						
The Assigned project was interesting and challenging						
My Project Guide clearly defined the project objective and scope at the beginning of the						

Internship						
My Project guide/mentor directed me to relevant contact points and knowledge resources necessary to my project						
I was given regular feedback (formally or informally) via meetings with my project facilitation /guide/senior						
The Project team was very friendly and helpful						
Outcome / delivery on assignments tested my rigor and technical ability						

Please write any additional comments or thoughts you have about your experience during Summer Internship that might be helpful for us in evaluating our program better:

(SIGNATURE)

Name : Shri/Ms.