



Internship Policy

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Objective

Developing an Internship Policy is an impactful strategy for creating future talent pool for the industry. The internship program not only help students undergoing professional courses to gain practical know-how but also benefits the organization with fresh perspective on business issues. It also creates the future talent pipe-line for the organization. We endeavor to make the Internship program mutually beneficial for the intern and the organization. This policy aims to: -

1. Provide practical experience to learn, understand and sharpen the real time technical/managerial skills required for the job
2. Further enhance our contribution towards society by supporting young generation
3. This program helps the organization build the employer brand in reputed educational institutes
4. Create brand Ambassadors
5. Augment and strengthen the efforts being put in by regular employees

Process and Guidelines

- The company will provide opportunity to students from leading technical/non-technical institutes and universities to undergo training in different disciplines on various projects of the organization
- Departments requiring interns will intimate the number of summer interns required to HR Department in advance.
- The student will have the option of choosing the nature of the project which can be technical/non-technical depending upon the curriculum requirement of the respective university/ institution
- Students of undergoing professional courses such as ICAI shall not come under the purview of this policy including trainees covered under Apprentice Act / NAPS.
- The total intake capacity per annum will be 100.
- Projects will be in the disciplines of HR/Finance/CS/Law/Sales/Marketing/legal/D&D/R&D/Social Development/Production/SCM/Civil/IT
- The institute has to send a letter to HR department expressing their intent to send their students for Internship along with their Curriculum Vitae duration of Internship training
- Depending upon the intake capacity and projects in pipeline, the HR department will send confirmation along with expected start date of Internship
- The selection process shall be as per the recruitment policy. Key focus shall be on the alignment to culture and values of Jaipur Rugs
- On selection, the candidate has to sign an undertaking which will be provided by the company, at the time of joining. No boarding or lodging will be provided to interns. No fee is charged from Interns
- On joining, the intern will be assigned a project guide under whose guidance, the intern will carry out the training.
- On completion of the Internship, the intern will prepare a project report (digital report or hard copy) and submit the same to HR Department duly signed by Project Guide. The report should include ideas/suggestions for improvement. After submission of the report, HR department will issue the Internship Completion Certificate.

JAIPUR RUGS

- The evaluation matrix –
 - Display of Values / Culture – 35% (also acts as a disqualifier)
 - Application of knowledge – 20%
 - Adherence to process/instructions – 10%
 - Completion of tasks – 20%
 - Value add to the role – 15%

Terms and Conditions

- Selection will be on the basis of academic scores (minimum 60%) and personal interview
- Competent authority for finalization of Intern will be Head HR along with the concerned HOD
- The Intern must maintain regular attendance, honesty, punctuality and willingness to learn. Any act of indiscipline will lead to termination of Internship
- Intern will obey the policies, procedures, rules and regulations of the company and will be under the administrative control of the Project Guide
- The company at its sole discretion, terminate the internship without notice. Also, an intern can leave the program, if he/she desires by giving seven-day notice to Project Guide. No certificate shall be awarded to such cases
- Company will not be liable for any injury or health deterioration during program.
- The internship program shall not cover any claim or right for full time employment
- The internship period shall be for a maximum duration of 8 weeks
- All information provided to the Intern in the form of reports, correspondence etc. shall be treated as confidential and should not be used for any other purpose, other than meeting project objectives
- The intern must return all records/files etc. which may have been issued during the internship period
- HR department shall maintain record of all the Interns who have undergone summer internship with the company

Stipend and Other Expenses

The company at its discretion, may or may not pay any stipend to the intern during the internship period. In case company decides to pay stipend, it will be decided by the HR Head. Stipend will be calculated based on attendance

Process Owner

The HR department will be responsible for the design, implementation and further modification of this policy.