

RULES FOR THE SUMMER / WINTER INTERNSHIP PROGRAM

FOR ENGINEERING STUDENTS



Following rules / regulations / conditions are set for the internship programs run by the company. They are mandatory on both the parties who sign the unregistered internship agreement. The rules / conditions are laid for the disciplinary purpose and are very transparent and no aim to lock or restrict the students as well as company. However, the company expects that the Interns joining the internship programs, possess a good amount of sincerity and integrity towards learning and career enhancement as well as maintain the confidentiality towards the data provided to them during the internship period. This document is developed by M/s SGAWings Civil Engineering Consultants

and Advisor (OPC) Pvt. Ltd., Mumbai for their internal reference purpose for clarity and benefit of the students / interns and self.

1. Duration of Internship & coordinator	:	All the Internship programs are run for a duration of 6 months unless, specifically mentioned along with respective program advertisement. Each program will have one coordinator assigned with a program.
2. Mandatory Qualifications	:	Generally, the internships are offered for the post-graduate engineering students in the final year from reputed institutes like REC / NIT / IITs and other eminent institutions (however any deserving, eligible, sincere student may apply for this).
3. Stipend	:	Currently the internships are conducted to give an opportunity to students to interact with professionals and live projects. This is converting the theory into practice. The stipend is not provided unless the interns are working on some specific (yet rare case) of industry funded projects. The availability / non-availability of stipend for specific programs will be announced with the respective programs.
4. Infrastructure and mode of operation	:	Student should have own laptop, mobile, personal calculator, pen, pencil, notepads for writing etc. No stationery or infrastructure will be provided from the company. Considering the pandemic situations, the students are expected to 'Work from Home'. (This clause will be reviewed in future again as per situations).
5. Language	:	The medium of instructions / discussions and work, followed during the internship will be ' <u>English</u> '.
6. Working Hours	:	Work hours will be 9am to 6pm from Monday to Saturday with one hour lunch break (1pm to 2pm). But these hours are flexible and could extend / reduce as per project requirements / submission schedules. However, the core purpose of working is to 'learn and excel professionally'. Sunday is weekly off for students to take rest and get rejuvenated for next working week.
7. Accommodation and traveling allowance	:	Company does not provide any accommodation or traveling allowance to the students as on date.

8. Media for communication	:	The course coordinator assigned by the company will interact with the student/s, online (through google meet / mobile call / email) in working hours stated above. Students are expected to attend the calls on time.
9. Joining Procedure	:	<p>The desirous students can apply for internship referring to advertisement/s published by the company on their website / LinkedIn / Facebook / Insta page.</p> <p>Students meeting the relevant qualification for respective program will be shortlisted (proportionate to required vacancies) and will be intimated to attend the online interaction / interview of about 45min duration. Selected students will be officially intimated by the company. Such students should produce a bonafied letter from college and NOC from the parents. After this company will issue appoint letter to student/s for internship with date and other details.</p>
10. Leaving the program	:	All students are expected to complete the whole duration of internship; however, in certain emergency situations if any Intern is unable to complete the program then should state valid reason and a letter from college and parents to discontinue the internship. In such an unfortunate drop-out case no certificate will be provided to the candidate.
11. Work records and final report	:	<p>Interns are expected to maintain the record of work done and key learnings from these assignments on a day today basis (without piling-up the documentation at the end of the program); the habit of documentation relieves the burden at the end of the program.</p> <p>At the end of the internship duration, the course coordinator will ask the student to deliver a brief presentation in Power point and a detail / exhaustive report.</p>
12. Certification	:	After successful completion, an experience certificate will be provided to individual interns.
13. Further opportunities	:	<p>Company may offer 'permanent employment' to deserving students who perform outstanding during the internship period. (It will be solely companies decision to whom to offer employment or not).</p> <p>This is a Golden Opportunity in this competitive period for the industry. The rules for employment salary structure etc. will be as per company norms and same as other employees.</p>

Best Wishes to all Interns

**SGAWings Civil Engineering Consultants and
Advisors (OPC) Pvt. Ltd. Mumbai**

Website : www.sgawings.com
 LinkedIn : <https://www.linkedin.com/company/sgawings-consultant/?viewAsMember=true>
 Facebook : <https://www.facebook.com/SGAWings-Consultant-104253098394101>
 Instagram : <https://www.instagram.com/sgawingsconsultant/>

**** Note - This policy document was formulated in March'2021, will be reviewed in Sept'2021 and March'2022)**