Internship Policy

Scope & Purpose:
This policy outlines CodeCraft's approach to engaging interns for assignments aligned with the
organization's goals while supporting the academic requirements of students. It covers the onboarding
process, stipend structure, infrastructure provisions, monitoring mechanisms, and general guidelines for
internships.
Description:
Types of Internships
HR Internship
Technical Internship
• Duration: Minimum commitment of 3 to 6
months.
• Location: On-site only. Remote internships
are not permitted.
• Stipend:
− 3 months – ₹5,000 per month +
Certificate of Completion
− 6 months – ₹10,000 per month +
Certificate of Completion
• Duration: Minimum
commitment of 6
months.
• Location: On-site only. Remote internships
are not permitted.
• Stipend: 6 months – ₹4,000 per month +
Certificate of Completion
Note: Laptops will be issued only to interns enrolled in the 6-month technical internship.
Evaluation and Employment Opportunity
Upon completion of the internship, CodeCraft will evaluate the intern's performance. Based on the
evaluation and availability of positions, the company may offer employment. The decision lies solely
with the organization.
Holiday & Leave Eligibility
Interns are allowed 1 sick leave/month of internship. Eg: 2 months internship – 2SLs, 3 months internship
– 3SLs. Interns shall follow CodeCraft Holiday calendar during their internship period unless advised
specifically.
Termination of Internship

The organization reserves the right to terminate the internship without stipend or certificate if the intern
fails to adhere to the policy or demonstrates unsatisfactory performance.

Completion of Internship
• A certificate will be issued upon successful completion of the internship.
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Interns are required to raise a formal request for the certificate.

Mentor/Reporting Manager Responsibilities
Each intern will be assigned a mentor or reporting manager responsible for:
• Providing organizational context, induction, and training.
• Assigning tasks and reviewing progress at regular intervals.
• Monitoring quality of work and providing ongoing feedback.
• Approving the successful completion of the internship.
Note: Interns may lack deep technical or functional expertise. Managers are expected to provide
appropriate support and guidance.

General Guidelines
• This policy is subject to change at the discretion of CodeCraft Technologies Pvt. Ltd.

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• Any amendments will be communicated to all concerned parties.
• The company's decision in all matters shall be final and binding.

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