

IBC24 –SB Multimedia Pvt. Ltd. (IBC24)



Policy Nomenclature

Policy Title: Intern Policy

Policy Authorizer: COO

Decision

Approved



Unapproved



Issued On – August 16, 2019.

Version – 1.0

1.0 Introduction

This document describes general requirements of Intern for all department of IBC24

General Guidelines

1. Each department will communicate to HR (by email) about the requirements of the Intern at least one month prior.
2. Maximum 14 (fourteen) interns (including all departments and Shifts) will be taken in each month. This is to maintain the office decorum and facilities.
3. Interns will only be entertained with the request letter by college/ email from college/ request letter by competent authority available with them.
4. HR will confirm the internship based on the availability and requirement via email/ communication to the intern and the concerned dept.
5. Interns can be inducted in any individual department for 30/ 45/ 60 days only (as per the availability and requirement)
6. Interns will be coming for the internship at the office premises at their own risk and cost. (to be taken in written, with self-attest). IBC24 will not be responsible for any loss and neither for health, safety and welfare issues.
7. Internship period will be non – paid. In case of Paid Interns requirement, special approval will be taken from COO.
8. The Interns after joining will be handed over to the required department HOD. HOD can provide internship in any sub vertical of his department only. If HOD requires another department support, he can communicate to the concerned Department HOD (with HR).



9. It is mandatory for all the interns to maintain the attendance in the Intern register each day.
10. Interns will be given Certificate only on the no. of full days present as per the attendance register, only on the final submission of Report in Soft copy to HOD and HR dept. If the candidates fail to complete the committed days of internship, his/her internship will stand cancel.
11. It is also mandatory for all the interns to wear ID Cards in the office premises. Interns should be dressed in decent formal wears
12. Interns are not allowed to click any Photographs in the office premises.
13. It is complete responsibility of HOD for the equipment's usage, content confidentiality and handling by the intern.

Exceptions:

This policy is subject to modification, amendments and alterations by the management at any point of time without any prior intimation or notice.