

Cyberpark/KeralaIT Parks - Internship Policy

Purpose:

By engaging apprentice in the area of training for one year term as per the Apprenticeship Act, the organization will gain fresh perspectives on emerging areas by suitably deploying fresh talents from Academic Institutes / industry etc. for limited duration. Cyberpark will also get innovative ideas and inputs for new directions/activities. This will also allow young talent from premier educational institutes to be associated with IT Parks – Kerala (Cyberpark) in emerging Technical and management areas as part fulfilment of their academic course or as part of training before employment in a mutual way.

Eligibility:

The applicant should be:

1. B.Com/M.com/CA(Inter)/ICWAI(Inter)/CS/LLB/LLM/B.Tech/M.Tech/BBA/MBA/BCA/MCA from an institute of national repute. Any other qualifications may also be considered on specific requests and approvals.
2. Minimum 60% marks.

Duration of Internship:

The period of internship shall be 1 year. This can be extended upto 2 years in case of exceptional candidates. No further extension beyond 2 years is possible.

Token Remuneration:

Cyberpark shall pay a token remuneration to the interns as follows:

For Graduate students/Graduates in the above discipline – Rs. 15,000/- per month
For Post Graduate students/Post Graduates in the above discipline – Rs. 18,000/- per month

No other allowance or reimbursement of any expenses will be allowed.

Certificate of Internship:

Certificate containing the brief of the work done, will be issued to the interns on successful completion of internship and submission of report by the intern. The certificate may be issued by HRD.

Procedure for Selection of interns:

1. Advertisement through website
2. Cyberpark shall collect the requirement of interns from every Department and details of projects wherein the interns are expected to work along with the provisions for payment of stipend.
3. A screening committee, shall evaluate the students' profiles to shortlist the students to be considered for interview, based on the marks obtained in last semester and requirements of the Departments. Following is the constitution of the screening committee:

- | | |
|-----------------------------|-------------------|
| (i) Internal Subject expert | - Chairman |
| (ii) Finance expert | - Member |
| (iii) HR or his/her nominee | - Member |

4. The shortlisted students shall be interviewed (in person or skype) for final selection as interns by the following committee:

- | | |
|-----------------------------------|-------------------|
| (i) CEO / his nominee | - Chairman |
| (ii) Head of Concerned Department | - Member |
| (iii) Subject expert | - Member |

No TA/DA shall be applicable to the candidates for attending the interviews.

Terms and conditions:

1. Department Head shall nominate a mentor to guide and evaluate the interns.
2. Number of interns permissible should be restricted to maximum 5 for Malabar Region.
3. **Internship Report:** After completion of the internship, the student should prepare a comprehensive report to indicate what he has observed and learnt during the internship period. The report shall be signed by the Mentor and Department Head after review.
4. Mentor will also be responsible for overall compliance and conduct of the interns.

--- END OF DOCUMENT ---

IT Parks – Kerala (Cyberpark) Internship Policy

CERTIFICATE OF INTERNSHIP

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms _____, a student of _____ University/Institute has successfully completed his/her Internship with IT Parks – Kerala (Cyberpark) _____ from _____ to _____.

During the period of Internship he/she worked in the following areas:-

Mr/Ms _____ was found punctual, hardworking, during the period of internship **(This clause is optional)**

This internship was completed for part fulfilment of the requirements for his/her _____ course.

We wish him/her every success in his/her future endeavours.

(Signature)

HR