



**NATIONAL BUILDINGS CONSTRUCTION CORPORATION LIMITED**  
(A Government of India Enterprise)  
**CORPORATE H.R.M. POLICY DIVISION**

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**C I R C U L A R**

**SUB : POLICY ON "REVISED INTERNSHIP TRAINING"**

Reference this Office Circular No. HRM : Policy 2015 / 2906 dated 20.5.2015 circulated through EPR on the subject.

Revised Policy on the subject, incorporating certain modifications is now being uploaded in the ERP as **ANNEXURE** to this Circular. This Circular supercedes the aforementioned Circular issued on the subject.

  
[ MANAS KAVIRAJ ]  
GENERAL MANAGER (HRM)

No.:NBCC:HRM-Policy Cell:2015-16/3134

Dated : 18.06.2015

**Distribution** : Through ERP : ✓

1. All EDs/HODs in Corporate Office.
2. SO to CMD / SEOs - Director (Finance) / Director (Projects)
3. EO to Director (Commercial) / EO to CVO
4. All RBG Heads / SBG Heads / Zonal Heads / Unit Incharge(s), NBCC Ltd.
5. GM(F)-Salary Section, NBCC Ltd., HO.
6. CGM(CSR & Training), EDC, Ghittorni / Company Secretary, HO.
7. CEO, NBCC Services Limited, J.L.N. Stadium, Lodhi Road, New Delhi.

  
18/06/2015  
[AJAY KUMAR GULATI]  
DY. GENERAL MANAGER (HRM)

**" REVISED POLICY ON "INTERNSHIP TRAINING".**

The rise in global competition for a talented and innovative workforce has prompted organizations to devise strategies to gain a competitive edge. Developing an internship policy is an impactful strategy for creating future talent pool for the industry. The Internship program not only helps freshers in gaining professional know-how but also benefits corporates on fresh perspectives of business issues and even discovering future business leaders.

**1. OBJECTIVE :**

Internships are educational and career developmental opportunities providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. The work should be meaningful and must be mutually beneficial for the intern and the Company; therefore, it is important to consider the type of work they will undertake.

The ***Internship Training Policy*** aims at the following :

- (a) To create conditions conducive to quest for knowledge and its applicability on the job.
- (b) To provide all possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at job
- (c) To further enhance our contribution towards society creating competent professionals for the industry.

**2. INTERNSHIP TRAINING -APPROACH & METHODOLOGY**

**Approach**

Every year, NBCC will provide opportunities for **Internship (Semester Projects/Summer / Winter Training)** to students from leading **Technical / Non-Technical Institutes, Universities and Deemed Universities, recognized by AICTE and UGC** to undergo training in different disciplines at various projects/departments of the Company pan India. The students have option of choosing the nature and duration of the project which can be Technical / Non Technical projects depending upon the curriculum requirement of the respective universities. The total intake capacity per annum will be **40 for the Semester Projects** (including both Technical and Non-Technical Projects), **35 for the Summer Training (Short Duration) for 3-4 months, 60 for Summer Training for less than 3 months & 20 for Winter Training for less than 3 months.** Technical projects will be in the disciplines of Civil / Mechanical / Electrical / IT. Non-Technical Projects will be in the disciplines of MBA or equivalent program /PG Diploma in HR/Finance/Marketing/IT/CC/Law. All the students will be entitled to be paid a monthly stipend as per the details given below :



S.No.	Particular(s)	Nature of Project	In Take Capacity		Duration	Lumpsum* Stipend Amount (In Rs)
A	I Semester Project / Internship	Technical		30	5- 6 months	10,000/- per month (inclusive of all)
		Non-Technical		10	5-6 months	7,000/- per month (inclusive of all)
	II Summer Training Short-Duration	Technical	Engg/Arch	30	3-4 months	5000/-per month (inclusive of all)
		Non-Technical	MBA/LAW /FIN	5		
	III Summer Training	Technical	Engg/Arch	50	Less than 3 Months	No Stipend
		Non-Technical	MBA	10		
	IV Winter Training	Technical	Engg./Arch	20	Less than 3 Months	No Stipend
B	Besides, the above, Management Trainees are also imparted training for 15 months on request from ICSI for Company Secretaries @ Rs. 8,000/- for Intermediate & Rs.10,000 for Final Pass students. Intake is to be kept 05 (Five) in each Category					

**\*No accommodation will be provided to interns.**

### 3. METHODOLOGY TO BE FOLLOWED :

- Only the recognized institutes / University / Deemed University may send a letter to Incharge (Training), NBCC Training Division, EDC, Ghitorni, New Delhi (e-Mail ID : trainingnbcc@gmail.com] expressing their intent to send their candidates to NBCC by **30th June for Summer Training and 30th November for Winter Training, of each calendar year.**
- The last date for receipt of application can be relaxed by the Committee in special circumstances in respect of Training Courses of more than 3 months.**
- The Institutes / Universities will further be asked to send the CVs **alongwith I.D. Proof** of the students, **who have secured minimum 65% of marks in the semester for taking Internship for 3 to 6 months**, for shortlisting at our end.
- The selection will be made through an Internal Committee for the Training Program of more than 3 months. The Committee will be **constituted and headed by ED(HRM), Corporate Office.**
- For Summer / Winter Training below 3 months, the students will be shortlisted on **first come first serve basis.**





- (vi) Depending on the intake capacity, the intimation of shortlisted candidates will be sent to the Institute / University concerned by Training Division, EDC, Ghitorni / Corporate HRM as the case may be mentioning the expected start date of internship.
- (vii) On his / her selection for internship, an "**Undertaking**" should be signed by the "**INTERN**" in the Format which will be provided by NBCC at the time of his / her joining.
- (viii) On the date of reporting for Internship, the intern will be assigned a **Project Guide**. The Project Guide will play a facilitator role for the learning and knowledge management of the intern.
- (ix) **The Training Division, EDC, Ghitorni, New Delhi-110 030 will make the payment of stipend to the eligible Trainees directly to their account through RTGS / NEFT.**
- (x) **Regarding Management Trainees (15 Months Training)** for **Company Secretaries from ICSI** as per details given above (B), the procedure for Internship Training is mentioned as under:
  - (a) Letter may be sent to HRM, Corporate Office, Lodhi Road, New Delhi-110003 (011-24367314-17, Ext.1205) or mail at **[gmhrm.nbcc@gmail.com]**.
  - (b) For the selection of MT, the necessary Committee will be constituted and headed by ED(HRM).
  - (c) The payment of stipend to the MT will be processed by Company Secretary separately.
- (xi) On completion of the Internship, the intern will prepare a **Project Report** and submit the same in soft copy to **NBCC Training Division, EDC, Ghitorni**, through Project Guide / Company Secretary for 2(B).

#### 4. TERMS & CONDITIONS :

A student would be eligible for an internship based on the following criteria;

- (i) The student must be in good academic standing in his / her respective discipline.
- (ii) The internship program does not include compensation of any kind, boarding, lodging, transportation etc.

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- (iii) No fee would be charged from the interns.
- (iv) Intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- (v) Minimum attendance shall not be less than 75%.
- (vi) Intern will demonstrate honesty, punctuality and willingness to learn during internship program.
- (vii) Intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.
- (viii) Intern assumes all the risks of participating in the internship program. In consideration of the opportunity offered to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, or either of.
- (ix) The intern will be under the administrative control and discipline of the head of the Project/ office concerned.
- (x) Company may at any time in its sole discretion, terminate the internship without notice or cause. Also an intern can leave the program, if he/she desires, giving prior notice of seven (07) working days to the controlling officer. No certificate shall be awarded to such an intern.
- (xi) The Internship program will be non-transferable.
- (xii) Company will not be liable for any injury sustained/health deterioration that may arise during the course of the internship.
- (xiii) The internship course shall not confer any claim or right for any employment in or any office/ establishment under the administrative control of the Company
- (xiv) In case of any dis-obedience / misbehavior / misconduct, he / she will be immediately be sent back to the concerned college / institute / university.
- (xv) This Policy is effective from 20.05.2015.**

## 5. Report

On successful completion of internship, the trainees will have to submit a report giving their feedback including ideas / suggestions for improvement/ innovation etc. Subsequent to the submission of the Report, a **Certificate** will be issued by the Training Division, EDC, Ghitorni, **only after receipt of Attendance Certificate of not less than 75% of attendance from projects where the trainees have been posted.**

