



**MAHARASHTRA METRO RAIL CORPORATION LIMITED**  
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

**POLICY ON INTERNSHIP TRAINING**



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**POLICY ON INTERSHIP TRAINING**

**1. SHORT TITLE AND COMMENCEMENT:-**

1.1 This policy shall be called "Maha Metro Policy on Internship Training".

**2. APPLICABILITY: -**

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

**3. OBJECTIVE:-**

3.1 Internships are educational and career development opportunities providing practical experience for the undergraduate B.E/B.Tech and Management Studies in a field or discipline. They are structured, short term, supervised placements often focused around particular tasks or project with defined timescale. The work should be meaningful and must be mutually beneficial for the intern and the Corporation. Therefore, it is important to consider the type of work they will undertake.

3.2 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 on the job.
- (c) To further enhance our contribution towards society in creating competent professionals for the industry.

**4. INTERSHIP TRAINING - APPROACH AND METHODOLOGY:-**

4.1 Approach: - Every year, Maha Metro will provide opportunities for Internship (Summer Training/ Winter Training/ Project Training) to students from leading Technical Institutes and Universities, to undergo training in different disciplines at various project/ departments of the Corporation. The duration of the internship shall not be more than 8 weeks. The students have the option of choosing the nature and duration of the project which can be Technical/ Non-technical project depending upon the curriculum requirement of the respective institutes/ universities. The total intake capacity per annum will be 60 including both Technical and Non-technical project for the Semester Project/ Summer/ Winter Training. Technical project will be in B.E/B.Tech engineering disciplines of Civil/ Mechanical/ Electrical/ IT. Non-technical



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project will be in the disciplines of MBA or equivalent programme/ PG Diploma in HR/ Finance/ Marketing/ IT/ CC/ Law.

### **4.2 Methodology to be followed:-**

- (a) The institutes/ universities may send a candidate's letter with CV to HR Department expressing their intent to send their candidates to Maha Metro for training.
- (b) Depending on the intake capacity, the intimation of shortlisted candidates will be sent to the institute/ university concerned by the HRM division mentioning the expected start date of the internship.
- (c) On his/ her selection for internship, the intern will submit an **"Undertaking"** in the format as per **Annexure-A** which will be provided by Maha Metro at the time of his/ her joining; while the college/ institute/ university to submit a **"Declaration"** in the format as per **Annexure-B**, which also will be provided by Maha Metro at the time of his/ her joining.
- (d) On completion of the internship, the intern will prepare a project report and submit the same in soft copy to the concerned unit/ HRM Division.

### **4.3 Terms and Conditions:-**

A student will be eligible for internship based on the following criteria:-

- (a) The student must be in good academic standing in his/ her respective discipline.
- (b) The internship programme does not include compensation of any kind, boarding, lodging, transportation etc.
- (c) No fee would be charged from the intern.
- (d) Intern will maintain a regular internship schedule determined by the intern and approved by his/ her project head.
- (e) The intern will demonstrate honesty, punctuality and willingness to learn during the internship programme.
- (f) The intern will obey the policies, rules and regulations of the Corporation and comply with the Corporation's business practices and procedures.
- (g) The intern must assume all risks of participating in the internship programme. In consideration of the opportunity offered to the intern to participate in the internship programme, the intern agrees that he/ she, his/ her assignees, heirs, guardians and legal representatives will not make a claim against the Corporation or any of its affiliated organizations, or either of.
- (h) The intern will be under the administrative control and discipline of the Head of the Project/ Officer concerned.
- (i) The Corporation may at any time in its sole discretion, terminate the internship without notice or cause. Also an intern can leave the internship



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programme, is he/ she desires, giving prior notice of seven (07) working days to the Controlling Officer. No certification shall be awarded to such intern.

(j) The internship programme will be non-transferable.

(k) The Corporation will not be liable for any injury sustained/ health deterioration that may arise during the course of the internship.

(l) The internship course shall not confer any claim or right for any employment in or any office/ establishment under the administrative control of the Corporation.

(m) In case of any disobedience/ misbehaviour/ misconduct, the intern will be immediately sent back to the concerned college/ institute/ university.

4.4 Reports: - On completion of the internship, the Trainees will have to submit a report giving their feedback including ideas/ suggestions for improvement/ innovations etc. Subsequent to submission of the reports, a certification will be issued by Maha Metro.

5. **INTERPRETATION AND RELAXATIONS**: - The decision of the Managing Director of the Corporation, on all interpretations and relaxations to this Policy, will be final. The power to interpret, modify, cancel, relax, and add to or amendment to any of these rules shall rest with the Managing Director, whose decision shall be final.



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**Annexure - A**

**FORMAT FOR UNDERTAKING BY INTERNS**

With reference to the internship offer vide Maha Metro letter No. \_\_\_\_\_ dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

**I hereby undertake the following:-**

- (a) I will be doing internship from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ at (\_\_\_\_\_).
- (b) I am not entitled to any remuneration in the form of stipend, salary or allowances of any kind from the Maha Metro. I am also not entitled to any pass or PTO (Personal Time Off) from Maha Metro.
- (c) I would abide by all General Rules and Regulations of discipline and conduct at the Maha Metro.
- (d) I am liable to compensate to Maha Metro any loss or damage to equipment and fittings that may be caused by me during the course of training in workshops etc.
- (e) I will not be treated as an employee of Maha Metro and such will not be entitled to any compensation or damages from Maha Metro for any injury to me or to my property etc.
- (f) I agree to be under the administrative control and discipline of the Head of the Unit/ Officer concerned.
- (g) I will not claim any advantage for employment in Maha Metro in future on the basis of the internships.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Institute : \_\_\_\_\_

Course : \_\_\_\_\_



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Annexure - B

DECLARATION BY THE INSTITUTE

It is declared that our institute (Name of the institute) \_\_\_\_\_  
undertakes to indemnify Maha Metro for any loss or damage to equipment and fittings  
that may be caused by Mr./ Ms. \_\_\_\_\_  
(Name of student) during his/ her internship with Maha Metro.

\_\_\_\_\_  
(Authorised Signatory)

For : \_\_\_\_\_  
(Name and address of the Institute)

Stamp

