



Aryavart Bank

Head Office

A-2 /46, Vijay Khand, Gomti Nagar, Lucknow.

(AN UNDERTAKING OF GOVT OF INDIA, U.P. GOVT. & BANK OF INDIA)

Ref. No. HO/HR & I.L./KKS

Circular No. 02/ 56

Date: 19-06-2020

The General Manager,

The Assistant General Managers,

The Regional Managers,

All Regional Offices

The Chief Managers/Sr. Managers,

All Departments, Head Office/Training Centers

The Branch Managers/Chief Managers,

All Branches

Re: Summer Training/ Internship Policy

Please refer to Head Office Circular No. 01/13 dated 01-04-2019 vide which 'Summer Training/ Internship Policy' had been came in to force in the Bank.

We wish to inform that the 'Summer Training/ Internship Policy' of the Bank has been placed before the Board for review in its 09th meeting held on 02.06.2020 with some modifications and the same has been approved by the Board. The approved Summer Training/ Internship Policy is also being uploaded on Staff Portal of the Bank's Website for easy access to all the staff members.

Please bring the contents of this circular to the knowledge of each staff member of your Branch/Office.

Encl: Summer Training/ Internship Policy.


(Ranjit Singh)
General Manager
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- (i) Concerned Departments & Offices at Head office and the Regional Offices raise requisitions based on the identification of specific areas pertaining to Banking/ Finance/Marketing/Human Resources/ Agriculture / Commerce etc., and number of applications / requests received for summer training / internship.*
- (ii) Students pursuing specific courses mainly from colleges / institutes of repute, approved by Govt. of India / UGC /State Govt. are eligible for summer internship program.
- (iii) Bank proposes to advertise this Internship / Summer Training programme on the Bank's website; hence the Bank may consider the request of other reputed colleges / institutes based, on relationship and requirement. The Chairman shall allow such request from the colleges or students.
- (iv) Bank on its part also may respond to requests from other reputed Institutes and / or participate in their Open Advertisements for summer Internship Processes.
- (v) HR department at Head Office Consolidates the total requirement.
- (vi) Selected candidates are provided projects & guides by respective Departments at Head Office / Regional Offices.
- (vii) Selected students to complete documentation formalities.
- (viii) HR department at Regional Office, as the case may be, conducts a half day on-boarding Program.
- (ix) A mid-project review is conducted by the project guide with the HR Department, at Regional Office.
- (x) Intern will submit a report on the basis of which, a Certificate of completion will be issued to the student by the Branch / Office where he was placed for training. The Bank reserves its right to use such project reports for its organizational requirement and goals.
- (xi) Feedback on experiences at the Bank and suggestions garnered from Intern.

Note:

* The project to be assigned should be of use and contribute to the organizational requirements.

** No department/ office / Branch shall allow any Intern to undergo Summer / Internship Training without the approval of Head Office.

4.(A) Requisition and Selection

- (i) Heads of all Departments at Head Office and Regional Offices, who require students for undertaking any project, shall identify specific areas pertaining to Banking/ Finance/Marketing/Human Resources/ Agriculture / Commerce etc., wherein students can do project work for a specific period. This requirement shall be sent to HR Department at Head Office by April every year giving details of the project, duration, number of students required etc.
- (ii) HR Department shall compile the list of projects based on feedback received from various sources and the same will be circulated to the Branches/ Regional Offices.
- (iii) All requests will be approved at Head Office level by the Chairman / General Manager. The Regional Office should forward with Regional Manager's recommendations summer training / project work requests within policy frame-work. In case, requests for summer training are received by the Branch, the Branch should send such requests through Regional Office to Head Office. Such requests should mention preferences for project, placement along with duration or exact dates for summer training.

(B). Placement of Summer Intern:

- (i) The Concerned Department Head / Regional Manager who sent the application / request along with his recommendation shall identify a project for the intern. The project to be assigned should be of use and contribute to organizational requirements.



