



SUMMER
INTERNSHIP
POLICY
(w.e.f 24/10/2011)

GOOD PEOPLE TO BANK WITH

Summer Internship Policy

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1. Objective of the Policy:

The aim of the internship program is to provide the student (future professionals) with a comprehensive practical experience in a setting where learning is the primary objective of the experience. To this end, the basic purposes of the internship are:

For the Student: To complete his/her professional preparation program in a controlled and supervised field experience. This program will serve as an opportunity for students to gain understanding about banking as a sector and Union Bank in particular as an employer, and helps them evaluate future career opportunities.

For the Bank: To sponsor and guide the student and to facilitate the experience while the student applies theoretical knowledge to practical situations. This internship program will allow the bank to accomplish organizational goals through project assignments executed by students. Further, the internship program is utilized by the bank to evaluate prospective full time employees. In addition, the internship program helps build the **Union Bank of India** Employer Brand in reputed educational institutes which are a source of manpower for the Bank.

2. Applicability:

- (i) Students pursuing specific courses mainly from identified colleges / institutes (as per list approved for Campus Recruitment) are eligible for the summer internship program. However, the Bank may consider the request of other colleges / institutes based on relationship and requirement. The Bank may also respond to Open Advertisements issued by reputed Institutions, as per need.
- (ii) The Summer Training or Internship shall include the training given to all those Interns who are taken on stipendiary or non-stipendiary basis for a limited period of time for doing a specialized project/assignment related to a specific function as part of their academic requirements.
- (iii) Students of professional courses such as ICAI, ICWAI, ICSI etc., who are required to undergo Internship Training, shall not come under the purview of this Policy.
- (iv) It shall exclude trainees covered under the Apprentice Act and other trainees taken on a temporary basis.

3. Process Owner:

The HR department will be responsible for the design, implementation and further modifications of the Summer Internship Policy in the Bank.



4. Process and Guidelines:

Following summarizes the process flow to be followed for Summer Internship In the Bank:

- (i) Concerned departments & offices at Central office, the Field General Manager's Offices as also the Regional Offices raise requisitions on number of Summer Interns required.*
- (ii) Bank on its part also may respond to requests from other reputed Institutes and / or participate in their Open Advertisements for summer Internship Processes.
- (iii) HR department at Central Office consolidates the total requirement.
- (iv) HR department at Central Office initiates and conducts a campus visit.
- (v) Selected candidates are provided projects & guides by respective department / Regional Office / FGMO.#
- (vi) Selected students to complete documentation formalities.
- (vii) HR department at Central Office or Regional Office, as the case may be, conducts a half day on-boarding program.
- (viii) A mid-project review is conducted by the project guide with HR department.
- (ix) Intern will submit a report on the basis of which the HR department shall issue a Completion Certificate.
- (x) Performance evaluation of the Intern conducted by the guide and HR department.
- (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 organizational requirements

No department/office shall allow any Intern to undergo Summer/ Internship training without the approval of HR Department

4.A. Requisition and Selection :

- (i) Heads of all Divisions/Departments at Central Office and Regional/FGM offices, who require students for undertaking any project shall identify specific areas wherein students can do project work for a specific period. This requirement shall be sent to HR Department at Central Office by August 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.
- (iii) HR Department shall consolidate the total requirement of Interns from various divisions/departments, and take necessary approvals from Executive Director / Chairman &



Managing Director regarding total number of Interns to be selected, and co-ordinate with the Educational Institutions. However, Executive Director overseeing the HR department would be the Competent Authority to decide about the Institutes to be involved in the Campus Selection, number of interns to be selected from each campus as also through referrals and from other sources, within the overall approvals, etc.

- (iv) Executive Director overseeing the HR department would be the competent Authority to finalize the Interview Panel for selection of Summer Interns.
- (v) In-take of Summer Interns in the Bank, be through the following sources: Campus Selection, Referrals, Requests from Other Reputed Institutions as also participating in the Open Advertisements of reputed Institutions.

(a) Selection process through Referrals & Other sources excluding Campus:

Post-Graduate Students securing at least 60% in Graduation / Under-Graduate Students securing at least 60% in Higher Secondary (Standard XII), shall qualify for Summer Internship (55% for Reserved Category candidates).

The Selection process shall consist of the following:

- ⇒ Screening of Applications for ascertaining the credentials of the candidate.
- ⇒ Personal Interview (compulsory) either at college / Bank, involving 50 Marks. Minimum qualifying marks would be 50% for General Category candidates and 45% for the Reserved Category candidates.

(b) Selection process through Campus Selection:

The Selection process shall consist of the following:

- ⇒ Screening of Applications
- ⇒ Group Discussion (optional) involving 50 Marks. Minimum qualifying marks would be 50% for General Category candidates and 45% for the Reserved Category candidates.
- ⇒ Personal Interview (compulsory) either at college / Bank involving 50 Marks. Minimum qualifying marks would be 50% for General Category candidates and 45% for the Reserved Category candidates.



- ⇒ The successful candidates to be selected for the Summer Internship from a particular Campus shall be placed in the Merit list for that Campus in the descending order of ranking on the basis of aggregate of marks obtained in the Group Discussion or any other prescribed mode of selection and in the Interview, where Group Discussion or any other mode of selection and Interview is stipulated. However, if mode of selection consists of only a Personal Interview, marks obtained in the Interview only shall be reckoned for the purpose of preparing the Merit List.
- (vi) However, HR Department may decide the mode and procedure of selection depending upon the number of candidates available at the Institution.

4.B. Placement of Summer Intern:

- (i) The concerned Department/ Regional Head who sent the requisition shall identify a project for the Intern. The project to be assigned should be of use and contribute to organizational requirements.
- (ii) The concerned Department/ Regional Head shall also identify an employee from within the Department/Division who shall be the Project Guide for the Intern. This shall be informed to HR Department.
- (iii) A copy of the letter shall be sent to the concerned Division/ Department Head and the Educational Institution to which the Intern belongs.

4.C. Internship:

- (i) The Internship shall be for a duration of 8 weeks during which the Intern must maintain the office timings.
- (ii) At the commencement of the Internship period, Students must submit a copy of HSC /Graduation Certificate / Marksheet, as the case may be, to enable the Bank to assess their eligibility.
- (iii) Selected students will have to furnish an Affidavit duly stamped alongwith Declaration of Fidelity & Secrecy to the Bank as per Proforma (Refer Annexures 4 & 5).
- (iv) At the commencement of the Internship period the Intern must submit a synopsis of the project being undertaken to his / her respective project guide as well as to the HR department.
- (v) After approval of the synopsis, the Intern has to submit weekly progress report to the project guide.
- (vi) The Intern must complete the project within the specified duration.



- (vii) All information provided to the Intern in the form of reports, correspondence, etc. shall be treated by him / her in strict confidentiality and should not be used for any other purpose other than meeting project objectives.
- (viii) Any damage caused or misuse of Bank's property by the Intern will render him / her liable for his / her actions and he / she will have to make good the damage caused.
- (ix) The Intern should not include any confidential data in the project report without the prior consent of the Project Guide. Such confidential data should not be disseminated outside the Bank under any circumstances.
- (x) Respective department / branches should ensure that access to CBS / Finacle, Email ID, Intranet, etc. is not given to the Interns.
- (xi) Offer of summer Internship will not give the right for a job offer.

4.D. Issue of Certificate of Completion:

- (i) The project report, complete in all respects, must be submitted by the Intern to his/her Project Guide.
- (ii) The Project Guide shall inform HR department in writing about the completion of the project.
- (iii) On receiving this intimation from the Project Guide, HR department shall issue a certificate of completion to the Intern. [Refer to Annexure-1: Format of Certificate of Completion of Summer Internship]
- (iv) The Intern must return all records/ files etc., which may have been issued to him / her during his / her Internship period.
- (v) HR department shall maintain complete record of all the Interns who have undergone Summer Internship in the Bank.

4.E. Stipend and other expenses:

The Bank, at its discretion, may or may not pay any stipend to the Intern during the Internship period of 8 weeks. In case the Bank decides to pay any stipend to the Intern, the amount to be paid as stipend shall be as follows:

Tier type of campus	Stipend for Summer Interns (in INR)	
	At Metro centers	At Other centers
Tier-I Institutes shall consist of IIMs, IITs, NITs, NIBM, MDI, XLRI, ISB Hyderabad and any other Institutes approved by ED/CMD.	Rs.12000/- p.m.	Rs.8,000/- (Lumpsum)
Tier-II Institutes shall consist of all Institutes other than those specified / treated as Tier-I.	Rs.12000/- p.m.	Rs.5,000/- (Lumpsum)



4.F. Evaluation of Candidate and Feedback:

- (i) Apart from the assessment of project undertaken by the Intern, the HR department in conjunction with the respective department will also evaluate the Intern as a prospective full time employee. [Refer to Annexure-2: Summer Internship Evaluation Form]
- (ii) The HR department will solicit feedback from the Intern on his experience while interning in the Bank [Refer to Annexure-3: Summer Internship Feedback Form]



Annexure 1: Certificate of Completion of Summer Internship

This is to certify that Mr./Ms. _____ has successfully completed his/her Summer Internship with Union Bank of India.

The details of the Internship are detailed under:

Duration of the Internship: From _____ to _____ (Date)

Project Name:

Project Details:

Project Mentor:

Submitted On:

For Union Bank of India

(Signature)



Annexure 2: Summer Internship Evaluation Form

Intern Name	
Project Dates	
Location of Internship	
Name of Mentor	
Post Graduate Degree & Institute	

Educational Background:

Details of Project		
Submission of final Report / Deliverables	<ul style="list-style-type: none"> • Submitted in Complete Form • Submitted in Incomplete Form 	<ul style="list-style-type: none"> • Not Submitted • Comments:
Overall Rating for Project	<ul style="list-style-type: none"> • A • B 	<ul style="list-style-type: none"> • C • D

Desired Competencies

Please consider the list the competencies required for the job and rate the intern on each of them. Tick the appropriate box and jot brief notes of evidence of such competency obtained during the interview. An indicative list of competencies is given below.

Competencies (Please tick)	A	B	C	D	Evidence (jot down points highlighting evidence of these competencies)
Understanding of Project brief					
Probing skills (asks relevant questions, seeks information)					
Project Planning skills					
Technical Expertise (content)					
Analytical ability					
Logical Thinking					
Creativity & Originality in approach					
Communication skills					
Presentation skills					
Collaboration & Teamwork					
Resourcefulness					
Scheduling & adherence to timelines					

Qualitative Comments on the Intern

Should the intern be considered for full time employment with the Bank at the end of his/her course? In that regard, would you recommend this intern for a Pre-Placement Interview?

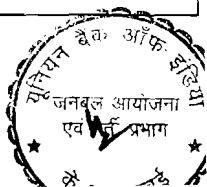
Yes

No

Signature of the Project Mentor with his /her Designation

Date:

Place:



Annexure 3: Summer Internship Feedback Form

Name of the Summer Intern:	
Project Mentor:	Project Title:
Location:	Year:

Please fill in the following form keeping in mind your overall experience during your internship with our Bank

	Fell Well Below Expectations	Below Expectations	Met Expectations	Exceeded Expectations	Significantly Exceeded Expectations
Did the "Summer" experience as a whole meet your expectations?					

	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree
2(a) External / Business orientation						
The internship provided an insight into the business and banking world						
"Live" Banking assignments (for those who were staffed on live projects) gave a rich hands-on experience as to what it is like to work as a banker						
2(b) Union Bank experience						
I have gained a good understanding of Union Bank's products, services, etc						
I felt a part of the Bank and not just an "trainee"						
Given an opportunity, I would like to re-join Union Bank of India in the future						
2(c) Project / Guide / Team experience						
The assigned project was interesting and challenging						
My project guide clearly defined the project objective and scope at the beginning of the internship						
My project guide / mentor directed me to relevant contact points and knowledge resources necessary to my project work						
I was given regular feedback (formally or informally) via meetings with my project facilitation / guide / senior						
The project team was very friendly and helpful						
Outcome / delivery on assignments tested my rigor and technical ability						

Please write any additional comments or thoughts (either positive or not so positive) you have about your summer internship that might be helpful to us in evaluating our program better

<u>Great thing about the Summer Internship</u>	<u>Areas of Improvement</u>



Annexure 4:

DECLARATION OF FIDELITY AND SECRECY

I, Mr./Miss _____, thank the management of Union Bank Of India for agreeing to impart to me Internship for _____ weeks/days from _____ to _____ in Banking and allied topics, without an stipend/emoluments/allowances, etc.

In view of the above, I hereby declare and undertake that I will faithfully, truly and to the best of my skill and ability, utilise this opportunity of Internship and I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of Union Bank of India or to the affairs of any person having any dealing with Union Bank of India; no will I allow any such person to inspect or have access to any books or documents belonging to or in the possession of Union Bank of India and relating to the business of Union Bank of India or to the business of any person having any dealing with Union Bank of India.

I will further keep the Bank safe/harmless and indemnified against all claims, demands, actions, proceedings, losses damages costs, changes and expenses (the legal cost being between Attorney and Client) which may be made or brought or commenced against the Bank or be paid, sustained, suffered or incurred by the Bank ; howsoever as a consequence direct or indirect, of the Intern communicating or allowing to be communicated or divulging any information to any person regarding the system studied / information gathered by the Intern during the course of his/her Internship in the Bank.

Dated at _____ this _____ day of _____ 2____ .

Signature: _____

Address: _____

Signed in the presence of _____



Annexure 5:

UNION BANK OF INDIA
DRAFT OF AGREEMENT OF SECRECY AND INDEMNITY
[on non-judicial stamp paper of Rs. 100/- in Mumbai duly notarised]

The Agreement of secrecy and Indemnity made at _____ on _____ between Mr./Ms. _____ hereinafter referred to as "Intern" which, expression unless and until repugnant to the context shall mean and include his/her heirs and successors of one part and Union Bank of India, a body-corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1970, having its office at Nariman Point, Mumbai - 400 021 and (hereinafter referred to as "The Bank") which expression unless and until repugnant to the context shall mean and include its successors & assigns) of the other part.

Whereas the Intern has requested with a view to get acquainted with various procedures undertaken before granting Bank Finance and to undergo Internship as derived by him/her for a period of 1/2 months and from _____ to _____, subject to the Executing an Agreement of Secrecy & Indemnity in favour of the Bank.

Now in consideration of the promise, this agreement witnessed and it is agreed between the Intern & the Bank as follows :-

1. The Intern will abide by all the instructions & directions given by the Bank or any of its officers from time to time during the course of his/her undergoing the Internship.
2. The Intern will not communicate or allowed to be communicated or divulge any information regarding the systems studied/ information gathered / to be gathered by him/her during his/her Internship Period by the Bank.
3. The Intern will keep the Bank safe/harmless & indemnified against all claims, demands, actions, proceedings, losses, damages, costs, changes and expenses (the legal cost being between Attorney and Client) which may be made or bought or commenced against the Bank or be paid, sustained, suffered or incurred by the Bank; howsoever as a consequence direct or indirect, of the said Intern communicating or allowing to be communicated or divulging any information to any person regarding the system studied/information gathered by the said Intern during the course of his/her Internship in the Bank.

Name and Signature of the Chief Manager

Name and signature of the Intern

Date : _____ Place: _____

