**Updated summary of Internship Program**

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| Maximum Number of Internees  | 20 people (BDT shift will cover two batch-10+10)  | The maximum capability will be 20 people. BDT will cover two batch with 4 hours working duration.  |
| Intern Period | 4 months. | Thus, we can run 3 programs/year and can get maximum 60 participants/year |
| Working Days | Monday to Friday |  |
| Working hours/day | 8 hours/day( covering 2 batchs) |  |
| Working time:  | 7 am to 11am & 11am to 3pm BD time |  |
| Proposed Remuneration:  | BDT 2000 | To cover up their transportation cost. But while the G program will get popular, candidates will rush to do the program without allowance.  |
| Holiday Calendar | Uk Standard | Will help to keep pace with our holidays  |
| PC | NC | Steve will decide and allocate accordingly - once we start hiring |

**Updated Structure and Guideline of The Internship Program**

The overall updated systemic structure of the Internship program will focus on the following thing

1. New name of the Program
2. Tasks for Internee
3. Marketing Strategy to get more candidates
4. Selection/hiring candidates
5. Induction
6. Assigning Task and proper Supervision
7. Monthly Review

**Discussion of the above key points**

1. **New name**: The New Name of the Staff India Internship Program will be **“G Program”** which refers the graduation program for the final year students from BBA and CSE.
2. **Tasks for Internees:** Internal Candidates will do the same tasks like our bench employees. There will be three type of task available in bench tasks: **a) Task for DA** **b) Task for VA c) Task for Technical people (may include SMM task, WD task, IT task etc.),** and the task will be assigned on basis of skill set of internees.
3. **Marketing strategy**: HR will follow the following strategy for getting candidates for internship:
* TC job posting
* FB marketing
* LinkedIn
* Campus recruiting

In term of **campus recruitment** HR should try for arranging a seminar to motivate students to get involved with the G program of staff India.

If University doesn’t allow for such arrangement, then HR should publish a leaflet mentioning the internship opportunity and ask candidates to apply through the TC job site.

**All four Private University should get the same priority for the G program**

1. **Selection and Hiring Strategy:** This stage is very crucial because it will be the very first expression of the G program to the Candidates. So, the interview should be taking with professional attitude. HR should be aware of choosing the right candidates for the internship program so that these candidates create a value to the recruitment process for future hiring of SI.

A **new contract paper** should be made for the intern guys so that they can realize the seriousness of the program at the day of their recruitment.

1. **Induction:** The induction program will more likely similar to our regular induction files. But a few changes will be required and MD will provide few materials on it.
2. **Assigning Task and proper Supervision:** Task will be assigned through the Work Manager **(WM accounts will be created for all internees**), and HR will figure out the best ways of supervising task of Internship.
3. **Monthly Review of the Individual Internee:** HR should make a report on the overall performance of every single candidates so that management can get the summary of the performance of the internees respectively.

**NB: Afzal will mostly handle the total internship program, and Daniel will take part on Interviews, seminars or performance review.**