Standard Operating Procedures (SOPs) for Internship Policy

1. **Eligibility of Interns:**

    - Students pursuing undergraduate/postgraduate programmes from recognized universities/institutions are eligible to apply.

    - Preference shall be given to applications aligned with departmental work areas.

    - Selection shall be based on academic performance in relevant domain/courses from recognised institutes and universities.

2. **Application process:**

    - Interested students must apply through their institution, in the prescribed format available on the MbPA website.

    - Application must be sent to **managerhr@mumbaiport.gov.in** alongwith a letter from the Head of Institution, resume of the candidate, and the area of interest.

    - **Application period.**

      The application timeline shall be as follows:

      ➢ 15th February to 31st March - Summer internship
      ➢ 1st October to 15th November - Winter internship.

      Applications submitted before or after the above timeline will not be accepted.

      Applicants are required to submit their applications **at least 30 days prior to the commencement** of the internship period.

3. **Screening and Selection** :

    - All internship applications will be processed through the HR Division.

    - The HR Division will forward the applications to concerned Head of Department (HOD).

    - The HOD may select interns based on suitability and the availability of projects/work.

- Priority shall be given to applications aligning with departmental work areas.

4. **Duration of Internship:**

- The Internship shall be for a maximum period of 3 to 6 months.

5. **Code of Conduct:**

- Interns are required to maintain confidentiality and adhere to office discipline.

- Any act of misconduct or violation of rules/guidelines may lead to disqualification. The concerned department may sent a report to the concerned institution accordingly.

6. **Supervision and Monitoring**

- Each intern must be assigned a designated officer as a mentor.
- Monitor intern progress through weekly reviews and tasks evaluations.
- Maintain attendance records and ensure proper conduct during the internship.
- Interns are required to submit a report at the end of their internship.

7. **Issuance of Internship Certificate:**

- Upon successful completion of the internship and submission of the final report, a certificate shall be issued by the concerned Head of Department.

8. **Number of interns:**

- Upto ten interns from each field or as per the Department's requirement may be engaged in a year.

9. **Stipend:**

- The interns shall be granted stipend of Rs.10000 per month for Graduates and Rs.15,000 per month for Post Graduates on pro-rata basis. The Stipend may be disbursed monthly by the respective Department/Division. In case of any absenteeism, the stipend shall be adjusted

accordingly on pro-rata basis. Departments/Divisions also requested to make suitable Budget provision for the same.

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10. **Record Maintenance:**

- Departments shall maintain a register or digital record of interns engaged detailing name, duration, area of work and supervisor details and details of payment of stipend.