



Indian Council for Technical Research and Development

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Internship Guidelines and Policies Update

The new guidelines and policies decided by the Management will be applicable to all interns of ICTRD and its associates, effective from 7th April 2025.

Urja Kurve
(Administrative Officer)

The following rules and guidelines must be strictly adhered to by all interns completing their internship at ICTRD premises, whether they are associated with ICTRD or other organizations operating within the premises:

Batch Timings **1. Batch Timings:**

- Batch timings will be allotted on the date of joining and must be strictly followed.
- A maximum of two shift changes per month are allowed.
- Requests for timing changes must be made at least one day in advance.
- Unauthorized changes or extensions to working hours are not permitted.

OnDesk Usage
Guidelines **2. OnDesk Usage:**

- Interns are assigned OnDesk profiles upon joining. They must log in upon arrival and log out before leaving each day.
- If stepping away during working hours (for meetings, breaks, or any personal work), interns must update their OnDesk status to reflect their availability.

Leave Protocols **4. Weekly and Monthly Leave Policy:**

- All Saturdays and Sundays are off.
- Additionally, interns are allowed 3 leaves per month.
- Exceeding the allowed leave quota or taking unapproved leaves will:
- Be deducted from the total internship period.
- Negatively impact the final internship completion letter.

g. Interns are required to communicate all leave requests in advance, or at least 1 hour before their batch time.

Early Departure Protocol

5. Leaving Early Before Scheduled Hours:

Interns needing to leave before scheduled hours must communicate this in advance to their reporting authority and obtain prior permission.

Bring Your Own Device
Policy

6. Laptop Requirement:

- a. Interns can carry their own laptops.
- b. No data from any device belonging to the organization is allowed to be transferred to personal laptops. Any such instance, if found, will result in strict disciplinary action.

Office Device Usage
Policy

7. Use of Office Devices:

- a. Devices provided by the organization must be handled responsibly and used strictly for official purposes.
- b. Interns must not take organizational devices home and must return them to the designated authority before leaving the premises.

Identity Card (ID Card):

8. Identity Card (ID Card):

- a. Interns must wear their official ID cards at all times during their internship
- b. ID cards must be used solely for official purposes related to the internship.
- c. Loss or theft of an ID card must be reported immediately to the designated authority.
- d. Interns must return their ID cards upon completion of their internship.

Mobile Phone Usage

9. Use of Mobile Phones:

- a. Interns are expected to refrain from using personal mobile phones during internship hours to maintain a focused and productive work environment.
- b. Personal mobile phone use should be limited to designated break times and areas, ensuring minimal disruption to colleagues.
- c. Mobile phones must be set to silent or vibrate mode during work hours to avoid disturbances.

Personal Belongings
Policy

10. Personal Belonging:

- a. Interns are responsible for the safety and security of their personal belongings while on the organization's premises.
- b. It is advisable to avoid bringing unnecessary valuables to the workplace.
- c. The organization is not liable for any loss, theft, or damage to personal items brought onto the premises

Leave Communication

11. Communication Regarding Leaves:

- a. All leave requests must be communicated via email to the Project Manager and HR.
- b. Failure to inform the relevant authorities about an absence will result in each uncommunicated leave day being counted as two days, thereby affecting the total duration and completion of the internship.

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Task Deadlines and
Reporting

12. Task Deadlines and Updates:

- a. Tasks assigned by the mentor must be:
- b. Completed within specified deadlines.
- c. Reported to the mentor regularly for updates, review, or completion status.

Noise Management Policy

13. Maintaining Silence:

- a. Interns are expected to maintain a quiet and professional environment.
- b. Avoid unnecessary conversations or noise that may disturb others.
- c. Headphones should only be used for educational materials; listening to personal music or non-work-related audio during internship hours is not permitted.

Use of Office Property

14. Proper Use of Office Property:

- a. Interns must use all office property, including furniture, equipment, and stationery, responsibly and solely for official purposes.
- b. Any damage to office property, whether accidental or due to negligence, must be reported immediately to the appropriate authority.
- c. Negligent or intentional misuse of office property may result in disciplinary action, up to and including termination.
- d. Using the internet for personal applications, including downloading movies, videos, games, or similar content, is strictly prohibited.
- e. Any such act will be treated as a punishable offence.

Cleanliness and Littering
Policy:

15. Cleanliness and Littering:

- a. Interns are responsible for keeping their work areas clean.
- b. Littering in or around the office premises is strictly prohibited.
- c. Use provided dustbins to dispose of waste properly.

Work from Home
protocols

16. Work from Home Rules for Interns:

Interns working from home must adhere to the following guidelines to ensure a productive and professional remote work experience:

i. Adherence to Batch Timings:

Batch Timings

- a. Interns must strictly follow their assigned batch timings during work-from-home.
- b. Any changes or delays must be communicated in advance to the reporting authority.
- c. A maximum of two shift changes per month are allowed.
- d. Unauthorized changes or extensions to working hours are not permitted.

ii. Task Responsibility and Communication:

Communication
Protocols

- a. Interns assigned tasks while working from home must stay in regular contact with the assignor.
- b. Timely updates and task completion are mandatory.

iii. Availability During Work Hours:

Responsiveness
during Work from
Home

Interns must remain available and responsive during working hours through official communication channels.

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iv. Daily Log-In and Log-Out:

Interns must log in at the beginning of their shift and log out at the end through OnDesk, similar to in-office procedures.

OnDesk Protocols

v. Professional Conduct:

Interns are expected to maintain the same level of professionalism at home as in the office.

Professional Conduct

vi. Leave and Breaks During Work-from-Home:

- a. Short breaks during work-from-home hours must be updated on OnDesk.
- b. Extended breaks or leaves must be communicated and approved in advance by the reporting authority.

Leave and Breaks During Work-from-Home

vii. Timely Submission:

All assigned work must be submitted within given deadlines unless an extension is requested and approved beforehand.

Task Submission

viii. Failure to Log Out After Batch Timing:

- a. Failing to log out from OnDesk after assigned batch timings, resulting in an extended "logged in" status without activity, will be considered non-compliance.
- b. In such cases, the day may be marked as leave. Interns are expected to log out promptly at the end of their shift to maintain accurate attendance records.

Failure to abide by the OnDesk Protocols

17. Code of Conduct:

Interns must adhere to the highest standards of professionalism, integrity, and respect—complying with all organizational policies, legal requirements, and ethical norms in every task and interaction.

i. Confidentiality of Work Products

- a. All code and software developed during the internship are the property of the organization.
- b. Interns must not reproduce, share, or distribute any part of these projects without authorization.

Protection of Organizational Work Products

ii. Non-Disclosure of Organizational Layouts

- a. Internal layouts, including floor plans and infrastructure designs, are confidential.
- b. Sharing such information with external parties is punishable offence.

Non-Disclosure of Organizational

iii. Prohibited Online Activities

- a. Accessing or attempting to access illicit or inappropriate content via the organization's network is forbidden.
- b. Interns must comply with all internet usage policies.

Prohibited Online Activities

iv. Restricted Access Areas

- a. Interns must remain within designated work areas.
- b. Entry into restricted or unrelated zones is not permitted.

Restricted Access Areas

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v. Confidentiality of Employee and Trainee Information

Confidentiality of Information

- a. Disclosure of any personal or professional information of employees or fellow trainees is prohibited.
- b. This includes contact details, employment history, performance data, or any sensitive information.
- c. Any such act will be treated as a punishable offence.

vi. Ethical Conduct

Ethical Conduct

- a. Interns must maintain high standards of integrity, honesty, and professionalism.
- b. Any form of dishonesty, fraud, or misrepresentation is unacceptable.

vii. Workplace Etiquette

Workplace Etiquette

A respectful and courteous attitude towards supervisors, colleagues, and fellow interns is mandatory at all times.

viii. Compliance with Company Policies

Compliance with Company Policies

Interns are required to familiarize themselves with and adhere to all organizational policies and procedures.

ix. Communication Etiquette

Communication Etiquette

- a. Professional communication must be maintained in all interactions, including emails and messages.
- b. Prompt responses and appropriate language usage are expected.

x. Action for Prohibited Activities

Fine Imposition

Any individual found engaging in prohibited acts will be subject to disciplinary action. Such actions may include:

- a. A monetary fine ranging from Rs. 500 to Rs. 5,000, or recovery of the actual loss or damage incurred, whichever amount is greater.
- b. Interns found at fault for any violation have the right to appeal. Appeals must be submitted in writing to the Member Secretary at ictrd@egov.ind.in for further review.

xi. Reporting Misbehavior or Harassment:

Reporting Misconduct or Harassment

- a. Any incidents of misbehavior or harassment related to female interns within the premises must be reported promptly to the Vishakha Committee constituted by the organization on 1st April 2025.
- b. The complaint should be submitted in writing without any delay.
- c. The issue must be reported d. Timely reporting is crucial for swift action and resolution.

All interns undertaking internships with ICTRD and its associates are required to abide by the guidelines as mentioned, and as revised and communicated from time to time.

Date: 07-04-2025



Urja Kurve
Urja Kurve
(Administrative Officer)

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