PRACTOMIND™

INTERNSHIP PROGRAM

2016-17

About PractoMind Solutions LLP

PractoMind Solutions LLP is an Odisha based IT/ITES company in Cuttack that specializes in providing complete solutions like Website Designing & Development, Graphics Designing, SEO/SEM, Social Media Marketing and Software Development solutions at an affordable price to suite the demanding needs of our esteemed customers. We design & develop a solution that delivers. To be particular we connect businesses to progress.

You can know more about us and our offerings at www.practomind.com

PractoMind Solution Internship Program

Internship is one of the experiences if well utilized can enhance your knowledge and can help you give your learning a desired shape. But what we found, in today's organisations Internship is all about a program to take talents and assign them just a work with no real extraction especially for the UG and PG students at not so popular colleges and university.

We at PractoMind take this opportunity to provide you all a chance to get the real work or in other sense can EXPERIMENT WHAT YOU LOVE TO DO…

We currently have the below open positions,

Intern Profiles	Benefits With PractoMind Solutions LLP
1. **Creative Intern** (Graphics Development, Content Development) 2. **Developer Intern** (Desktop and Web Portals, Apps, Website Design, etc.) 3. **Marketing Intern** (Sales, Branding, Marketing)	• Real Work, Real Fun • Learn from experience and challenges • Quality Training and Latest Technologies • Unique Value Culture for Inclusive Growth • Fixed Monthly Incentives

As an intern you will avail the following facilities from the Company

- Fixed Monthly Stipend of Rs. 2000 (payable after successfully completion and satisfactory performance)
- Complete access to our services and solution platform
- Office space to work and dedicated guidance
- Quality training tools and materials
- You work on real customer or other projects with our team and learn from your experience
- Freedom to do whatever you want to experiment

We expect only the two from you,

- You're on your Learning Path
- Active engagement and suggestions to us

But getting an Internship with us is not an easy task and you will be put through an innovative process of selection that we follow to recruit our regular talents. You can get a fair idea of what is expected from you and what are the processes while reading this document till the last page.

Internship Eligibility

The general/common criteria to be eligible to be a part of our Internship Program are,

- You must be a regular or distance student in any of the recognised college or universities in India or Abroad
- Should show highest standards of creativity with just the required knowledge
- Ability to perform under stringent timeline, extreme pressure and constant follow-ups
- You have to submit a NOC from your institution for your full time engagement as an intern for a specified time from your institution.
- Good understanding of use of computer system, particular Internet and Office Suits
- A laptop with high speed internet connectivity is a must

Hurrey! I possess the desired requirement! Yes you are most welcomed to be a part of our internship program. The specific backgrounds we are looking for different roles are as below:

1. **Creative Intern** (Graphics Development, Content Development)
   - Streams: Fine Arts, Computer Graphics, Designing, Editing, Arts, English
   - Knowledge: Use of various editing tools, copyrighting, editing, English grammar, etc.
2. **Developer Intern** (Desktop and Web Portals, Apps, Website Design, etc.)
   - Streams: IT, Computer Science, Computer Diploma and Other relevance fields
   - Knowledge: Programming Languages, Scripting Languages, Web Programming, Use of various IDEs, User interface Design, etc.
3. **Marketing Intern** (Sales, Branding, Marketing)
   - Streams: Management, Sales, Designing
   - Knowledge: Detailed understanding of online world, Sales Acumen, Marketing Strategy, Branding Guidelines, etc.

NOTE: This list of eligibility is indicative and we can consider any student fit to our requirements.

PractoMind Selection Process

We follow a a stringent selection process consisting of **Pre-Internship-Talk (PIT)**, **Knowledge Assessment Test (KAT)**, and **Uncommon Interview (UI)**, we collectively call it as "**PKU-Perfect Knowledge Utilization**". We expect the institute to provide a list of short listed candidates based on Company's requirements.

1. Shortlisting
We approach selected campuses and provide our requirements to the institute to send us a list of eligible and shortlisted students.

2. Pre-Internship-Talk (PIT)
Pre-Internship-Talk (PIT) is all about what you have read above with an additional info about what your life is going to be at PractoMind Solutions presented with the help of a graphical presentation by our senior management team.

Believe us we will make your life a hell during your association and will guarantee you to have real learning to make real difference.

3. Knowledge Assessment Test (KAT)
There is nothing to fear about the KAT. It is a short and simple test of about 30 minutes containing both objective and subjective questions to check the basic level of your knowledge and eliminates 70% of shortlisted candidates. Please don't ask the evaluation criteria. It's a secrete we want to keep.

4. Uncommon Interview (UI)
The reason we call it Uncommon Interview and UI has some sense that will be asked to you during the PIT or UI. Be prepared for the same.

There is no certain or specific guidelines to the process of UI and you can expect any funny or silly questions. Only one advice to keep in mind during the UI is not to think much.

NOTE: You are free to withdraw your candidature at any stage of the selection process. The selection process will take one day time and conducted at your campus during Saturday or Sunday and results are declared on the next day.

Post Selection

Post your selection the same will be communicated to you and your institution and you will be given a time frame to join us in consultation with your institution.

Post joining you will be issued Letter of Internship stating the detailed terms and conditions. Upon your acceptance of the Internship Letter you will be provided the designation of an Intern and can start enjoying full benefits.

We will put you to various projects or assign specific tasks to perform.

Intern Evaluation

You will be reviewed constantly by the organisation and we will keep an eye on every activity you do. You have to comply the following during your internship period to be able to be evaluated and certificate issuance.

- 95% of attendance is mandatory
- Submission of regular progress reports in specified format as and when directed
- 100% compliance to policies and norms
- Submission of final internship report

The evaluation criteria and weightages are as below:

Evaluation Criteria (KPA)	Weightage
Attendance and Conduct	10
Knowledge	15
Compliance	15
Learning	20
Creativity in work	20
Report	20
	100

You will be rated on a scale of 1-5 in each criterion and combined score will be found out to give you a rating as per the format in Annexure A.

You will be issued the "Certificate of Internship" starting your performance if your overall performance is rated above "G" or Good Performance.

NOTE: For the interns having rating below G will be barred from "Certificate of Internship" and stipend payment. PractoMind Solution LLP reserves all rights to alter this program and its conditions at any time without any written consent to anyone.

ANNEXTURE A
PERFORMANCE ASSESSMENT FORM
(FOR INTERNS)

Name: _____ Intern Code: _____

Function: _____ Sub-Function: _____

Location: _____ Institute Name: _____

Date of Joining: _____ Guide Name: _____

Review Period: _____ to _____

KPA - 01	Attendance and Conduct	Weightage	10
Guide Comments		Guide Rating	

KPA - 02	Knowledge	Weightage	15
Guide Comments		Guide Rating	

KPA - 05	Compliance	Weightage	15
Guide Comments		Guide Rating	

KPA - 03	Learning	Weightage	20
Guide Comments		Guide Rating	

KPA - 04	Creativity in work	Weightage	20
Guide Comments		Guide Rating	

KPA - 06	Report	Weightage	20
Guide Comments		Guide Rating	

Rating Summary:

- KPA Ratings by the Guide to be populated from above
- The KPA wise score to be calculated (Rating multiplied by weightage)
- The overall score to be converted to a rating basis the below matrix.

KPA		Scoring by Guide	
KPA	Weightage	Rating	Score
1	10		
2	15		
3	15		
4	20		
5	20		
6	20		
Total	100		

Rating	X	E	G	I	P
Description	Exceptional Performance	Exceeding Expectations	Good Performance	Improvement Required	Poor Performance
Total Score Rating Scale	460 – 500	400 – 459	300 – 399	200 – 299	0 – 199

Overall Rating	

Developmental/Learning Needs:

Behavioural Needs:

Intern	Name:	Date:	Signature:
Company Guide	Name:	Date:	Signature:
Designated Partner	Name:	Date:	Signature:

This is an internal document and no copy of this has to be shared with the Interns; however they will be intimated about the same. Original copy needs to be submitted to the Human Resources Department.