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The Regional Executive Director  
 Airports Authority of India  
 Northern/Western/Eastern/Southern/North-East Region  
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,  
 Airports Authority of India  
 RC&DU/FIU, New Delhi

The Airport Director  
 Airports Authority of India  
Kolkata/Chennai Airport

The Director,  
 Indian Aviation Academy,  
New Delhi

The Principal,  
 Civil Aviation Training College (CATC),  
 Bamrauli, Allahabad

The General Manager,  
 Airports Authority of India  
 CRSD/E&M Workshop,  
New Delhi

### Corporate HRM Circular No. 33 / 2019

#### Sub: Guidelines for Internship Training in AAI

Internship is one of the tools to promote educational or career development opportunities for students by providing them short-term practical exposure to a field or function. Internships are usually centered around a short-term project or sometimes aimed at gaining in-depth knowledge of a particular function or department.

In view of a large number of requests for internship training over the past few years and in order to further strengthen the process, the Revised Guidelines and Standard Operating Procedure are placed as under:

#### 1) Definition of an Intern

An intern can be a student above 18 years of age who is undergoing:

- Regular Diploma course in Engineering field
- Regular degree course including Engineering (duration of 3 years or more)
- Integrated courses of more than 4-year duration
- Regular Post-Graduation course
- Professional course like CA, ICWA, MBA, etc.

#### 2) Internship Duration

- Students shall normally be allowed for internship during May to July every year. For internship beyond this period, approval of concerned ED / RED shall be required.
- For internship duration extending beyond 8 weeks, approval of concerned ED/RED shall be obtained.

**3) Upper Limit on intake of Interns**

- a) There shall be an upper limit on the number of interns per institute. Not more than 4 interns per stream per institute shall be provided internship opportunity across AAI locations in an academic year (July-June).
- b) There shall be an upper limit on the number of interns per airport, decision for the same shall be taken at local level. However, at any given point of time, the number of interns should not exceed 10% of staff strength of airport/establishment.

**4) Process of Application for Internship**

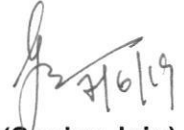
- a) Interested students shall forward their application for internship through the institute / university for internship training in AAI. Direct requests from the students shall not be entertained.
- b) The internship request shall be addressed to ED (HR) at CHQ, respective REDs in the Regional Headquarters and APDs at the respective airports.
- c) The concerned HR section shall forward the internship requests to concerned HoD for approval, after checking the upper limit as mentioned in clause 'C' earlier.
- d) Once approval has been granted by concerned HoD, internship order shall be issued by the concerned HR section to the student through institute / university.
- e) On completion of the internship duration, the concerned department will forward the attendance record of the intern to concerned HR section for issuance of certificate.

**5) General Terms and Conditions (to be mentioned in internship order)**

- a) The acceptance of nomination is purely the prerogative of AAI subject to feasibility and convenience.
- b) No financial liability will be borne by AAI towards the nominated students by way of stipend or otherwise (TA/DA, lodging / boarding, etc.).
- c) The nomination of the student should be sponsored by the respective University/Institute with intent and the areas of familiarization required.
- d) The nominated students will be allowed to attend the office for a period of maximum of 8 weeks during office hours from 09:30 am to 5:30 pm on working days.
- e) The students have to conduct themselves in a proper manner during working hours and have to abide by the instructions of the official to whom he/she is reporting.
- f) The students in no way disrupt, by their intervention or presence, the normal functioning of the offices where they are undergoing familiarization.



- g) On expiry of the assigned period, students may submit project report on the subject. However, students should ensure that no adverse remarks about AAI are reflected in such report.
- h) AAI at its discretion, without assigning any reason, may discontinue the internship.
- i) Internship will not confer any right on the nominated student for employment in the organization.
- j) Authority shall not be liable for any injury/damage caused upon self within the premises of AAI during the internship period.
- k) The student shall abide by all prescribed security standards and norms on photography, secrecy, etc. while on internship.
- l) The finalization of nomination will be subject to acceptance of the above conditions by the University/Institute as well as the student.
- m) The respective University/Institute should undertake that the nominated students shall abide by all the above provisions/conditions during their nomination to AAI. Any pecuniary loss or damage to the reputation of AAI caused by the nominee by way of their conduct, actions or indulgence shall be liable to be compensated either by the student or by the University/Institution.
- 6) The above guidelines will be effective from the date of issue of circular.
- 7) This issues with the approval of the Competent Authority.



(Sanjay Jain)  
Executive Director (HR)

Distribution: -

- ❖ OSD to Chairman
- ❖ DGM (ES) to Member (Fin)/ Member (HR) / Member (Ops)/ Member (ANS)/ Member (Planning)/ CVO
- ❖ All HoDs at CHQ / Operational Office / AAI Office Complex
- ❖ ED (Admin)
- ❖ GM (HR)- KN/GB/ND/RKJ/MN
- ❖ GM (IT) for uploading on AAI Website
- ❖ General Secretary- AAEU
- ❖ General Secretary- AAOA(I)/ ATC Guild (I)/ AAIEG/ IAAIOA/ AAI SC/ST Association.

*(Hindi version will follow. In case of any discrepancy between the meanings of any translated versions of this Circular, the meaning of the English version shall prevail)*