

INTERNSHIP POLICY

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What is VIECZAR?

VIECZAR is a trademark name for the Online Training and Development platform ([Patent Published](#)) of [VIEZEON Techno Consulting Limited](#). VIEZEON is a Public Limited company registered in India. Founded in 2011 and operating in 5 other countries focusing on the technology development, training and deployment.

We are an accredited ISO 9001, 27000 and 18001 organizations, for following international quality standards. We are recognized globally by various organizations. We cater to heterogeneous technological requirements of our clients from various industries. Technology is our strength. We offer online technical training programs and consulting services through customized solutions for our clients. Vieczar contributes to a sustainable world by implementing the latest technological and systemic innovations where their impact is the highest.

1. Overview of the Internship Program

The Internship Program is aimed to be a very valuable and enriching experience for the person joining the team. This experience is intended to help the intern to gain industry exposure and an overview of the present global markets.

We are looking for an entrepreneurial and innovative intern. The candidate should speak excellent English and their native language. They should share our passion to drive the business in the assigned geographical territories and create opportunities in Global and Local Markets.

The Internship lasts for Six Months. The program will also encompass traveling to Head Quarters for a period of four months on successful completion of the given task in their native countries.

Internship description

Interns will work in our fields of business: Marketing & Sales, HR, customer care, Technology Development and Deployment. The role of interns is not only to provide support for ongoing and future projects but also to engage intellectually and entrepreneurially with VIEZEON 's business process. The intern is able to gain experience in project management, desk and market research, networking, organization, report and article writing, to name a few areas that will lead to an all-round development of skills. As Vieceon is a dynamic company, there is a lot of opportunity to contribute own ideas and be actively involved in taking on new tasks.

What we look for

Analysis and Entrepreneurship

The complexity of the job requires ability for lateral, connected and innovative thinking. The candidate should work in a highly professional and structured manner and possess a good business sense. Technical, engineering and scientific skills are a plus.

Personal Impact

Teamwork is at the core of our activities and we enjoy our work. We want a new colleague to enrich our team and to be a vibrant part of our creative and professional company.

Each intern position will be subject of a clear job description. The tasks of the intern will be relevant, within his competencies and in compliance with the Job description. However an emergency operation organization is a constantly changing environment, requiring swift prioritization of tasks and activities, working to tight deadlines and demanding an ability to manage multiple tasks. A flexible, cooperative, problem-solving attitude is then necessary.

The job description will be as comprehensive as possible but the post-holder may expect to take on other responsibilities as may be reasonably required.

2. Management

2.1 Job description

What we expect

1. Excellent Professional behavior
2. Understanding of Technical Courses in Information Technology.
3. Understanding of IT training requirements in your region/country.
4. To establish corporate relations with local corporate and education institutions.
5. Enrollment of 10 Students in two months time to get qualified for 4 months internship at the head quarters *
6. Regular feedback report (Daily/Weekly)
7. Ensure the registration process is completed (including the payment receipt).

2.2 Contract

A contract between Viezeon and the intern will be established including the job Description and the present document with completed application duly signed by the intern.

2.3 Supervision

The intern supervisor will closely follow the work of the intern during his assignment. The intern supervisor will be responsible for:

- Providing guidance and support to the intern
- Ensuring the respect of the Terms of Reference/job description
- Ensuring a high-quality experience for the intern by including him in relevant activities and giving him responsibilities
- Conducting a mid-term and final appraisal

2.4 Appraisal

The intern will have a formal review with his supervisor prior to coming to the Head Quarters.

This will be an opportunity for both the intern and the supervisor to look through the objectives achieved and the future improvements/adjustments.

A final appraisal will be conducted at the end of the internship.

The supervisor will write a recommendation letter for the intern upon his request.

3. Terms and conditions

3.1 Length of internship

The length of internship is flexible depending on the opportunities available, minimum being 3 months and Maximum 9 months. The minimum of 3 months will ensure a valuable experience both for the intern and the office.

3.2 Working hours

- The normal work-day is 8 hours, with 40 hours being a normal workweek (full-time) (lunch Breaks excluded)
- The interns will be hired on an 80% basis. This will provide 20% free time for job searches. Working hours (5 days a week etc.) can be arranged directly between intern and supervisor.

3.3 Holidays

Personal Holidays

- Interns are entitled to take one day leave per month prior intimation of minimum two days is required. All public holidays will be observed accordingly.

3.4 Sick leave and absence during working hours

- The intern may submit his or her own written sick note up to three days of absence. Should the sick leave lasts longer than three working days; the employee must submit a doctor's certificate. Such a note shall include the period of the sick leave and the date of return to work.
- All absence during working hours should be agreed upon by the immediate supervisor.

3.5 Insurances

- Guidance will be given to the intern for choosing the type of Insurance cover. The company is not responsible for any claims or for any untoward incidents. All the interns are requested to take insurance cover as per their requirements as per terms and conditions.

3.6 OFFICE SPACE

- VIEZEON will provide the intern with essential equipment to work efficiently: namely, desk, computer desk, landline phone, access to printer and basic stationery.

3.7 Code of Conduct

- All the interns commit themselves to respecting the Viezeon code of conduct.

3.8 Termination of contract

- The intern wishing to resign should do so in written to his supervisor. Termination notice is a minimum of 1 month. In case of any violations of the terms and conditions by the trainee / interns, Viezeon has the right to terminate the contract with immediate effect with no notice period.

VIEZEON INTERNSHIP APPLICATION FORM

1. Family Name:		Given Names:						
2. Gender:		3. Marital Status:						
4. Date of Birth Day/month/year	5. City/Country of Birth:	6. Present Nationality:						
7. Permanent Address:		8. Present Address						
Telephone No.:		Telephone No.:						
Mobile phone:		Mobile phone:						
Fax No.:		Fax No.:						
e-mail Address:		e-mail Address:						
9. In case of emergency, notify:								
Name:								
Address:								
Relationship to applicant:								
Telephone No.:		e-mail Address:						
10. Knowledge of Languages:								
	Read		Write		Speak		Understand	
Language	Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily
Mother tongue (please specify)								
Native								
English								
Other: (please specify)								
11. Higher Education (College/University):								
Institution Name, City, Country		Dates of attendance From: To:		Degree(s)		Major Subjects of Study		

Current education:	Mo./Year	Mo./Year	Obtained/to be obtained	
Previous education:				

12. Computer skills: Word processing Internet research Spreadsheet Database
 Web page design Other: _____

13. Employment: Please describe any previous working experience you may have had, giving full details of your duties. Use an additional sheet if necessary.

14. Career Plans:

15. Other Relevant Information:

a) University scholarships or academic distinction:

b) Publications (if any):

c) Have you ever applied for regular employment with the Viezeon? Yes No

If yes, please give dates and name of agency: _____

d) Have you ever been arrested, indicted, or summoned into Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes No

If yes, please give full details in an attached statement.

16. Internship Period:

Please indicate your availability for Internship (periods of minimum two months, up to a maximum of six months):

From: _____ To: _____

17. Endorsement by educational institution

(An endorsement letter confirming your level of studies, area of studies and expected date of graduation should be submitted with this application)

18. References:

Please list three persons not related to you, who are familiar with your character and qualifications:

Full name and title	Address/email	Business or occupation

19I certify that the foregoing statements and answers are true, complete and correct to the best of my Knowledge and belief.

Signature: _____ Date: _____

This duly completed application and accompanying documents must be forwarded to the Viezeon Techno Consulting Limited (online).

I accept the internship/Training which has been awarded to me by Viezeon Techno Consulting Limited and I understand the Following:

Timing: (The dates of this programme are non-negotiable; interns are expected to attend the entire duration of the programme and to work full time on the internship).

- If selected, I shall make myself available for 24 weeks (Time /Date will be communicated) after the qualification Criteria.

- If selected, I shall be willing to work on the research topic and field location assigned to me.

- Status:** Although not considered a staff member of VIEZEON, I shall be subject to the authority of the Executive Director and the authority delegated by her to the Director and Heads of Offices. I understand that I am not entitled to the privileges and immunities accorded by member states to VIEZEON's officials and staff members.

- Financial Support:** This is an unpaid internship as per VIEZEON global policy. All interns are expected to bear the costs such as travel from home to duty station and back, as well as accommodation and food for the entire duration of the internship programme. **However VIEZEON will provide \$ 350 per month as a partial support to all interns for the term period of the internship.**

- Medical Health and Life Coverage:** VIEZEON accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life (accidental death & dismemberment) insurance. I will be covered by health and life insurance during the internship period (VIEZEON internship policy requires that you be covered by medical and life insurance for the entire period of internship).

- Passport and Visas:** I am responsible for obtaining necessary passport and visas when required. VIEZEON will issue only a letter-stating acceptance of an individual as interns and the conditions governing the internship.

- Confidentiality and Publication of Information:** As an intern, I will respect the confidentiality of information that I collect or am exposed to at VIEZEON. No reports and papers may be published based on information obtained from VIEZEON without the explicit written authorization by the Head of Office or Division Director.

- Employment Prospects:** The VIEZEON internship programme is not connected with employment and there is no Expectancy of such. Interns cannot apply for posts advertised internally to VIEZEON staff during the period of internship

- That the Company accepts no responsibility for costs arising from accidents and/or illness incurred during my internship.

- That a certificate of Training/internship completion will be issued by VIEZEON once the intern complete the training / Internship as per the desired expectation

