



Internship Programs for students pursuing professional programs

Gajera Trust is a charitable organization actively serving society in education, healthcare and community services since 1993.

Educational Institutions under the trust operate at following major locations in Gujarat:

- 1) Surat (Katargam, Utran, Pal, Sachin)
- 2) Sarigam
- 3) Amreli

More than 47000 students study in the institutions of the Trust.

Internship is a 'win-win' arrangement for students pursuing professional courses and the Trust as this will provide students with an opportunity to get exposure to best in class work practices and system driven approach. This will help them prepare for the career ahead and give an edge to them while entering professional career. At the same time the Trust will benefit from enthusiasm and innovation of young and vibrant minds, a supportive hand in completing small assignments. Further, it will provide them with a potential work force.

Objective:

For students:

- Provide opportunities to aspiring professionals to learn practical aspects of field of their choice.
- Help them internalize the theoretical knowledge attained during academic sessions by observing actual work practices.
- Make available them with examples and real time data for analysing and improvising based on conclusions

For the Trust:

- Being able to attract talented young professionals and to use the practice as a selection tool
- To enhance branding of the Trust and its institutions amongst prestigious educational institutions.
- Have projects and campaigns get a boost through energies of motivated groups of students.

Scope:

The internship programs will be applicable to all the institutions of the Trust located at Surat and Sarigam.



The fields of studies shall cover following but will not be limited to:

- Marketing
- Computer Science
- Operations Management
- Human Resources
- Finance
- Creative Arts
- Psychology & Counselling
- Learning Management
- Mass communication
- CSR

Courses and institutions:

Professional courses (Diploma / Graduate Degree / Post Graduate Degree) under recognized Universities:

BBA, MBA (Finance, Ops Mgt., HR, etc.) , MA (Mass Comm., Psychology, etc.), BE (IT, CS)

Duration:

Summer internship – 8 weeks’ duration

For 7 hours a day during summer vacations / course semester marked for internship in the course schedule

Extended Internship – 16 weeks’ duration

For 4 hours a day after completion of academic / classes during ongoing academic sessions

Number of internship trainee positions at different locations

Sr	Location	Mktg	HR	Fin.	Mass Comm.	Computer Science	CSR	Operations Mgt	Psychology & Counselling
1	Gajera Trust – Head Office	3	2	1	1	2	1	1	0
2	School Complex – Surat	1	1	0	0	1	0	0	2
3	Laxmi Vidyapeeth Sarigam Campus	2	2	1	1	2	1	1	2
4	Vatsalyadham	0	0	0	1	1	1	1	1
	Total (33)	6	5	2	3	6	3	3	5



Structure of coverage:

- Introduction to Trust – history, board of Trust, vision, mission, key institutions
- Introduction to Location (Surat / Amreli / Sarigam)
- Introduction to the function selected – activities, processes, KRAs
- Function and ongoing assignments – support and active participation
- Project – data collection and analysis under guidance of Functional Head concerned

Process:

Invitations – Major educational institutions in the Western region will be sent invitation through their respective Training & Placement Department two months prior to commencement of internship. Students aspiring to undergo internship with the Trust shall have to apply through college.

Selection – A robust selection process shall be put in place for to select best applicants from the lot of applicants. This will involve academic background and aptitude. Assessment of IT skills and communication shall also be part of the selection process. The most important quality to look for shall be that of '**Passion to contribute to education processes**'.

Remuneration – Internship training is not meant for a financially gainful activity, however following support and local hospitalities shall be extended to the trainees.

Stipend – Rs. 3000/- per month

Local Hospitality – Refreshments

Certification:

Students who complete the entire period of training shall be awarded with a certificate to this effect.

Those interested to work with the trust on full time employment basis shall be given highest priority while filling up vacancies of the Trust.

Interested candidates may send applications to hr@gajeratrust.org