Learn with purpose.
Work with clear expectations.

A framework for mentored learning placements. Individual internships require approved written offers and a named supervisor.

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01 / Purpose and scope

This policy provides the framework for mentored learning placements at Amnaya Energy and for approved Upanayan programme research. Internships support learning and assessed project work; they do not replace qualified professionals or routine permanent staffing. Published tracks are expressions of interest until HR approves a specific opening. No placement begins without an approved scope, a named mentor and a written offer.

02 / Eligibility and fair selection

Students and recent graduates may apply to tracks matching their learning background. Coursework, independent projects and relevant voluntary work are valid evidence; prior paid employment is not a general requirement. Each opening states its essential skills and any lawful eligibility conditions. HR uses consistent, role-related criteria and offers reasonable assessment accommodations. The programme accepts adults aged 18 or above at the start; eligibility is verified at offer stage, without requesting birth dates or identity-document numbers in the initial form.

03 / Written offer and academic coordination

Before acceptance, the offer must identify the contracting entity, track, mentor, learning objectives, start/end dates, working location and mode, hours, stipend status and amount, payment schedule, expenses, leave/absence arrangements, equipment, safety requirements and early-exit process. Duration and start dates are set per opening. Academic approval and credit remain the institution’s decision; HR coordinates any required college documents before the placement begins. No internship, academic credit or later job is guaranteed by applying.

Support and safety

04 / Mentoring and learning plan

The mentor and intern agree a written learning plan during induction, with realistic tasks, milestones and an accessible supervision schedule. Mentors hold a weekly check-in and a documented midpoint review. Interns maintain a brief learning log and raise blockers early. Work must be reviewed by the responsible professional before it informs a project, legal opinion, financial commitment, operational change or public statement. A mentor’s absence must have an agreed escalation route.

05 / Stipend, expenses and working arrangements

HR and the budget owner approve and disclose compensation terms before an opening is offered, including whether a stipend is payable, the amount, payment dates and any deductions. Legally required pay and benefits must be honoured; an internship label or academic credit does not waive them. Approved travel and expenses require a written process. Hours, rest, attendance, exam accommodations and leave are agreed in the offer and comply with applicable requirements. Amnaya charges no application, selection, placement or certificate fee.

06 / Safety and site access

Induction must cover emergency contacts, incident reporting, permitted tasks and required training. Interns may stop unsafe work and report concerns without retaliation. Site attendance requires prior authorisation, an appropriate risk assessment, supervision, suitable protective equipment and confirmation of insurance/coverage arrangements. Interns must not perform live electrical work, switching, work at height, hazardous machinery operation or other high-risk tasks. They may observe only within an authorised safe area under supervision. Remote placements also receive safe-working and equipment guidance.

Responsible practice

07 / Respect, safeguarding and concerns

Harassment, discrimination, bullying and retaliation are prohibited. Interns may raise concerns with their mentor or HR; concerns involving the mentor go directly to HR. Write to business@amnayacorp.com marked Confidential internship concern to arrange an appropriate private reporting channel. HR should acknowledge within three working days, appoint a reviewer without a conflict and explain next steps. Statutory reporting and grievance channels remain available. Upanayan interns must not conduct clinical care, contact children alone, collect identifiable child data or publish child images; any later approved activity requires a separate safeguarding plan and appropriate consent.

08 / Confidentiality, information security and intellectual property

Access is limited to approved tasks and authorised systems. Interns must protect credentials, follow MFA requirements, use approved storage and promptly report lost devices or suspected disclosures. Personal, applicant, commercial and child-related data must not be copied into personal accounts or public AI tools. Confidentiality, permitted portfolio use, pre-existing work and project intellectual-property terms must be explained in the written agreement before work begins, subject to applicable law and institutional obligations. No unrestricted ownership transfer is implied by this policy alone.

09 / Responsible AI use and application screening

AI assistance for application evidence summaries is optional and requires the applicant’s separate consent. A person verifies the source documents and makes every selection and progression decision; AI must not score, rank or automatically reject applicants. Student projects count as relevant learning evidence. During the placement, interns use AI only with mentor approval, disclose its contribution, check factual claims, respect licences and keep restricted data out of unapproved tools. AI output cannot substitute for professional sign-off.

Completion and governance

10 / Assessment, feedback and completion

The learning plan defines assessment evidence before work starts: agreed deliverables, a learning log, a final presentation/report and mentor feedback appropriate to the track. Assessment considers learning, accuracy, responsible practice and communication against the agreed objectives. The intern may comment on feedback and request clarification. A completion letter states actual dates, the track and work completed after records are checked; it must not exaggerate responsibilities, certify unverified skills or imply professional accreditation. HR coordinates institution-specific evaluation where agreed.

11 / Absence, early exit and employment conversion

Notify the mentor of absence and agree academic/exam arrangements in advance where possible. An intern or the company may end a placement through the notice and handover process in the offer, subject to applicable requirements. HR must document reasons, hear relevant concerns and ensure required payments, expense settlement and a proportionate record of completed work. Serious safety or security concerns may require immediate restriction of access. Any employment conversion is a separate approved vacancy and selection process; it is never automatic.

12 / Privacy and retention

Applications are stored in Amnaya's private AWS recruitment system under the Internships department and selected position. Resume and cover-letter PDFs are scanned for malware before access; HR access requires sign-in and MFA. Application records and uploads are scheduled for deletion after 180 days, with AWS deletion completing asynchronously. AI consent is optional. Corrections, withdrawal, deletion requests and access needs can be raised at business@amnayacorp.com using the application reference. Selected-intern contracts, payment and training records follow a separately communicated, purpose-based retention schedule and applicable recordkeeping duties.

13 / Ownership, approvals and review

HR owns this framework and coordinates the mentor, budget owner and responsible function. Before activating an opening, HR must confirm funding/compensation, the mentor's capacity, legal eligibility, local employment and safety requirements, insurance, grievance contacts and any institution agreement. Applicable law and mandatory rights prevail over conflicting wording; specific agreements may add lawful details. HR reviews this policy annually and when the programme or relevant requirements change. Version 1.0 is published on 24 October 2026; individual placements still require written approval and offer terms.

Reference material

UGC internship / research-internship guidelines
AICTE internship policy
References inform learning-programme design; no affiliation or accreditation is claimed.