

PROGRAM GUIDELINES: FINCHAM STEP PROGRAM

A Skills, Training & Education Promotion initiative of Finland Chamber of Commerce in India

INTRODUCTION

India has a huge young educated population coming out of universities in large numbers. These young graduates / alumni / research scholars require to be made ready for the future where they are exposed to hard real-world situations. The FINCHAM STEP Program (**Program**) will endeavour to enhance their soft skills, technical skills, and commercial experience. This program is also expected to include initiatives that would promote innovation and entrepreneurship, *inter alia*, by setting challenges for individuals/start-ups for potential solutions. Finnish companies that are operating in India under the umbrella of Finland Chamber of Commerce in India (**FINCHAM India**) would be open for cooperation with Indian and Finnish professional institutions, Government bodies and Universities suited to the areas of their operations.

OBJECTIVE

This Program seeks to create a platform to enhance the skills and commercial experience of the educated youth of India and Finland through internships/training programs hosted by the member companies of FINCHAM in India.

PROGRAM GUIDELINES

1. Announcement of Vacancies

- i. The member companies of FINCHAM will announce the open positions for internship for the calendar year on the FINCHAM STEP PROGRAM webpage of the FINCHAM India website by 2nd week of December in the previous year.
- ii. The openings will specify the application and candidate criteria, including the discipline, period of internship, supporting documents, if any, required to be submitted along with the application form.

2. Domestic Students

- i. Internship will be provided for students from Indian local institutes and Universities.
- ii. The internships will be offered in various fields identified by the hosting member companies.
- iii. These internships would need to be in any areas of the company's expertise/operations and can be in functions like Human Resources, Accounts, IT, company affairs, software skills, front office, marketing & sales, marketing research, services, production, design, design software skills, ERP implementation, stores, procurement, efficiency studies, safety, Start-up programs etc.
- iv. All such internships/mentorships need to be as per the respective companies' internship policy and guidelines.

- v. Payment of stipend to the selected candidate and the amount of stipend to be determined by the host company in accordance with its internship policy and guidelines.
It is recommended that payment of a monthly stipend ranging from INR 6,000/- to 15,000/- p.m. may be considered by the host company.
- vi. A Certificate of Internship /Mentorship on completion enumerating the areas of programs attended by the intern needs to be issued to the student or institute at the end of the Program.
- vii. The program can also be split program wherein the internship/mentorship is spread over longer duration for both summer and winter breaks and a single certificate issued at the end, or as per the candidate's academic requirement.
- viii. All interns/trainees would have to submit an end of the program report to the company before the issue of certificate.

3. Foreign Students

- i. FINCHAM would route Finnish students from Finnish Universities who may require an internship program in India-based Finnish companies.
- ii. Internship will be provided for students from Finnish Universities as well as other Nordic Universities which are members of the Nordic Centre in India and where the membership is valid for the duration of the internship
- iii. The internships will be offered in various fields identified by the hosting member companies.
- iv. These internships would need to be in any areas of the company's expertise/operations and can be in functions like Human Resources, Accounts, IT , company affairs, software skills, front office, marketing & sales, marketing research, services, production, design, design software skills, ERP implementation, stores, procurement, efficiency studies, safety, Start-up programs etc.
- v. All such internships/mentorships need to be as per the respective companies' internship policy and guidelines.
- vi. The Foreign students would not be entitled to receive any stipend from the host companies due to requirements of Internship visa conditions.
- vii. A Certificate of Internship /Mentorship on completion enumerating the areas of programs attended by the intern needs to be issued to the student or institute at the end of the Program.
- viii. The program can also be split program wherein the internship/mentorship is spread over longer duration for both summer and winter breaks and a single certificate issued at the end,or as per the candidate's academic requirement.
- ix. All interns/trainees would have to submit an end of the program report to the company before the issue of certificate.
- x. FINCHAM member Companies can share the STEP Program with their Global/Principals HR departments to route interested Finnish/Nordic students to avail of internship through this program as it facilitates easy processing of Internship visa and Nordic government stipends.

4. Government Departments and Institutes

- i. FINCHAM may have a cooperation program with different State Government bodies to implement such company internship programs amongst its member companies subject to their interest and policy.
- ii. Apprenticeship training programs as required by State Governments may also be part of this cooperation program.
- iii. FINCHAM India's member companies may route/ supplement their internship programs through the STEP Program if FINCHAM enters into such co-operations agreements with State Governments.
- iv. The prior approval of FINCHAM Board / Members is required to sign / approve such cooperation agreement.
- v. FINCHAM may enter into such cooperation agreements and sign MOUs with selected Institutions and Universities subject to approval as per Clause 4(iv) above. FINCHAM can also do the same in collaboration with Embassy of Finland.
- vi. FINCHAM may further enter into cooperation agreements and MOUs with State Governments, Institutions and Universities which have an exiting collaboration with Business Finland, subject to approval as per Clause 4(iv) above. FINCHAM may execute necessary MoU(s) with Business Finland in this regard.

5. How to Apply

- i. FINCHAM website to host a listing of internship programs offered by the member companies for the year and provision made to apply for the same through a link on the web page, under the umbrella of FINCHAM.
- ii. The open positions, alongwith the application form against each vacancy and/or a link to the concerned host company's application page would be posted on the FINCHAM India website alongwith application deadline dates, latest by 15th December annually;
- iii. The applicant will submit the duly filled in application form, which will be reviewed by the respective company for further processing.
- iv. The selection of the candidate will be at the sole discretion of the company hosting the internship.

6. CSR Implementation Partnership Program

- i. Finnish companies may give Internship for specific implementation of companies' CSR program for the year.
- ii. Stipend to be paid (to Indian students only) as per individual company policy for such initiatives.

7. Access to STARTUP EVENTS / TECH EVENTS / HUDDLE EVENTS / etc

- i. Finnish companies are encouraged to market events through FINCHAM member organisations and through the FINCHAM website;
- ii. Outreach for such events will also supported by the FINCHAM members and promoted amongst the Institutions/ Universities collaborating with FINCHAM India under the STEP Program.

8. Insurance

- i. Host company to ensure that the selected domestic candidate has a valid medical and personal accident insurance plan for the duration of the internship;
- ii. Host company to ensure that the selected foreign student has a valid travel insurance plan which includes medical and personal accident coverage for the duration of the internship;
- iii. Host company to consider personal liability insurance for such interns in accordance with the company policy
- iv. Host companies are advised to avoid exposure of interns to hazardous processes and/or locations.

9. Transportation

- i. Reimbursement of expenses incurred towards local transport by different modes of public transport which may be required as part of the internship assignment(s), as per company policy and as per location;
- ii. In the event of outstation travel required to be undertaken by the candidate in connection with the internship assignment, tickets to be arranged by the host Company or cost be reimbursed to the candidate on presentation of tickets and invoices;
- iii. Cost of boarding, lodging, out of pocket expenses and travel insurance to be arranged by the company as per the company policy, in case of outstation travel to be undertaken by the domestic candidate in relation to the internship;
- iv. Cost of boarding, lodging, out of pocket expenses to be arranged by the company as per the company policy, in case of outstation travel to be undertaken by the foreign candidate in relation to the internship;

10. Other Expenses/Facilities

- i. Host company may consider extension of cafeteria facilities to the candidates on the premises.

11. Special Considerations for Foreign Candidates

- i. The internship period offered to range from minimum 8 weeks or 2 months to 32 weeks or 6 months.
- ii. Security and Safety of the Foreign nationals would need attention.
- iii. Host Company to facilitate identification of safe and reasonable accommodation for foreign students. Students to bear the costs of accommodation.
- iv. The host company and Nordic Centre in India (in case of candidates routed through Nordic Centre's member Universities) to each nominate an Emergency Contact person for each foreign candidate;
- v. In case of any personal/ non-internship linked outstation travel undertaken by the foreign candidate during the internship period, such candidate should be required to share travel details and contact information with the Emergency Contact person as mentioned in Clause 11(iv) above.

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