

STANDARD OPERATING PROCEDURE FOR INTERNSHIP TRAINING / PROJECT WORK AT NMPA

1. ELIGIBILITY CRITERIA TO UNDERGO INTERNSHIP TRAINING/ PROJECT WORK AT NMPA.

NMPA will permit students who have passed XII grade / PUC and are presently undergoing studies for graduation / PG / Ph.D. courses in India to undergo internship training / project work at NMPA. The period of project work / study internship will be as per requirement intimated by the college / university of the concerned student. Students seeking project work or internship will be permitted for a maximum period of six months.

2. METHOD OF SUBMISSION OF APPLICATION.

The student / parent / college may refer to the New Mangalore Port Authority website (<http://newmangaloreport.gov.in:8080/#!/downloads>) for general instructions to the students with regards to work internship/ project/ field work.

The student may contact Dy. Manager, Training Cell regarding availability of placement to undergo internship at NMPA. Once it is confirmed by Dy. Manager, Training Cell, the original scanned letter with signature and seal on the college letter head mentioning the students names/ course name / type of internship / period of internship (format dd/mm/yyyy to dd/mm/yyyy) from the college addressed to the Secretary, NMPA along with copy of students id cards may be forwarded 30 days before the commencement of the training by email to secretary@nmpt.gov.in or dmcrc-con@nmpt.gov.in for necessary action.

The scrutiny of applications received by the Secretary is carried out by Dy. Manager, Training Cell.

The approval letter for training is issued by the Dy. Manager, Training Cell directly to the students on the first day of the training. The original letter may be submitted to the college and a copy of the letter must be carried by the students every day to the office. If any student requires pass to visit the wharf, they will be directed to the Deputy Conservator (Marine Department), NMPA. The student can collect the pass from the office of the Dy. Commandant, CISF and visit the wharf.

3. CONDUCT OF TRAINING

The coordinator, Dy. Manager, Training Cell will guide the students in their project work and direct the students to meet the concerned officers, based on the core subjects / topic of interest.

Students have to prepare a weekly report in the following format and submit it to the Dy. Manager, Training Cell on weekly basis. Based on the report and subject to internship / project report prepared & submitted by the student certificate will be provided on the last day of the internship. The Format for the weekly report is enclosed in ‘**Appendix-A**’.

4. DO’S & DON’T’S

“General instructions for students undergoing internship at NMPA” as per ‘**Appendix-B**’. Students will be instructed to strictly adhere to the instructions. Any defaulter will be asked to terminate their project work / internship, on the sole discretion of NMPA Management and no representation in this regard will be entertained.

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5. VACANCIES

Department wise vacancies available in each month is indicated below. Dy. Manager, Training Cell will ensure that only the allotted number of interns / project work students are given approval.

DEPARTMENT	DIVISION	NO. OF STUDENTS INTAKE PER MONTH FOR STUDY INTERNSHIP/PROJECT WORK
TRAFFIC		5
MARINE		5
CIVIL		20
MECHANICAL	MECHANICAL	20*
	ELECTRICAL	20*
FINANCE		5
ADMINISTRATION		6
MEDICAL		2

* limited to 5 (five) students per batch/College.

6. ELIGIBILITY CRITERIA FOR RECEIPT OF INTERNSHIP TRAINING CERTIFICATE FROM NMPA

Dy. Manager, Training Cell will provide the completion certificate after submission of internship / project report. A copy of project / internship work book is collected from the students who submit the project report to the college.

APPENDIX-A
WEEKLY REPORT

NAME OF THE STUDENT :
NAME OF THE COURSE AND COLLEGE :
NAME OF THE GUIDE (EXTERNAL) :
NAME OF THE GUIDE (INTERNAL) :
TITLE OF THE STUDY :
PERIOD OF INTERNSHIP :

DAY	DATE	WORKS DONE INCLUDING THE GUIDING OFFICERS NAMES	SIGNATURE OF THE GUIDING OFFICER
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
PROGRESS/ACTION WITH RESPECT TO THE PLAN FOR THE PREVIOUS WEEK:			
LEARNING FOR THE WEEK:			
PLAN FOR THE NEXT WEEK:			

SIGNATURE OF EXTERNAL GUIDE WITH SEAL

APPENDIX-B

GENERAL INSTRUCTION FOR STUDENTS UNDERGOING INTERNSHIP AT NMPA

1. The NMPA office timings are 9:30 am to 5:30 pm (1 pm to 1.30 pm – lunch break). During the project work/ study internship period, the students can walk in during the office hours and collect the information required for their project work or discuss more about their internship project with the concerned officers as directed by the coordinator.
2. The student will be subject to the disciplinary control of the Chairman of the Port Authority.
3. The student should abide by the security instruction during the period and should carry the identity card issued by the University / College and copy of permission letter issued by Dy. Manager, Training Cell, NMPA.
4. The student will have no preferential claim for employment in the Port Authority.
5. The period can be terminated or curtailed at the discretion of the Chairman, NMPA.
6. No financial support / stipend will be extended to the student by the Port Authority.
7. No living accommodation or transport will be provided by the Port Authority and student should make own arrangements during the period.
8. The Port Authority will not be responsible for the consequences of any accidents, which the student may face during the course of the project work/internship.
9. The Port is not responsible for loss of any valuables / belongings of the students.
10. In & out time to be entered by all the students in the attendance register maintained by Training Cell on daily basis. Every day 5:00 pm the attendance register will be closed and those students who have not attended the office will be marked as 'A' – absent.
11. Students are not allowed to scan the reports or books provided by Training Cell. Instead they can note down the points required.
12. Since there are no hard and fast rules to attend the training from 9.30am to 5.30pm, Port does not take responsibility to monitor students outside the port campus.
13. The students on completion of project work/ Internship may submit the report to Dy. Manager, Training Cell.
14. Students have to prepare a weekly report in the aforementioned format and submit it to Dy. Manager, Training Cell on weekly basis. Certificate for internship / project will be provided after completion of the same and subject to submission of internship / project report to Dy. Manager, Training Cell.
