Dryft Dynamics

Drafting Perfection

Internship, Training & Hiring Program (ITH Program)

Crafted for new market needs!

About Dryft Dynamics

Dryft Dynamics Pvt. Ltd. (formerly known as Vestyx Technologies Private Limited is a software firm established in 2015 and registered under Ministry of Corporate Affairs under Companies Act 2013.

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CIN – U72900JH2022PTC018089

Introduction –

Our expertise span industries. From helping build lighter and efficient cloud-based products and creating more efficient software solutions, to enable businesses and professionals to provide financial inclusion to the most remote corners of the globe and empower technology executives with solutions to maximize global agility. Dryft Dynamics delivers ideas that transforms into actions. And in doing so, we change the way the world works and lives.

Some of our products and projects presented, highlights the breadth and diversity of our value proposition to our clients. Our young minds give our clients a distinct advantage. In addition to helping them manage their business, we can power their transformation to a smarter organization as well. This allows them to focus on their core business priorities. Dryft Dynamics is based upon principles that lead to good business, employees with a stake in company success and great software products. Our forte is custom ERP software development.

A board of advisers provides a mix of internal Dryft Dynamics employees and external influencers, each of whom has over a decades of software development experience in a high leadership or executive role.

Our Offices –

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- Ministry of Commerce and Industry, Startup India Scheme
- Ministry of Micro, Small and Medium Enterprises, MSME
- Ministry of Corporate Affairs, MCA
- Atal Innovation Lab, Jharkhand
- Department of IT & eGovernance, Govt. of Jharkhand

Corporate & Institutional Affiliations & Recognitions:

- Business Networking International
- E-Cell IIT Kharagpur
- NASSCOM, India

Standard Operating Procedure (SOP) for Internship, Training and Hiring Program (ITH Program)

Objective:
The purpose of this SOP is to define the internship, training and hiring process for students within our company, ensuring a structured and transparent approach to student engagement, skill development and recruitment.

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1. Internship Program

- **Selection Criteria:**
  A total of 20 students will be selected for the internship program from the following 4 colleges:

    o RVS College, JSR

    o NIT College, JSR

    o Netaji Subhas University, JSR

    o Sarla Birla University, Ranchi

The selection will be based on a **First-Come, First-Served (FCFS)** basis, ensuring equal opportunity for all students who express interest. Students must complete the registration process on the company website to be considered for the program.

- **Internship Duration:**
  The internship will span **2 months** (from **1st June to 31st July**). This duration allows sufficient time for students to gain practical experience and contribute meaningfully to ongoing projects within the company, including projects related to PHP and .NET development.

- **Cost:**
  The internship is free of cost. However, a **registration fee of ₹500/-** is required to confirm participation. This fee will cover administrative costs and related services for the internship program.
  The **last date for registration will be 20th May 2025**.

- **Mode:**
  The internship will be primarily conducted **online**, allowing students from different regions to participate and work remotely. However, for those who prefer to work offline, **a maximum of 5 seats will be available**. Students choosing the offline mode must select one of the following available slots:

    o Monday, Wednesday, Friday (3 students)

    o Monday, Tuesday, Thursday (2 students)

Study materials will be shared on **25th May 2025** for all participants, whether online or offline.

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2. Training Program

- **Selection for Training:**
  After the internship period, the top 10 students will be selected for the training program. The selection will be based on an **online machine test** of **1 hour** conducted at the end of the internship. This test will assess the students' skills, knowledge and performance during the internship. A **graded certificate** will be provided to all students upon successful completion of the internship.

- **Training Duration:**
  The training program will span **1 month** and will be conducted between **1st November to 30th November**. The sessions will be structured as follows:

- o **10 days** for **study & knowledge** acquisition.

- o **10 days** for **hands-on (LIVE)** experience in practical application.

- o **10 days** for **tasks (LIVE)**, where students will work on real-world tasks relevant to the company's ongoing projects.

- **Cost:**
  The training program will be conducted **online only**. A registration fee of **₹1000/-** is required to confirm participation. Additionally, there will be a **₹5000/- stipend** provided to the selected students based on their performance during the training program.

- **Mode:**
  The training will be conducted **online**, ensuring flexibility and participation from students across different locations.

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3. Hiring Process

- **Final Round (Hiring Process):**
  After the training program, a final assessment round will take place. This round will include **practical tests, interviews and performance reviews** from both the internship and the training programs. The evaluation will assess the overall progress and contributions of the students throughout both stages.

- **Selection Criteria:**
  50% of the students who have successfully completed both the internship and training programs will be selected for full-time employment based on their performance in the final assessment.
  A total of **5 candidates** will be selected for full-time employment.

- **Feedback and Communication:**
  Selected candidates will be informed via **company email** about their selection for full-time employment. Feedback will be provided to all participants after the final round.

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4. Additional Guidelines

- **Application and Deadlines:**

  - o **Internship Registration** will open on **1st May** each year and close on **20th May**.

  - o **Internship Duration** will be from **1st June to 31st July** for **20 selected candidates**.

  - o **Training Registration** will open on **15th October** and close on **30th October**.

  - o **Training Duration** will be from **1st November to 30th November** for **10 selected candidates**.

- **Code of Conduct:**
  All participants must adhere to the company's code of conduct, which includes the following:

  - o **Punctuality:** All participants must be on time for the internship and training sessions. Any tardiness without valid reason may lead to disciplinary action.

  - o **Professionalism:** Students are expected to maintain a high level of professionalism at all times. This includes clear and respectful communication, responsible behavior, and adhering to company policies.

  - o **Active Participation:** Participants are expected to actively engage in tasks, meetings, and learning sessions. Lack of participation or interest may result in removal from the program.

- o **Work Quality and Integrity:** All assignments, tasks and work produced during the internship and training must be of high quality and created with integrity. Plagiarism or dishonesty will not be tolerated.

- o **Dress Code (For Offline Mode):** When working in the offline mode, students should adhere to a business casual dress code for professional interactions.

- o **Respect for Diversity:** Students should respect the diversity of their colleagues and the company's inclusive work culture. Any form of discrimination or harassment will result in immediate disqualification.

- **Performance Monitoring:**
  During both the internship and training periods, student's progress will be regularly monitored. Constructive feedback will be provided to help students improve their skills. Regular check-ins will be scheduled to assess the development of the students.

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5. Summary of Key Dates and Process

- **Internship Registration:**
  - o Open: **1st May**
  - o Close: **20th May**

- **Internship Duration:**
  - o Start Date: **1st June**
  - o End Date: **31st July**
  - o Total Candidates: **20**

- **Training Registration:**
  - o Open: **15th October**
  - o Close: **30th October**

- **Training Duration:**
  - o Start Date: **1st November**
  - o End Date: **30th November**
  - o Total Candidates: **10**

- **Hiring:**
  - o **5 candidates** selected for full-time employment based on their performance in both the internship and training programs.

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6. Conclusion

This structured internship, training and hiring process ensures that our company attracts talented and motivated students. By providing hands-on experience, quality training and a clear pathway to employment, we aim to contribute to the growth and development of future professionals in the industry.

Job Description for each stage of the Internship, Training and Hiring Process:

1. Internship Program:

Role: Intern (PHP, .NET, and Related Technologies)
Duration: 2 months (1st June – 31st July)

Job Description: During the internship, you will be engaged in real-world projects and tasks related to PHP, .NET and other technologies used by the company. You will be expected to:

- **Assist in ongoing projects:**
  Contribute to the development, testing and optimization of web applications, software tools or systems using PHP, .NET and related frameworks.

- **Work with senior developers:**
  Collaborate with senior team members to understand project requirements and contribute your own ideas and solutions to improve existing systems.

- **Complete assigned tasks and projects:**
  You will be given specific tasks related to coding, debugging and troubleshooting. You'll be expected to complete these tasks on time and report progress regularly.

- **Learn and develop new skills:**
  The internship will focus on skill development, where you will learn about coding standards, best practices and industry-standard tools. You will be guided and mentored to develop your technical skills.

- **Attend meetings and discussions:**
  Participate in project meetings, training sessions and reviews. This will give you exposure to how teams collaborate on larger projects.

- **Documentation and Reporting:**
  Assist in maintaining proper documentation for all your tasks and projects. You will be required to write reports about the progress of your work.

2. Training Program:

Role: Trainee (PHP, .NET and Related Technologies)
Duration: 1 month (1st November – 30th November)

Job Description: During the training, you will undergo intensive learning in specific technical areas and will be expected to:

- **Study & Knowledge (10 days):**
  Learn about the core technologies and tools used in the company (PHP, .NET etc.). You will receive theoretical training on advanced topics like web development, object-oriented programming (OOP), database management and more.

- **Hands-on (LIVE) (10 days):**
  You will be given practical tasks to work on, using real data and projects. This stage will focus on applying the concepts you've learned, developing working prototypes and contributing to live projects under guidance.

- **Tasks (LIVE) (10 days):**
  You will work on live, real-world tasks that contribute to the company's ongoing projects. This includes problem-solving, coding, debugging, testing and optimization. You will be expected to work independently, but under supervision, to deliver high-quality work.

- **Collaboration & Reporting:**
  You will collaborate with mentors and senior team members, receive feedback and make improvements. You will also be expected to report regularly on your progress and any challenges faced.

- **Final Evaluation:**
  Your performance will be assessed at the end of the training based on your ability to apply the skills you've learned, the quality of your work and your overall progress.

- **Skill Development:**
  You will further refine your coding, problem-solving, communication and time management skills, preparing you for a career in software development.

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3. Hiring Process:

Role: Full-time Employee (Developer – PHP, .NET or Relevant Technologies)
Duration: Full-time Employment (Based on Successful Completion of Internship + Training)

Job Description: After successfully completing the internship and training program, selected candidates will be hired as full-time developers. Your responsibilities will include:

- **Software Development:**
  Develop, test and deploy applications using PHP, .NET and other relevant technologies. You will work on creating new features, optimizing performance and ensuring quality code delivery.

- **Project Participation:**
  Contribute to large-scale projects, collaborate with cross-functional teams and participate in the entire software development lifecycle (SDLC).

- **Bug Fixing & Troubleshooting:**
  Identify issues in the code, troubleshoot bugs and implement fixes. You will be responsible for ensuring that the software is reliable and efficient.

- **Code Review and Quality Assurance:**
  Review your own and others code to ensure it meets coding standards. You will perform unit testing and integrate with other software components.

- **Mentorship and Collaboration:**
  Collaborate with senior developers and project managers to ensure timely and high-quality delivery of tasks. You'll be expected to take ownership of projects, contribute ideas and ensure the success of your team.

- **Documentation:**
  Maintain comprehensive documentation for the code, technical solutions and processes. Clear documentation ensures that other developers can understand your work and make necessary changes in the future.

- **Client Interaction:**
  Depending on the project, you may interact with clients, gather feedback and provide technical solutions based on client requirements.

- **Continuous Learning:**
  The company encourages continuous learning and as a full-time employee, you will have opportunities for further training, certifications and career advancement.

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4. Summary of Stages & Job Descriptions

Internship (1st June – 31st July):

- **Role:** Intern (PHP, .NET and Related Technologies)

- **Responsibilities:** Assist in ongoing projects, coding, debugging, documentation, learn through hands-on experience.

- **Evaluation:** Performance-based, completion of tasks, learning progress.

Training (1st November – 30th November):

- **Role:** Trainee (PHP, .NET and Related Technologies)

- **Responsibilities:** Study core technologies, complete hands-on tasks, contribute to live projects and report progress.

- **Evaluation:** Performance in live tasks, understanding of concepts and quality of deliverables.

Hiring (Post-Training):

- **Role:** Full-time Developer (PHP, .NET or Relevant Technologies)

- **Responsibilities:** Develop applications, contribute to live projects, troubleshoot issues and maintain software quality.

- **Evaluation:** Full-time employment based on performance during internship and training, final evaluation in the hiring process.