

IEDUP INTERNSHIP PROGRAMME

1. Name of the Programme : The Internship Program
2. Purpose: To allow short term exposure of “selected candidates” with the different Verticals/Divisions/Unit of IEDUP as ‘Interns’. A List of domains/areas for which Internship is invited is enclosed as Annexure A .
3. Objective of the Program : The Program has the following stated objectives:
 - a) To allow young academic talent to be associated with the IEDUP work for mutual benefit.
 - b) The “Interns” shall have an opportunity to know about the government functioning and Development Policy issue in Government of India and contribute to the Policy formulation by generating policy inputs such as empirical analysis ,briefing reports ,policy papers, etc.
4. Internship:
 - a) Internship shall be available throughout the year based on the requirements of the IEDUP.
 - b) Eligibility: Bonafide students of any recognized University/Institution within India or abroad ,fulfilling following conditions are eligible to apply for the internship:
 - I. Under-graduate students having completed /appeared in the terms end exams of second year /4th semester of the bachelor degree course and secured not less than 85% or equivalent marks in 12th class.
 - II. Graduate students having completed /appeared in the term end exams of first year /2nd semester of their post graduate Programme or perusing research /PHD and secured not less than 70% or equivalent marks in graduation.
 - III. The students who have appeared in the final exam or just completed Graduation /PG and waiting for admission for higher studies may also be considered for internship provided that-
 - They have secured 70% or more cumulative marks in all the years/semesters of their graduation /post graduation till the date of application.

- The period between the month of declaration of results of final exam and the desired month of internship should not exceed six months e.g. .if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December.
- 5. Period : The period of Internship shall be at least six weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.
- 6. Experience Certificate : A certificate regarding successful completion of Internship shall be issued by the Adviser of the concerned Subject Division in the enclosed format at Annexure B.
- 7. Logistics & Support: Interns will be required to have their own laptops. IEDUP shall provide them working space, internet facility and other necessities as deemed fit by the concerned Heads.
- 8. Procedure and conditions for Applicants:
 - I. Interested applicants may apply online only in the address link to be indicated in the website of IEDUP during 1st to 10th of every month. Application can only be made six months in advance but not later than 2 months before the month in which internship is desired. For example if any applicants wants to join internship programme which is commencing in the month of Apr-19 then he/she can apply from the month of Oct- 18 to Feb- 18. Application will be valid for the desired month.
 - (ii) Applicants must also clearly indicate the area of interest.
 - (iii) A candidate can apply for internship only once during a financial year.
 - (iv) The applicants who do not fulfill the eligibility conditions, their applications shall be rejected by the system automatically.

(v) The selected applicant has to produce original mark sheets and NOC from the college/institution at the time of joining, failing which his/her candidature shall be cancelled.

9. Procedure for Selection and Other Modalities of the Program:

- (i) All the applications received online will be made available online to the concerned Heads of Verticals/ Units/ Divisions and OSDs/ Senior Consultants/ Consultants in IEDUP for further scrutiny and selection of eligible candidates.
- (ii) The Heads of Verticals/ Divisions/ Units can take a maximum of 3 (three) interns for Internship at a time. This number may be relaxed beyond 3(three) with the permission of Director, IEDUP. The decision of the Adviser regarding the suitability of a candidate as intern shall be final and binding.
- (iii) The selected candidates may be asked by the vertical/ division to submit the soft copy of their NOC from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the vertical head. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship. The vertical/division has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the Vertical.
- (iv) The concerned vertical/division will upload the list of selected candidates on IEDUP's website.
- (v) Depending upon the number of applications received against a particular domain/area, IEDUP reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- (vi) The concerned heads of Verticals Divisions/Units and OSDs/ Senior Consultants/ Consultants shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is

satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned Vertical Divisions/Units and OSDs/Senior Consultants/ Consultants about their learning experience.

- (vii) Seminars/presentation can be conducted by the concerned Heads of particular Verticals/Divisions/Units and OSDs/ Senior Consultants/Consultants for their interns.

10.Attendance - While doing internship in IEDUP, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Verticals/ Divisions/Units and OSDs/ Senior Consultants / Consultants.

11.It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Advisers/Heads of Verticals only.

12.Program Review: IEDUP reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of IEDUP.

13.Relaxation: Director, IEDUP will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

Director
Institute of Entrepreneurship Development U.P.

Annexure "A":

Domains/ Areas available for Internship

1. Data Management and Analysis
2. Economics
3. Education/Human Resources Development
4. Energy Sector
5. Foreign Trade / Commerce
6. Governance
7. Health , Nutrition, Women & Child Development
8. Industry
9. Infrastructure connectivity .
10. Mass Communications and Social Media
11. Mining Sector
12. Natural Resources, Environment & Forests
13. Programme Monitoring and Evaluation
14. Project appraisal and management.
15. Public Finances/Budget
16. Public Private Partnership
17. Rural Development and SDGs
18. Science and Technology
19. Skill Development & Employment
20. Social justice and empowerment
21. Tourism and culture
22. Water Resources

Annexure "B"

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms.> _____ a student of <University/Institution> has successfully completed Internship <his/her> Internship with IEDUP from ____ to _____. During the period of Internship he/she worked under _____ in the following areas.

- 1.
- 2.

- A) He/ she has shown special flair for _____ and <his /her> performance in preparation of the report has been rated as _____.
- B) During the period of <his/her> internship programme <he/she> was punctual and hardworking.
- C) I wish <him/her> every success in <his/her >life and career.

Signature

<Adviser>

Annexure C

FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/INSTITUTION

(To be given on Letter Head)/to be signed by HOD/Principal)

Dated:-

Subject:- No Objection Certificate for IEDUP Internship Programme.

It is certified that <Mr./Ms.> _____ is a bonafide student <College ID No.> of <Semester /Years> of <name of the Programme> of this <Institution/ College> .

The <Institution/ College> has no objection for doing the Internship programme at IEDUP for the period from ----- to ----- . It is also certified that <he/she> is not registered for any course requiring <his/her> attendance in the class during the said period.

The conduct of the student as recorded has been found good/ satisfactory/unsatisfactory.

(Signature and Seal)