

INTERNSHIP AT TERI SCHOOL OF ADVANCED STUDIES

Introduction

TERI School of Advanced Studies intends to offer internship opportunities to students and young professionals to participate in ongoing projects, undergo mentorship by experienced staff/faculty and participate in various developmental initiatives at the University. The internship programme shall aim to provide supervised work-related experience, in an academic or nonacademic discipline and will be evaluated by the University.

Scope

These rules may be called the **TERI SAS Policy and Guidelines for in-Campus Internship Programmes**. The rules embodied in this policy shall apply to all Interns, faculty and staff working at TERI SAS.

A. Eligibility

In order to be eligible to get enrolled in an internship programme, students must:-

- (a) be from external universities, institutions and out of college candidates. TU students should be encouraged to work as interns outside TU.
- (b) have completed or are undergoing 3rd & 4th year undergraduate programmes or Master's Degree in relevant fields with a research bent of mind; be in good academic standing and hold at least 6.0 CGPA (last semester) on a 10.0 scale.
- (c) Out of college candidates/working professionals (On leave) also can be considered if they have adequate experience in the field of work.

B. Application Process & Selection

The application and selection process shall be as follows: -

- (a) Students are required to identify the department/section and faculty/senior staff under whom they would like to carry out their internship by browsing the TU website. They can contact the concerned faculty with details of the preferred department and area of work.
- (b) Application in the prescribed format (Annexure 1) complete in all respects can either be sent by post or by email to the concerned faculty so as to reach the University at least 90 days before the commencement of internship.

- (c) Out of college candidates/ young professionals (not in any job) must include recommendation/s obtained from experts in their field.
- (d) Applicants are required to be submitted along with a synopsis of the proposed work (not more than 150 words).
- (e) The concerned faculty after going through the CVs may decide to accept or reject the application. The Head of the Department/Centre may be consulted to finalise the list.
- (f) Names of the selected Intern(s) are to be forwarded to the office of the Registrar at least one week before the commencement of the Internship.

C. Honorarium

As a principle no honorarium or remuneration of any kind shall be paid to the Intern by the TERI SAS or any of its Department/Center during the period of internship. However exceptional cases may be considered for remuneration (not exceeding Rs 5000/- per month) on approval of VC/ProVC.

D. Duration of Internship

Duration of the internship will normally be 8 weeks but can be extended further after review of the performance of the Intern.

E. Number of Interns

Each faculty /senior staff member may opt for a maximum of 02 interns at a time.

F. Attendance

Interns will observe the working hours (08:30 am to 04:30 pm) of TERI SAS.

G. Termination

Internship shall be terminated under the following circumstances: -

- (a) Termination for Unsatisfactory Progress. The internship may be discontinued anytime if the performance of the intern is found to be unsatisfactory or he/she remains absent from work without authorization of the Guide.
- (b) Disciplinary Ground. Should a violation of student honour code appear to occur, the details to be forwarded by the Guide to the Registrar Office with recommendation of termination of the Internship.

H. Responsibility of the Intern

The intern will work under the guidance of the faculty/senior staff (Guide) and devote himself/herself to full time work in the approved area with following responsibilities:-

- (a) Post joining the Department/Section she/he shall submit a joining report in the format placed at Annexure 2 to the Registrar office and complete the incoming formalities.
- (b) The intern shall :-
 - ba) give an undertaking that "he/she" shall strictly maintain full confidentiality and secrecy with reference to any confidential information/matter relating to TU.
 - bb) give an undertaking that he/she will not violate the University Honour Code.
 - bc) work within the premises of TU and may utilize the reference books and other materials available in the library.
 - bd) not trespass into unauthorized areas of the TU premise/lab facilities without the prior permission of the competent authority.
 - be) submit a draft dissertation of the assignment to the Guide before conclusion of the internship for her/his approval and grading.
- (c) Intern may be required to make a presentation before Department at the end of the internship, after clearance by the respective Guide.

I. Responsibility of the Guide/Co-Guide

A faculty member/senior staff shall be designated to monitor and evaluate the program undertaken by the intern who will be termed as the Guide:-

- (a) Interns are to be engaged in on-going research, capacity building endeavour, programmes and projects of the Sections, Departments and Centres of TU.
- (b) The Guide shall finalise the title of the dissertation /work within 03 working days of the intern joining the University. The title of the work has to be endorsed in the joining report of the intern which has to be countersigned by the Guide.
- (c) If a Guide is going to be unavailable for a period of time, he/she shall inform the Office of the Registrar the name of the Co-Guide (along with his/her consent) under whom the intern shall work.

- (d) The Guide shall provide training experience that will foster the individual's intellectual, technical and professional development.
- (e) The Guide shall submit the attendance & evaluation details to the Registrar Office in the format placed at Annexure 3 & 4.

J. Evaluation & Certificate

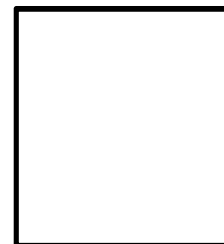
At the end of the successful completion of internship, the intern will be awarded a 'Certificate' along with a grading based on the performance of the intern by the concerned guide. The performance may be given a grading "A+" (Excellent) or "A" (Very Good), grade "B+" (Good), "B" (Average), and "C" (Below average) based on the quality of the work. A copy of the certificate is to be forwarded to Registrar Office for record.

K. Other Policies

Interns are subject to the generally applicable rules, regulations and policies of the TERI SAS, including but not limited to, those relating to intellectual property, sexual harassment, equality and discipline.

L. Administrative Arrangements

- (a) The intern will be allotted a temporary enrollment No. and attached to the Department/Section of the Guide.
- (b) The final product of the internship will be the intellectual property of TU and the intern may further develop and/ or use it with prior written approval of TU.
- (c) Subject to availability, female interns may apply for girl's hostel accommodation for the duration of the internship. If an intern avails this facility, then the applicable charges will have to be paid to the hostel office.
- (d) The Interns are to submit a clearance certificate in the format placed at Annexure 5, after which only certificate to be issued.

TERI SCHOOL OF ADVANCED STUDIESAPPLICATION FOR INTERNSHIP

1. Name:
2. Date of Birth:
3. Gender (male/female/other):
4. Permanent Address:
5. Current Address:
6. e-mail address:
7. Mob No.:
8. Educational Qualifications: -

Ser	Name of Course	School/College/Board/ Univ.	Year	Subjects	Percentage of marks/ CGPA
(a)	12th				
(b)					
(c)					
(d)					
(e)					

9.	Pursuing/completed courses in..	
10.	Computer Skills	
11.	Knowledge/experience of statistical/analytic/other software packages or tools (please specify)	
12.	Course/s studied/studying, which are relevant to Centre/Department of your choice to intern with	

13.	Internship/work Experience, if any	
14.	Areas of Interest	
15.	Awards/Achievements/papers Presented/Published	
16.	Details of extra-curricular activities	
17.	Suggested topic(s)/Project(s) on which Internship is proposed	
18.	Mention name of Centre or Department, you wish to intern with	
19.	Whether Synopsis of proposal attached (yes/No)	
20.	Duration and exact dates of Internship	
21.	Any other additional relevant information	

Place

Date

(Signature of the Candidate)

Recommendation

Recommendation of the Competent Authority of the Academic Institution where the candidate is pursuing his/her studies:-

Place:

Signature with Name, Designation

Date:

Office Address, Tel.No. & Office Seal

List of Recommendation/s for out of college young professionals (not in any job) obtained from experts in their field (to be appended).

For use at TERISAS

Recommendation of Faculty :-

TERI SCHOOL OF ADVANCED STUDIES

JOINING REPORT

JOINING REPORT FOR
TRAINEES/INTERNS/SCHOLARS/VISITING FELLOWS

1. Name Dr/Mr/Miss _____

2. Date of Birth _____ 3. Blood Group _____

4. Address in Delhi

Phone no. _____

5. Reference of Contact in Delhi :

Phone no. _____

E.mail _____ Fax _____

Permanent Address :

7. Parent Institute/Organisation (Working/Studying)

Address _____

_____ Phone _____

Email _____ Fax _____

8. Prior work with TERI SAS/TERI University/TERI (if any):

From _____ To _____

9. Completion date of Internship _____

10. Subject of Study/Research _____

11. Department/Centre attached to _____

(Signature of Student)

For Admn. Use

Name of coordinator /Guide in TERI SAS:

1. Card no. Library User id

Registrar

TERI SCHOOL OF ADVANCED STUDIES

Roll No. (Ty)

ATTENDANCE SHEET

Name Joined on.....

Intern Period from to

Department/Centre :.....

DAY	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH	MONTH
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Mr/Ms has undergone internship on the subject during the period mentioned above.

Signature of the Registrar

Signature of the Guide

TERI SCHOOL OF ADVANCED STUDIES

INTERN EVALUATION SHEET

1. Name of Intern :
2. Address & Telephone Number :
3. College/Institute (where presently studying) & Programme :
4. Year of Enrollment :
5. Internship period at TERI SAS: From_____ To_____
6. Project worked on (at TERI SAS) :

7. **Professional Skills**

	Excellent	Good	Average	Below Average
(a) Data Collection Skills				
(b) Analytical Skills				
(c) Coverage of Contents				
(d) Structuring of the final Report				

8. **Personal Qualities**

	Excellent	Good	Average	Below Average
(a) Communication Skills				
(b) Initiative & Drive				
(c) Integrity				
(d) Punctuality				

9. Overall Evaluation (tick mark appropriate box)

- (a) Excellent Average
 Good Below Average

(b) Suitability for employment in TERI SAS : Yes/No/NA

(c) If suitable, recommended for employment in Department/Area :

(Signature)

Guide /Co Guide

CLEARANCE ON COMPLETION OF INTERNSHIP

Name: _____

Internship period: From: _____ To: _____

Internship completed? Yes _____ No _____

Guide/PI/AC: Mr/Ms/Dr _____

Description of the project/research work/topic of training _____

Declaration by the Intern

(Please ✓ mark the appropriate box)

- 1. My accounts have been settled in respect of stipend (if applicable)
- 2. Accounts have been settled for the use of guest house/hostel (if applicable)
- 3. My identity card has been returned
- 4. The research material/books/notes/reports/CDs/Floppies/cassettes etc. used by me from the library/professional in the University have been returned
- 5. Submitted a copy of the report prepared by me to the Guide/Registrar

My contact details hereafter is (address): _____

Email id: _____ Tel No. _____

Signature of the Intern

Signature of the Guide

Signature of the Registrar