

Student & Internship Policy of the ant

the ant gets a number of requests from students and young professionals to intern and spend varying amounts of time for a learning experience. While dealing with students and interns and making sure that they get a rich learning experience does take a lot of energy, time, and effort, we accept our responsibility as we believe that field experience has a lot to teach students and young people. On the other hand, there are very important lessons for the ant team too to learn when students and interns interact with our team and the community and it helps us remain an open and learning organisation. Many interns have also contributed effectively to the knowledge base of the ant with their reports and studies.

However, over the years we have seen that the best learning – both for the students and also the ant – happens when there is a dialogue beforehand and we enter into this experience with mutually accepted conditions and clarity. Hence, from feedback taken from interns and also from the ant's field and administrative staff, we have put together a small internship policy which we hope will benefit both the parties concerned.

1. **Trainee/Intern:** A person placed to work and learn at the same time. S/he may or may not be absorbed into regular employment on successful completion of training. (Etymology: Interns by definition are expected to work under supervision and confined to a limited space – *internment often means jail!!* – and towards.

1.1 the ant seeks to engage students pursuing Under Graduate / Graduate / Post Graduate Degrees or Research Scholars enrolled in recognized Universities/Institutions within India or abroad, as "interns". These 'interns' shall be given exposure to various Projects/Departments within the ant and would be expected to supplement the process of analysis within the ant through the empirical collection and collation of in-house and other information.

1.2 The internship will be on an unpaid basis.

2. **Purpose:** To allow short-term exposure of "selected candidates " with the different Projects/Departments of the ant as 'Interns'.

3. **Objectives of the Internship:** the ant has the following stated objectives for the internship:

3.1 To allow young academic talent to be associated with the ant's work for mutual benefit.

3.2 The "interns" shall have an opportunity to know about the ant's functioning and Developmental works for the less privileged areas of two Districts of Assam and contribute to the Policy formulation by generating inputs such as empirical analysis, briefing reports, etc.

3.3. Internships shall be available throughout the year based on the requirements of the ant.

4. **Eligibility:** Bonafide students of any recognized University/ Institution within India or abroad, fulfilling the following conditions are eligible to apply for the internship:

4.1 Under-graduate students, having completed/appeared in the term-end exams of the second- year 4th, semester of the bachelor degree course.

4.2 Graduate students having completed/ appeared in the term-end exams of the first year/2nd semester of their postgraduate programme or pursuing research/Ph.D.

4.3 The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission to higher studies may also be considered for internship provided that the period between the month of declaration of the result of the final exam and the desired month of the 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 the Internship shall be at least four weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.

6. **Experience Certificate:** The intern is expected to report on and make a presentation of the tasks performed - to some of the senior team members of the ant in the last week of the internship and after getting feedback from the team, will have to finalize and submit a written report of satisfactory quality before leaving the ant to the HR.

A certificate regarding the successful completion of the internship shall be issued by the Executive Director/Director (Operations) of the ant.

7. **Logistics & Support:** the ant will provide working space, accommodation, and food. But interns have to self-pay for the accommodation and food arranged by the ant. Interns will be required to have their own laptops. Other necessities as deemed fit by the concerned heads.

the ant will designate a field supervisor as well as an internship coordinator who will work with the student and institute to ensure a rich learning experience

8. **Conditions and Procedure for Applicants:**

8.1 As part of this learning and lived experience, we ask that interns be prepared to accept personal hardship – like staying in far-flung villages many a time with no electric connection to charge mobile phones or laptops, having no toilets, running water, and other amenities that one may be used to.

8.2. In dialogue and consultation with the intern and the institute they come from, we will draw up a list of tasks that the intern will have to carry out during his/ her period of internship with us. The tasks thus outlined will be a balance between the academic requirements of the institute, the skills set of the intern in question, and also the need of

the ant. These tasks will be reviewed and in dialogue with the intern, can be changed in keeping with changing field conditions and performance/skills of the intern.

8.3. the ant has certain norms, rules, and a Code of Conduct that includes norms about smoking, drinking, appropriate dressing, behavior towards women, non-discrimination towards minorities, financial honesty etc. which before the start of the internship, the intern will be oriented and is expected to follow. the ant reserves the right to terminate the internship if there is gross misconduct and flaunting of the Code of Conduct.

8.4 Interested applicants may apply online only at the address link to be indicated on the website of the ant from the 1st to the 20th of every month. An application can only be made three months in advance but not later than 1 month before the month in which the internship is desired. For example, if an applicant wants to join an internship programme which is commencing in the month of May-23 then she/he can apply from the month of Feb- 23 to April- 23. The application will be valid for the desired month.

8.5 Applicants must also clearly indicate their area of interest.

8.6 A candidate can apply for an internship only once during a financial year.

8.7 The applicants who do not fulfill the eligibility conditions, their applications shall be rejected automatically.

8.8 The selected applicant has to produce original mark sheets and letter/NOC from the college/institution at the time of joining, failing which her/her candidature shall be canceled.

9. Procedure for Selection of Internship:

9.1 All the applications received online will be made available online to the concerned Supervisor/Team Lead of Projects/Departments in the ant for further scrutiny and selection of eligible candidates.

9.2 Supervisor/Team Lead of concerned Projects/Departments can take a maximum of 3 (three) interns for an Internship at a time. This number may be relaxed beyond 3(three) with the permission of ED, the ant.

9.3 The selected candidate will be issued an offer letter of internship in the ant by HR. The selected candidates may be asked by HR to submit the soft copy of their NOC from the Head of the Department/Principal by giving sufficient time before the 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 HR department has to obtain the original NOC issued by the college/institution at the time of joining 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 HR.

9.4 Depending upon the number of applications received against a particular domain/area, the ant reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period, and decide about the mode of screening thereof.

9.5. The concerned PC/Team Lead of Projects/Department shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern are satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the PC/Team Lead and personnel invited by the concerned PC/Team Lead about their learning experience

9.6. Seminars/presentations can be conducted by the concerned PC/Team Lead of the particular Projects/Department in the presence of HR and personnel invited by the concerned PC/Team Lead.

10. **Attendance** - While doing an internship in ~~the ant~~, the candidate should have a minimum of 75 percent of attendance and they have to mark In and Out time on a daily basis. In case of less than 75 percent attendance, no extension of the internship period is allowed and no experience certificate will be issued. The attendance record adds the details of work supervision that shall be maintained by the concerned PC/Team Lead of the particular Project/Department.

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 PC/Team Lead only.

12. **Relaxation**: ED, ~~the ant~~ will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

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