

**INTERNSHIP POLICY FOR THE
INDIAN INSTITUTE OF CORPORATE AFFAIRS (IICA)
GUIDELINES AND APPLICATION FORMAT**

GUIDELINES FOR INTERNSHIP:

I. OBJECTIVE

To provide an opportunity to college students and out of college young professionals (not in any job) in the areas of Economics, Statistics, Law, Business Management, Finance, etc. to familiarize themselves about corporate laws, competition policy and law, corporate social responsibility, corporate governance, finance, public policy etc., and their application to the relevant issues in the various sectors of the Indian economy.

II. ELIGIBILITY CRITERIA AND EDUCATIONAL QUALIFICATIONS

As provided by Heads of Schools or Centre's, and/or Departments/NFCSR in-charge/Senior on a case by case basis.

Students and professionals with placement offers in hand are not eligible.

III. INTERNSHIP

- Interns will be engaged in on-going research, capacity building endeavours, programmes and projects of IICA.
- An intern will be placed at a School, Centre or Department/NFCSR at the IICA.
- Each Intern will be provided with basic logistic support i.e. office space with intercom and computer facility.
- The Interns would be attached with a School, Centre or Department/NFCSR in view of the areas of interest expressed by the candidates and as per need of the IICA.
- A faculty member or senior staff of IICA will be assigned to each intern as "Guide". The intern will work under the guidance of her/his Guide.
- Intern will submit a draft dissertation of the assignment to the Guide before conclusion of the internship for her/his approval and grading.
- Intern may be required to make a presentation before School, Centre or Department/NFCSR at the end of the internship, after clearance by the respective Guide.

V. SCOPE AND DURATION

- Duration of the internship will normally be 4 weeks but can be extended upto eighteen weeks after review of performance by IICA.
- Number of interns offered is 30 (thirty) in a given year per School/Center/Department, with the discretion to increase/reduce the number by IICA. Not more than three interns can be with a School, Centre or Department/NFCSR at any given point in time.
- Interns will be under the discipline of IICA during the period of internship and observe its working hours. Any absence during working hours may result in extension of the period of internship without any honorarium. The internship may be discontinued anytime without payment of any honorarium if the performance of the intern is not found satisfactory or absent without authorization of the Guide.
- At the end of the successful completion of internship, the interns will be awarded a 'Certificate' along with a grading based on the performance of the intern. The high quality dissertations which are given grading "A+" (Excellent) or "A" (Very Good) can only be displayed on the website of IICA. The reports with grade "B+" (Good), "B" (Average), and "C" (Not worth or not approved) will not be published on the website.

VI. HONORARIUM

An amount of Rs.10, 000/- per month will be given as honorarium during the internship. The amount of honorarium may be revised from time to time at the discretion of IICA.

VII. HOW TO APPLY

- Interested candidates may apply in the prescribed format given in Annexure. Applications on any other format will not be considered.
- Each application from a student should include recommendation of the Competent Authority of the Academic Institution, where the candidate is pursuing studies. Applications received without recommendation will be summarily rejected.
- Out of college young professionals (not in any job) must include recommendation/s obtained from experts in their field.
- An early application would be highly desirable. However, the application should be made at least 2-4 weeks in advance of the desired time period, clearly mentioning the specific dates for which internship is being applied for.
- Applicants are required to submit along with the Application Form a synopsis of the proposed work of not more than 1000 words. The

synopsis should broadly cover overview of the sector, methodology proposed to be followed, issues to be researched and probable outcomes or conclusions.

- The final topic of dissertation will be decided after discussion and keeping in view the relevance to IICA.
- Application in the prescribed format complete in all respects can either be sent by postal address to Head of School, Centre or Department/NFCSR in-charge with a copy to Manager (HR), Indian Institute of Corporate Affairs or by email in such a manner that an application is received 2-4 weeks in advance.
- The concerned Head of School, Centre and/or Department/NFCSR in-charge would be responsible for the entire recruitment process of the intern.

VIII. OTHER MODALITIES

- The intern will work within the premises of IICA and may utilize the reference books and other materials available in IICA's library.
- The intern is also free to access other libraries in the city with prior permission of the Guide.
- The Competent Authority or nominee of the institution or referee making recommendation for the internship may be available for interactions with IICA during the continuance of the internship and presentation.
- The final product of the internship will be the intellectual property of IICA and the intern may further develop and/ or use it with prior written approval of IICA.
- The selected interns will have to give an undertaking before joining that "He/she" has not been placed anywhere for job/employment".
- The interns will also give an undertaking that "He/she" shall strictly maintain full confidentiality and secrecy of any information/matter relating to IICA.
- Subject to availability, interns may apply for a hostel accommodation for the duration of the internship. If an intern avails this facility, then the applicable charges will be payable towards the hostel accommodation.
- A transparent recruitment process shall be adopted by the concerned School, Centre and/or Department/NFCSR in-charge.
- A selection Committee would be formed, comprising of Manager (HR), or an official nominated by him/her and Head/Senior Faculty/Staff from the concerned School, Centre or Department/NFCSR. The committee may devise its operational rules to select the interns.
