



**IRRAD**<sup>®</sup>

INSTITUTE OF RURAL RESEARCH AND DEVELOPMENT

(An initiative of S M Sehgal Foundation )

## **IRRAD's Internship Policy for Citizens Other than Indians**

Institute of Rural Research and Development (IRRAD) is an initiative of S.M. Sehgal Foundation, registered as a Trust since 1999 to further the well-being of rural communities in India. It envisions rural people across India motivated and empowered enough to make their lives more secure and prosperous. IRRAD is a knowledge institute for creating and sharing relevant knowledge for rural development. It designs, tests and replicates scalable community-based models for rural development in the areas of water management, agriculture, sanitation, governance and education. It also builds capacities of communities and community-based institutions to enable them to undertake their own development. These initiatives at IRRAD are transformed into action through its various centers: Capacity Building, Natural Resource Management, Policy, Governance & Advocacy, Rural Research, Communications and Resource Mobilisation & Partnerships. Most of IRRAD's on-field work is focussed in Mewat (Haryana), one of the most backward regions in India. Detailed description of these Centers can be found at [www.irrad.org](http://www.irrad.org).

### **IRRAD's Internship Program**

The internship program at IRRAD is designed to provide hands on experience to the students of the real challenges faced in the various facets of rural development. During the course of internship, students put into use their academic learning for real life contexts. Interns obtain experience in their field of study and acquire skills which are helpful in their professional life.

An internship is offered for a specific project under the supervision of an IRRAD staff member. The duration of the internship may range from 2 months-6 months.

An intern submits bi-monthly brief reports on his/her project in a prescribed format. The intern's work is evaluated in the middle and at the end of the project. The intern makes a presentation and submit a detailed report during both mid-term and final evaluation.

A certificate will be issued by the direct supervisor of the intern after his/her satisfactory performance upon the submission of the final report.

### **Eligibility**

IRRAD welcomes interns in the following areas: Rural development, Social Work, Economics, Civil Engineering, Sociology, Statistics, Business/NGO Administration, Political Science/Governance, Mass Communication, Womens' Studies, Education, Law, Agriculture, Community Health, Environmental Science, and Human Rights. Masters degree students, Masters degree holders, and students who have completed two years of a Bachelors degree program are eligible to apply.

### **Application Process**



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An applicant should study IRRAD's website, [www.irrad.org](http://www.irrad.org), and identify areas of IRRAD's work that are of interest. To apply, submit the following documents by February 15 for internships the following summer:

- Curriculum Vitae
- Statement of purpose
- Proposed area of research at IRRAD
- Two academic references

Internships proposed for times other than summer are to be submitted at least three months in advance of the proposed internship start date. Students seeking to receive academic credit for their internship should specify the requirements and the name and contacts for the home institution's internship supervisor in the application.

### **Selection Process**

IRRAD will review internship applications in February for the following summer. Internships for other periods of time will be reviewed on a rolling basis at least three months in advance.

In selecting interns, IRRAD looks for a good fit between the applicant's background and the proposed project, the relevance of the proposed project to IRRAD's work, and the applicant's demonstrated academic talent and leadership.

### **Terms of Internship**

The terms of an internship will be spelled out in the letter of invitation. They may include, depending on project priority and available resources, room and board, airport pick-up and drop, and, for projects involving fieldwork, local transportation to/from villages, accommodation in the village guesthouse, and support from field staff. Interns are encouraged to apply for fellowships from their universities and academic exchange/study abroad funding organizations.

IRRAD does not provide international travel, relocation or moving related reimbursements, or any other allowances.

Interns are advised to get medical insurance in their country of residence before leaving for India.

### **Visa and Foreigners' Registration Requirements**

An intern who is a citizen of a country other than India interested in an internship with us is required to obtain the appropriate visa from the Indian Embassy in his/her country. IRRAD will provide an appropriate letter of invitation/contract to help the prospective



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intern in acquiring the visa. As of December 2011, there is information posted that those traveling to India for volunteer work with a Non-governmental organization (NGO) must apply for an Employment visa. If the internship is part of an exchange program with an Indian educational institution, a student visa may be possible. Such policies change and visa applicants should check with the Indian Consulate in their home country for the latest policies and procedures.

Government of India has requirements for foreign citizens to register within 14 days of arrival in India. For further information, visit:

<http://india.gov.in/overseas/passport/passport.php?id=14> . IRRAD will facilitate the registration process for interns.

### **Internship Administration**

The Communications Center at IRRAD, in consultation with the CEO, and the respective Centre head are responsible for the coordination of the internship programme through performing the following tasks:

- Selection and orientation of the interns. .
- Coordinating all communications with the prospective interns such as;
  - Obtaining passport and arrival details.
  - Providing copies of invitation letter, CV, job description and arrival details to Administration,
  - Completing all formalities and making necessary arrangements for the prospective intern.
- Completing the follow-up formalities upon arrival of the selected intern. This includes sending the invitation letter and other necessary documents to the selected candidate to help him/her get the appropriate visa from the Indian Embassy/High Commission in his/her country.

If the intern is to be hosted at IRRAD, the office Administration allocates space and a computer, if required. Computers in the departments may be shared, if necessary.

### **Orientation of the Intern**

- Welcome and orientation with the CEO and key staff to discuss IRRAD work and the internship expectations
- Introduction to Administration and Finance, completion of formalities and briefing the rules and regulations of the office.
- Planning session with the project supervisor and discussion of project conduct.
- General introduction on rural development in India, with a detailed overview on the social, cultural and economic environment of IRRAD's work area.
- Sharing of relevant documents, publications, films and documentaries.
- Orientation at the field offices and a village visit.

- IT orientation on the network and email systems, safety precautions against virus, downloading norms and any other relevant information.

Good communications are key to making the internship as comfortable, pleasant, and productive as possible. Interns should inform IRRAD of any obstacle they find in their work.

### **Project Supervision**

- IRRAD will assign a project supervisor in advance of arrival. Questions about research to be conducted prior to arrival can be directed to him/her.
- Interns will work out an internship plan in conjunction with the supervisor.
- The supervisor and intern will meet according to a supervision schedule.
- The intern will prepare mid-term and final reports on the project.
- A certificate/letter of work/appreciation may be given to an intern once the supervisor has found the final report acceptable.

### **Exit Interview**

Upon completion of their projects, the interns are required to hand over charge to his/her supervisor. The CEO will hold an exit interview at the time of departure of the interns.

### **Internship Evaluation**

Interns will be provided with an internship evaluation form to submit within 10 days of completion of the project.