



S M Sehgal Foundation's Internship Policy for Students of Indian origin/Indian Nationals

October
2020

S M Sehgal Foundation ("Sehgal Foundation") is a public, charitable trust registered in India since 1999. Our mission is to strengthen community-led development initiatives to achieve positive social, economic and environmental change across rural India.

Based in Gurugram, Haryana, Sehgal Foundation is working in about 1000 villages across ten states of India. With support from our donors and partners in the corporate, government and social sectors, the organization advances its mission by working with rural communities to increase agricultural productivity, manage water resources, strengthen grassroots democracy and facilitate citizen participation through good rural governance and community media, putting a strong emphasis on gender equality and women's empowerment.

Read about the founders of Sehgal Foundation in '*Seeds for Change: The Lives and Work of Suri and Edda Sehgal*' by Marly Cornell, now available as an eBook on Amazon.in: <https://www.amazon.com/Seeds-Change-Lives-Work-Sehgal-%20ebook/dp/B00TXHX2JW/>

Sehgal Foundation's Internship Program

The internship program at S M Sehgal Foundation is designed to provide hands-on experience to students of the real challenges faced in various facets of rural development. During the internship, students put to 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 the Internship Internship Coordinator and the guidance of one or more Project Supervisors. The duration of an internship may range from two to six months. A list of internship projects is available on our website www.smsfoundation.org. The list also states the minimum qualifications required, project duration and location of project work offered.

An intern updates the internship coordinator on her/his project progress during weekly/monthly meetings and submits a brief report on the same to the Project Supervisor(s) every month or more frequently if requested by the Project Supervisor(s). Towards the end of the internship, an intern makes a presentation on her/his project work to the staff and submits a detailed report during her/his final evaluation.

Eligibility

Students pursuing a project for a Diploma, Bachelors, Masters or higher degree are eligible to apply. Generally, Sehgal Foundation welcomes interns from the following areas:

- Agriculture
- Business/NGO Administration
- Civil Engineering
- Development Studies



- Economics
- Environmental Sciences
- Administration
- Finance
- Geology
- Governance
- Human Resources
- Hydrology
- Journalism
- Law
- Mass Communication
- Philanthropy
- Political Science
- Public Health
- Rural Development
- Social Entrepreneurship
- Social Work
- Sociology
- Statistics
- Sustainability Studies
- Women's Studies
- Skill Development

Students of other academic disciplines relevant to the Sehgal Foundation's work are also welcome to apply.

Application and Selection Process

Application

Sehgal Foundation announces its internship projects on its website www.smsfoundation.org. Candidates should browse through this list to find a project of interest or draft a one-page abstract and submit the topic along with the following documents to the Internship Coordinator at internship@smsfoundation.org at least **two months** prior to the proposed project start date:

- Current copy of Curriculum Vitae
- Statement of purpose
- Two academic references

Sehgal Foundation will select interns under the following categories:

- Interns with scholarships: Only selected students will be given a stipend/scholarship amount. Students who apply for a pre-decided internship project will be given a stipend. The internship will be for a minimum of one month. The list of internships will be updated regularly updated on the website.
- Interns without scholarship: students who do not expect a stipend but are interested in working as interns at the organization are encouraged to apply.
- Students who have just completed a course will be accepted as interns and will be given an experience letter upon successful completion of the internship. A letter from the university/institute will not be mandatory.

Applications will be reviewed by the Internship Coordinator and prospective Project Supervisor(s). Applications will be evaluated based on the match between the academic

background and the project, the match between the project and S M Sehgal Foundation's needs, and the level of motivation to contribute towards rural development. If a project is proposed by a student, the reviewers will assess the relevance of the proposed project to the S M Sehgal Foundation's work.

Students seeking to receive academic credit for their internship should specify this requirement in their application along with the name and contact details of their home institution's internship supervisor. If specific credentials are required for a supervisor to qualify, the applicant must mention those criteria.

Interview

Shortlisted candidates are interviewed in person, telephonically, or virtually.

Selection

Successful candidates receive a formal letter/email of invitation to intern at S M Sehgal Foundation. The letter/email states the project title and the Project Supervisor(s).

Planning for Arrival

- Send details of your arrival date to S M Sehgal Foundation's Internship Coordinator.
- Bring a copy of your education certificates.
- Send a formal letter of acceptance, duly signed by an authorized signatory of your university. The letter should be addressed to:

Mr. Ramesh Kapahi
Chief Financial Officer
S M Sehgal Foundation

The letter should clearly state that you are a student of your institute, pursuing a course and that you are applying for an internship at S M Sehgal Foundation and the institute supports your application. The letter should also state the duration of the internship; it should have the seal of the institution and the contact number or email id and signature of the professor/registrar/authorized signatory issuing the letter.

Communicate with the Internship Coordinator and your Project Supervisor(s) for any queries prior to arrival

Terms of Internship

The terms of an internship will be further spelled out in the letter of acceptance.

1. A stipend is paid to "interns with scholarship" as per the current policy in force. Effective March 2017, a stipend shall be paid as per the following:
 - Rs. 8000/- per month for interns pursuing a Diploma or a Bachelor's degree
 - Rs. 10,000/- per month for interns pursuing a Post Graduate Diploma, a Master's degree or a doctorate of Philosophy (Ph.D.)
 - No stipend is offered to virtual interns
2. Sehgal Foundation may offer boarding and lodging to interns relocating from parts of India, other than the National Capital Region (NCR), subject to flat-let availability and the approval of CEO or Chief Financial Officer.

If an intern is offered and accepts boarding and lodging facilities, he/she will not be paid a monthly stipend.

S M Sehgal Foundation does not provide any relocation or moving-related reimbursements. You are responsible for health coverage and insurance.

3. If the project includes fieldwork, Sehgal Foundation provides facilities such as transportation to the villages and field staff support to the intern.
4. As internships are for short durations, interns are not allowed to leave except for sickness or exceptional circumstances approved by the Project Supervisor(s).
5. Sehgal Foundation provides a workspace to interns placed in the Gurgaon office. The student should bring his/her own laptop.
6. Towards the end of an internship, each student makes a presentation before staff members and is responsible for the submission of all final reports and documents to the Project Supervisor(s) and Internship Coordinator.
7. After the successful completion of the internship, the project supervisor will issue a letter of experience to the intern.
8. An intern must adhere to Sehgal Foundation's administrative policies. In case of any indiscipline or misconduct, Sehgal Foundation reserves the right to terminate the internship.

Safety at the Sehgal Foundation premises:

Sehgal Foundation is committed to providing a safe and healthy work environment.

- The workplace and Sehgal Foundation property is sufficiently guarded.
- Select employees are made familiar with safety regulations and the use of safety equipment.
- Fire extinguishers and safety devices are in place and in functional condition.
- Staff is trained in the operation of fire extinguishers and in safety measures to avoid accidents.
- All flammable materials are kept separately and a caution sign is displayed on them.
- Basic first-aid kits are available on campus.
- Telephone numbers and addresses of people to be contacted in case of emergencies are clearly displayed at each location next to company telephones with the statements. "In case of emergency, contact:" giving his/her telephone number and address.

This policy is in effect at all times including the periods when the offices are closed for business.

Safety while travelling during off-work hours:

Students interested in travelling within and outside the city during off-work hours or weekends should take care of and will be responsible for own their safety, health, and well-being while travelling. Students are requested to go through the 'Safety guidelines for interns' document provided to them and consult the Internship coordinator from time-to-time.

24 hour women helpline no: 1091 (toll-free)
Police Control Room: 100

Internship Administration

The Internship Coordinator at Sehgal Foundation oversees the internship program through performing the following tasks:

- Facilitating the application and selection process for interns.
- Orienting interns to familiarize them with the Sehgal Foundation's work, the area of intervention and their colleagues.
- Coordinating all communications with prospective/existing/former interns.

Orientation

Sehgal Foundation holds an orientation program for new interns to familiarize them with Sehgal Foundation's work and to ease them into their roles.

- Welcome by internship coordinator or project supervisor
- An overview of Sehgal Foundation and background of the social, cultural and economic environment of Sehgal Foundation's work area by the internship coordinator
- A briefing on the internship project with the Project Supervisor(s).
- Discussion with key staff on Sehgal Foundation's work and an introduction of the interns to all staff members at the head office in Gurgaon.
- Completion of formalities and a briefing on the rules and regulations of the Sehgal Foundation by Administration.
- I.T. orientation on the network and email systems, safety precautions against the virus, and downloading norms.
- Sharing of relevant documents, publications, films, etc., by the internship coordinator
- An introduction to field staff members and visits to intervention villages and field offices.

Project Supervision

- Sehgal Foundation assigns one or more Project Supervisor to every intern. Questions pertaining to research to be conducted during the internship can be directed to her/him.
- Students work out an internship plan in conjunction with the Project Supervisor(s). This includes the content of the project, the methodology to be undertaken and project deliverables.
- The Project Supervisor(s) and intern meet regularly to discuss the project progress.
- The intern prepares mid-term and final project reports for review, feedback and approval by her/his Project Supervisor(s).

Exit Interviews

The Project Supervisor(s)/Internship Coordinator will conduct one-on-one exit interviews with an intern towards the end of her/his project at Sehgal Foundation. The departing intern is to complete a feedback form and submit it to the intern coordinator before the end of the internship project.

Internship Evaluation

Interns will be provided with an Internship Evaluation Form, which should be filled and submitted to the Internship Coordinator within a week of completion of their internship.



Safety guidelines for interns

- Students are expected to act responsibly and exercise good judgment at all times to prevent harm to self and/or to others.
- Students will be responsible for their health and safety during the internship period. As
- a security best practice, it is important to remain alert to dangers and risks at all times, particularly in places that are unfamiliar or feel uncomfortable.
- Students should provide the Internship Coordinator with their emergency contact numbers. Students will be given emergency contact numbers at Sehgal Foundation during the orientation process.
- Before travelling during scheduled breaks or weekends, students must always inform the Internship Coordinator of their plans and seek advice and information regarding safety precautions for their destinations.
- Students should update the internship coordinator about any health issues before starting the internship.

For further queries contact:

Internship Desk

S M Sehgal Foundation

Plot No.3 4, Sector 44, Institutional Area

Gurgaon, Haryana - 122003 (INDIA)

Tel: +91-124-4744140

Fax: +91-124-4744123

Email Id: internship@smsfoundation.org

Website: www.smsfoundation.org