

S M Sehgal Foundation's Internship Policy for Students from Abroad

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.

Sehgal Foundation's key programs are carried out with support from donors and partners in the corporate, government and social sectors and based on the most critical needs in villages that is water management, agriculture development and local participation and sustainability, Transform Lives *one school at a time*, and Outreach for Development. The interventions in these areas are supported by research and focus on gender equality and women's empowerment as cross-cutting themes.

Through research and dialogue, we design and deliver rural development interventions that create opportunities, build resilience and provide solutions for India's poorest communities to overcome their most pressing social, economic and environmental challenges.

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.com: http://www.amazon.com/Seeds-Change-Lives-Work-Sehgal-ebook/dp/B00TXHX2JW/ref=sr_1_fkmr0_1?ie=UTF8&qid=1424726942&sr=8-1-fkmr0&keywords=seeds+for+change+by+marly+cornell

Read about the fifteen-year history of S M Sehgal Foundation's history in *Together We Empower: Rekindling Hope in Rural India* <https://www.amazon.com/Together-We-Empower-Rekindling-Rural-ebook/dp/B0182K6NBO>

Sehgal Foundation's Internship Program

The internship program at Sehgal Foundation is designed to provide hands-on experience to students of the real challenges faced in various facets of rural development. During the course of 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 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 and policies is available on our website www.smsfoundation.org on the Internships tab. The list also states the minimum qualifications required, project duration and location of project work offered.

An intern updates the 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. Students may propose their own project other than those listed.

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 and draft a one-page abstract 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

Applications will be reviewed by the 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 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 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

Short-listed candidates are interviewed in person, telephonically, or virtually.

Selection

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

Terms of Internship

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

1. Sehgal Foundation offers boarding and lodging to interns from abroad, subject to availability of flat-let and the approval of CEO or CFO. Sehgal Foundation provides airport transfers from Delhi airport to Sehgal Foundation and back. Sehgal Foundation does not provide any international travel, relocation or moving-related reimbursements. You are responsible for health coverage and insurance.
2. If the project includes fieldwork, Sehgal Foundation provides facilities such as transportation to the villages and field staff support to the intern.
3. Sehgal Foundation provides a workspace to interns placed in the Gurgaon office. The student should bring his/her own laptop.
4. 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 Coordinator.
5. After a satisfactory internship performance and the Project Supervisor's approval, the Sehgal Foundation Coordinator will issue a letter of experience to the intern.
6. 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.

Planning for Arrival

- Ensure your passport is valid and apply for an Indian visa (internship visa). Please apply for the Indian visa at least 30 days before the date of departure from your home country. It is advisable that you book your tickets after receiving your Indian visa. Check with a
- travel clinic about immunizations and get a medical insurance.
- Send a letter of requisition or acceptance from your university or professor to Sehgal Foundation's Coordinator.
- Send details of your arrival date, time and flight to Sehgal Foundation's Coordinator.

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



Visa and Foreign Citizen Registration

International students interested in interning with Sehgal Foundation are required to obtain an internship visa from the Indian Embassy in their country. Sehgal Foundation will provide a letter of invitation/contract to help the prospective intern in acquiring a visa.

Those travelling to India for volunteer work with a non-government organization (NGO) must apply for an Intern Visa. However, if the internship is part of an exchange program with an Indian educational institution, a student visa may be possible. The following are the rules for eligibility and application for an Intern Visa. For further details, please contact the Indian embassy in your home country.

Intern ('I' Visa)

I Visa may be granted to a foreigner intending to pursue an internship in Indian companies. The Intern Visa will be granted immediately after completion of graduation/ post-graduation but the gap between the completion of graduation/ post-graduation and the commencement of the internship should not be more than one year.

Please also note grant of an Intern visa for foreigners intending to pursue an internship in NGO will be subject to prior clearance from the Ministry of Home Affairs (Please apply for the visa well in advance, as the procedure can take time).

Documents Required (the list is not exhaustive, please contact the Indian embassy in your home country):

- Passport is valid for a minimum of 180 days with at least two blank pages. Two
- recent identical 5x5 cm-size photographs
- Invitation letter from the organization/agency based in India sponsoring the foreign national for the internship programme and clearly indicating the period of internship.
- A letter from the concerned institute in your home country.
- For students, a letter from their institutions and letter of financial guarantee either from parents or Bank.
- Proof of registration of the organization in India.
- Residential proof if the applicant is a foreigner. The process can take longer.

Visa policies may change and thus applicants should check with the Indian Consulate in their home country for the latest policies and procedures. For further information, visit: <http://indianvisaonline.gov.in/visa/>

The government of India requires all foreign citizens visiting India for over 180 days or if noted on the visa in the passport, to register themselves with the concerned Foreigners Regional Registration Officer (FRRO) / Foreigners Registration Officer (FRO) within 14 days of arrival to India (refer link <https://boi.gov.in/>). For further information, visit: <https://www.mha.gov.in/divisionofmha/foreigners-division-1>

Sehgal Foundation will facilitate the registration process for interns. Regulations change, so be sure to check for the latest visa policies that apply to you.

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 Statement - "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 students from abroad' 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 programme 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 the internship coordinator or project supervisor
- An overview of the 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 seated 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 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) and 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 Internship Coordinator before the end of the internship project.

Safety guidelines for interns from abroad

- 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 while in India.
- 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 have an operational cell phone with an Indian number that they can obtain once they arrive in India for local calls and text messaging.
- 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 program 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 departure.

For further queries contact:

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Gurgaon, Haryana - 122003 (INDIA)
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Email Id: internship@smsfoundation.org
Website: www.smsfoundation.org