



Centre for Educational and Social Studies

## **“SANKALPA”**

(Internship/Fellowship Programme)

---

### Internship Guidelines 2023

CESS has been attempting in bringing change by influencing policy makers and involving academic community through research projects, consultations, workshops, seminars and publications in the area of education, social sciences India studies. Its vision is “Social transformation through and with Education”. “Sankalpa” is a platform to reach out to students in this endeavor of Social transformation through Internship Programmes. It is an opportunity for CESS to mentor the students in the right direction so as to achieve desired results.

#### **Type of Internship**

Internships offered in CESS are of two kinds. They are

- a. Type 1: Under this, Interns will be deputed for projects taken up by CESS in or outside the office.
- b. Type 2: Under this, Interns will work on independent projects under identified theme.

#### **Internship Process**

Step 1: Application by the Interns:

- *Duly filled in Application (refer page no. 6 & 7) for the Internship along with CV to be submitted through email to [mail@cessedu.org](mailto:mail@cessedu.org)*
- The Letter of Request from the affiliating Institution should be submitted at the time of Interview along with Application Form and CV. In case of the absence of the Letter of Request, a Bonafide certificate to be submitted by the Candidate along with a valid Identity Proof.

- Interview by a Committee.

#### Step 2: Orientation and Assignment:

- Orientation of the Institution to the Interns;
- Assignment of Topics/titles with suggestions from the Interns and the University they are associated with;
- Interns are placed under the supervision of an in-house mentor/external mentor.

#### Step 3: Project Work and Review

- Weekly review of the tasks by the Mentor.
- Final review by the Head of the Institution.

#### Step 4: Report Preparation

- Report Preparation as per the guidelines set forth based on reviews by the mentors.
- Hard copy and Soft copy of the report to be submitted to the Mentor.

#### Step 5: Presentation and Certification

- Final Presentation of the Report in the form of PPT to the CESS Team.
- Internship accomplishments to be recorded and feedback by the Team.
- Internship certificate will be awarded on successful completion and final submission of the report.

### **Eligibility Requirements**

- Intern should be a student of a recognized educational institution.
- Candidate should be at the Post-Graduate level or higher. Undergraduate students are eligible in special cases, which is the prerogative of CESS.
- Intern should be qualified in the Interview conducted by CESS.
- The Letter of Request from the affiliating Institution should be submitted at the time of Interview. In case of the absence of the Letter of Request, a Bonafide certificate to be submitted. In case of the absence of any of the above, Candidates should submit a self-attested copy of valid Institutional Identity Proof.

## **Guidelines for Interns**

1. Every student/Intern should fill in the “Application Form” provided by CESS before starting the project work.
2. Every student/intern is required to undertake a project work for a minimum of four weeks. The maximum period will be 3 months upon the approval of the Head of the Institution on a case to case basis.
3. The Internship will be pursued under the guidance of an identified guide/mentor by CESS, who shall identify an external mentor also if found necessary.
4. The project work must be a study on live problem or an issue directly or indirectly linking to the vision of CESS. This could be in the nature of desk study or afield study or extension work or preparation of detailed project report of an idea or exploration of a solution to the problem or implementation of an idea or a project or of any other which reflects the spirit of the regulations. A mini research or collection and/or analysis of primary and secondary data, or a case study can also be undertaken.
5. The live problem or an issue undertaken by student could relate to an organization or general in nature, which is not specific to any one organization. This includes inter-organization or comparative studies also.
6. The word organization includes the following:
  - a. Micro, Small, Medium or Large Business Organization in any sector.
  - b. Educational Institution.
  - c. Government Department.
  - d. NGO/ CSO/ Voluntary Organization.
  - e. Research Body or Development Agency.
  - f. Panchayat Raj Institution.
  - g. Local Municipal Body, Legislature, Court, Etc.

7. During Internship, the activities of the Intern shall include the following (The list is not exhaustive)
  - a. Primary research tasks, literature survey, review, report, working paper etc.
  - b. Attending meetings and other programs on related issues and represent CESS at public events.
  - c. Interview multi-stakeholders related to education/concerned field; incorporate findings and recommendations into reports.
  - d. Educational outreach.
  - e. Contribute to general Institutional work.
8. The project report must broadly consist of statement of problem, need and relevance of the study, methodology of the study, data analysis, and detailed account of work done with date, conclusion / finding, recommendations/suggestions, experiences and learning. Variation in the above content is permitted depending upon the nature of the project work.
9. The project report should be in either in English language or Kannada Language.
10. CESS will provide neither stipend nor technological support like Computers; etc. for the project work and it is the responsibility of the student to arrange for such infrastructural support. The Management team of CESS has the discretion to consider the amount of stipend to be paid in case there is a need. However, cost incurred by the Intern on the assigned Institutional work will be reimbursed as per the Institutional Policy.
11. The Interns will have access to Library for reference and study.
12. One hard copy and one soft copy of final report are to be submitted to CESS.

13. The Intern should take the onus of the Original Project work undertaken at CESS. Any kind of plagiarism act will not be acceptable to the Institution, and this will be construed as misconduct.
14. Disciplinary action may be taken against the Intern for a proven misconduct.



Centre for Educational and Social Studies

“SANKALPA”

(Internship/Fellowship Programme)

Photograph

Application Form

1	Name	
2	Institution currently Studying with Address	
3	Course Currently Studying with Semester/Year	
4	Research Experience (If yes, mention the area of Research)	
5	Work Experience (If yes, Organization's name and position)	
6	Internship duration requested (please refer 'Internship Themes')	
7	Mode of Internship (please refer 'Internship Themes')	
8	Areas of Interest for Internship (please select from the 'Internship Themes')	
9	Paper Publication details if any	

10	Seminar/Conference Attended if any	
11	Communication Address	
12	Contact Numbers	
13	Email ID	
14	Statement of Purpose in not more than 300 words	

Signature with date