

Bihar Foundation Internship Policy

1. About Bihar Foundation Internship

- Bihar Foundation is looking for talented, motivated and passionate students/researchers from around the world who bring knowledge, innovative thinking and different ideas to enhance our capacity to serve the diaspora better.
- The Internship Programme offers eligible students and recent graduates / post graduates the opportunity to gain experience in migration and diaspora related sectors. Internships are offered at various locations depending on the needs and capacity of our chapters to receive and supervise interns and provide them with meaningful assignments.

<p>2.Eligibility</p>	<ul style="list-style-type: none">● Students of any recognized University/Institution within India or abroad, fulfilling following condition are eligible to apply for the Internship:<ul style="list-style-type: none">a. Junior Internship - Students having passed class X in the year of application with 85% marks or more;b. Graduate Internship - Undergraduate students, having secured not less than 60% or equivalent marks in 12th standard;c. Senior Internship - Graduate students having completed/appeared in the term end exam of first year/ 2nd semester of their post graduate programme or pursuing research/PhD and secured not less than 60% or equivalent marks in Graduation.d. The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies may also be considered for internship provided that-<ul style="list-style-type: none">➤ They have secured 60% or more cumulative marks in all the years/ semesters of their graduation/post-graduation till the date of application.➤ The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months e.g. if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December.● All interns must be below 25 years of age. Furthermore, interns should have a working knowledge of English and Hindi.● All interns must provide a medical certificate of good health along with their vaccination records prior to the commencement of the onsite internship.
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<p>3. Broad Domains/ Area available for Internship</p>	<ul style="list-style-type: none"> ● Data Analytics ● Digital Marketing ● Economics (Socio-economic development of Bihar) ● Fine Arts ● Geography (migration and diasporas studies etc) ● History ● Law (industrial and labour laws) ● Library Sciences ● LSW (Labour and Social Welfare) ● Literature (Literature of Bihar and that of diasporas) ● Public Relations, Journalism, Mass Communication, Printing and Publication (including digital) & Event Management ● Music (Music of Bihar and that of diasporas) ● Sociology ● Statistics ● Translation work ● Editing work <p>PS - More precise topic of internship shall be provided at the time of publication on the website. Students are encouraged to design their own internship curricula from the abovementioned domains and send for approval. Rates for translation work shall be separate.</p>
<p>4. Duration</p>	<ul style="list-style-type: none"> ● The tenure of internship shall be two to six months.
<p>5. Stipend</p>	<ul style="list-style-type: none"> ● A stipend of Rs. 10,000/- , Rs 15,000/- and Rs. 20,000/- per month respectively for full time Junior, Graduate and Senior Internship shall be provided upon satisfactory and successful completion of the internship which includes submission of report in format provided by the Foundation. Stipend for part-time internship shall be 50% of the above. ● However, if Bihar Foundation has an agreement with an institution/university to provide internship assignments to its students then the internship shall be as per the rate agreed upon with that institution.

<p>6. Mode of Application</p>	<ul style="list-style-type: none"> ● Online only.
<p>7.General Internship Application Deadlines</p>	<ul style="list-style-type: none"> ● Feb 20 - for Spring Session (generally March - May) ● May 20 - for Summer Session (generally June - July) ● Aug 20 - for Fall Session (generally October - November) ● Nov 20 - for Winter Session (generally Dec – Jan - Feb)
<p>8. Online Internship Program</p>	<ul style="list-style-type: none"> ● In view of the global pandemic Covid-19 online internship program shall be available. ● Online Attendance: The applicant shall make himself/herself available through online medium such as video-conferencing and tele-conferencing at all times during the working hours on weekdays. The student must have his/her own laptop and stable internet connection.
<p>9.Communications Internships</p>	<p>Bihar Foundation also welcomes students for full-time editorial/communications internships. Interns shall work with Foundation's Communications team on its offline and online publications. As part of their general responsibilities, Editorial/Communications Interns may:</p> <ul style="list-style-type: none"> ❖ Craft digital campaigns and graphics ❖ Track media mentions and identify news outlets for targeted outreach ❖ Assist in the dissemination of Bihar Foundation publications ❖ Edit multimedia audio and video ❖ Research potential authors and topics ❖ Carry out events-related activities <p>Strong editorial, social media, and multimedia skills are required.</p> <p>These internship shall be similar to general internship in all respect except that they shall be ongoing in nature and not bond by general internship application deadlines.</p>

<p>10. Submission of Application</p>	<p>Interested applicants should send their application to internship@biharfoundation.in along with the following:</p> <ul style="list-style-type: none"> ● Cover letter describing <ul style="list-style-type: none"> --The approximate dates you are available to start and complete --Whether you are available to intern full- or part-time --A write up in about 600 words outlining our Internship Proposal to Bihar Foundation in ● Self or govt certified copy of relevant mark sheet ● Recommendation letter from the Head of the Department/ Institution or in-charge of the Internship Program of the recommending Institution /University. The recommending authority shall be intimated about the applicant/s who would be required to join the internship program.. ● In case any applicant fails to report for internship without any reasonable explanation or discontinues the program midway, their Institution /University shall be informed of the same and the applicant shall not be considered for future internships with Bihar Foundation. ● No application shall be entertained without proper recommendation.
<p>11. Selection</p>	<ul style="list-style-type: none"> ● Mere submission of application does not confer any right on the candidate for selection/engagement for Internship. Bihar Foundation reserves the right to select/engage Interns from various disciplines/branches based on its actual requirement. ● Bihar Foundation may conduct test followed by online/offline interview.
<p>12. Guide/ Mentor</p>	<ul style="list-style-type: none"> ● For every internship, a guide/mentor shall be appointed by the Foundation.
<p>13. Data Privacy</p>	<ul style="list-style-type: none"> ● The intern shall be required to maintain confidentiality of all the documents/reports and/or any information received by him/her during the internship period, violation of which would entail legal consequences. The Intern shall not reveal to any person or

	<p>organisation any information relating to Bihar Foundation, its work and policies which are not available in the public domain.</p>
<p>14. No right of appointment</p>	<ul style="list-style-type: none"> • No intern shall have any right or claim for an appointment in the Bihar Foundation by virtue of this internship program.
<p>15. Note</p>	<ol style="list-style-type: none"> I. Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, DO NOT skip any part as every part is included in evaluation criteria. II. Min Words required for an internship report are 3,500 words, 5000 words and 7000 words respectively for Junior, Graduate and Senior Internship Report. III. There is no specific range of words required for work samples as it will vary from task to task. However, these words will be in addition to the specified word limit of 3,500 to 7,000 words of internship report. IV. Internship Report should be submitted within the due date as mentioned in the 'Semester Calendar'. Submission made after the due date shall not be considered. V. Students are required to submit their Internship Reports in hard form to the Internship Coordinator office. Internship Reports submitted via e-mail will not be accepted. VI. Certificate shall be awarded on the successful completion of Internship.

Indicative Format of Internship Report

1. Title Page

The title page of the report will include:

- a. Name of the organization
- b. Name of the internee, Student ID and session
- c. Submission date of the internship report
- d. Name of the University
- e. logo

2. Executive Summary

Executive summary previews every section of the report in a short form. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely (not more than 400 words).

3. Table of contents

Also make a separate list of tables and figures if you have used any.

4. Overview of the task / project assigned

5. Plan of work (word limit: min. 300 words)

6. Reflective Journal Entries (word limit: min. 2550 words)

- What did you see, read, hear etc?
- Interpret the events
- What is your opinion about what you observed or experienced? Why?
- What are your recommendations?

7. Work Samples (word limit for this section is not specified as it depends on the nature of work sample)

Compile at least 2 samples of your work during your internship. Some examples of work samples include: news stories, articles, interviews, spreadsheets, log sheets, correspondence, videos, CDs with audio or visual clips, photos, layouts, press releases, media lists, speeches etc. Each work sample should have a short description of your role in that work sample or how you used the sample.

8. Critical Analysis (word limit: min. 1500 words)

Relate the theoretical concepts with your practical experience during your internship in the organization.

9. SWOT Analysis (word limit: min. 1000 words)

10. Conclusion (word limit: min. 350 words)

11. Recommendation (word limit: min. 300 words)

12. References & Sources

In this section, provide all the references and sources in APA format that you have used for data collection in your Internship Report.

13. Annexes

At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.

NOTE

Students are required to submit their Internship Reports in hard form to the Internship Coordinator office. Internship Reports submitted via e-mail will not be accepted.

- a. In case of any leave or holiday students will also mention it in a reflective journal along with reasons for observing that leave.
- b. No parts of the report are expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. The entire internship report can be completely rejected.
