

# Bihar Foundation

## Internship Policy

### **About Bihar Foundation:**

Bihar Foundation is the diaspora cell of Govt. of Bihar. Its main objectives are 'Bonding' with the diasporas, 'Branding' of the state with the help of the diasporas and facilitating Business of the diasporas with the state. Its headquartered in Patna and has 21 chapters worldwide.

### 1. About 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 its 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.

### 2. Eligibility

- Students of any recognized University/Institution within India or abroad, fulfilling following condition are eligible to apply for the Internship:
  - a. Pre-College Internship - Students having passed class X in the year of application with 85% marks or more.
  - b. Undergraduate Internship - Undergraduate students, having secured not less than 60% or GPA 1 or equivalent marks in 12th class.
  - c. Postgraduate Internship – Postgraduate 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 GPA 1 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-

- they have secured 60% or GPA 1 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.

### 3. Broad Domains/ Area available for Internship

- 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

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.

#### 4. Duration

The tenure of internship shall be two months which can be extended to a maximum of six months.

#### 5. Stipend

- A stipend of Rs. 10,000/-, Rs 15,000/- and Rs. 20,000/- per month respectively for full time Pre-College, Undergraduate and Postgraduate Internship shall be provided upon satisfactory and successful completion of the internship which includes submission of report in the format provided by the Foundation. Stipend for part-time/online internship shall be 50% of the above.

#### 6. Mode of Application

- Online only.

#### 7. General Internship Application Deadlines

- Can Apply anytime. Internship shall be awarded based on availability of candidate and availability of the slot.

#### 8. Online Internship Program

- 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.

## 9. Communications Internships

Bihar Foundation also welcomes students for full-time editorial/communications/design internships. Interns shall work with Foundation's Communications team on its offline and online publications. As part of their general responsibilities, design/editorial/communications interns may:

- ❖ 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 and
- ❖ Carry out events-related activities.

These internships shall be similar to general internship in all respect except that Strong editorial, social media, and multimedia skills are required.

## 10. Submission of Application

Interested applicants should send their application to [internship@biharfoundation.in](mailto:internship@biharfoundation.in) along with the following:

- Cover letter describing
  - ❖ The approximate dates you are available to start and complete
  - ❖ Whether you are available to intern full- or part-time or online
  - ❖ A write up in about 600 words outlining your Internship Proposal to Bihar Foundation or a presentation in 10 slides.
- Self-attested 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 or Chairman of the local Bihar Foundation Chapter. 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.

#### 11. Selection

- 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.

#### 12. Guide/ Mentor

- For every internship, a guide/mentor shall be appointed by the Foundation.

#### 13. Data Privacy

- 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 organisation any information relating to Bihar Foundation, its work and policies which are not available in the public domain.

#### 14. No right of appointment

- No intern shall have any right or claim for an appointment in the Bihar Foundation by virtue of this internship program.

## 15. Note

- 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 Pre-College, Undergraduate and Post Graduate 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 limits described above.
- IV. Internship Report should be submitted within 15 days of conclusion of the internship to the Guide/Mentor. Submission made after the due date shall not be considered.
- V. Certificate shall be awarded on the successful completion of Internship.