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भारतीय कॉरपोरेट कार्य संस्थान/ Indian Institute of Corporate Affairs

प्लॉट न. ६, ७, और ८, सेक्टर-५ /Plot No. -6, 7 & 8, Sector - 5,

आई एम टी मानेसर, जिला गुडगाँव/IMT Manesar, Distt., Gurugram

पिन कोड -१२२०५०/ Pin Code-122050

Date : ०५ .07.2018

Office Memorandum

Consolidated Internship Guidelines (compilation of all instructions connected to internship) are enclosed herewith for information of all concerned.



(Geeta Singh Rathore)
Chief Admin. Officer

Copy to : (via email/ E-Notice Board)

1. Officers concerned
2. IT Deptt for uploading in E-Notice Board
3. PS to DG & CEO
4. Office/Guard File

An autonomous body under the aegis of Ministry of Corporate Affairs, Govt. of India

GUIDELINES FOR INTERNSHIP

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and a centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The Hon'ble Minister for Corporate Affairs is the President of IICA. The Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which also has many eminent personalities drawn from different fields. IICA has been mandated to offer capacity building and advisory solutions to the government, statutory authorities, the private sector, etc.

These are Voluntary Internship Guidelines of IICA wherein full-time internship opportunities are offered to the deserving applicants selected by the Internal Selection Committee at IICA based on their application and available internship opportunity with any of the following verticals of IICA (hereinafter referred to as “**IICA Verticals**”):

	Schools	Centres	
Indian Corporate Law Service (ICLS) Academy	<ul style="list-style-type: none"> ▪ School of Corporate Law ▪ School of Competition Law & Market Regulation ▪ School of Corporate Governance & Public Policy ▪ School of Finance 	<ul style="list-style-type: none"> ▪ Centre for Business Innovation ▪ Centre for Institutional Partnerships and Corporate Communications ▪ Center for E-Governance ▪ Centre for Micro, Small & Medium Enterprise ▪ Knowledge Resource Centre (KRC) / Library 	National Foundation for Corporate Social Responsibility (NFCSR)

1. OBJECTIVE OF INTERNSHIP

To provide an opportunity to college students and out of college young professionals (not in any job) in the areas of Economics, Statistics, Law, Business Management, Finance, Information Technology, Social Work, Engineering, Biotechnology, Business Innovation, etc. to assist and learn in the process about Corporate Laws, Competition Policy and Market Regulation,

Corporate Social Responsibility, Corporate Governance and Public Policy, Corporate Finance, E-Governance, Information Technology, Sustainability, Micro Small and Medium Enterprise (MSMEs), Business Innovation, and any other areas related to “Corporate Affairs”.

There are two categories of Internship offered at IICA

- A. Internship without Honorarium**
- B. Internship with Honorarium**

A. INTERNSHIP WITHOUT HONORARIUM

A.1 ELIGIBILITY CRITERIA AND EDUCATIONAL QUALIFICATIONS

A full-time student who is pursuing any of the following courses from a recognised School / College / Institute / University (*hereafter ‘School’*)

- a. A Five Year or Three Year degree course in law and is in second/fourth or third/fifth year of study (*final year students would be preferred*)
- b. Post-Graduation Course in Economics, Commerce, Finance, Management, Library Science, Social Work, Biotechnology, Environmental Sciences, Information Technology/Computer Science, Development Studies, Public Administration or Law
- c. Professional Course of Chartered Accountant (CA), Costs and Works Professional (CWA) or a Company Secretary (CS)
- d. Any other course recommended by the Internal Selection Committee and approved by DG&CEO

A.2 DURATION OF INTERNSHIP

A.2.1 Internship would be ordinarily available for one month beginning on the 1st working day and ending on the last working day of the month which may be extended for a maximum period of 3 months on the recommendation of Internal Selection Committee.

A.2.2 IICA may, at its absolute discretion terminate internship of an intern at any time without giving any reason therefor.

A.2.3 Normally, the internship shall be at the IICA Campus located in IMT Manesar, Gurugram unless the internship involves field visits or empirical study particular to a project.

A.3 APPLICATION AND ITS CONSIDERATION

A.3.1 An eligible student interested to pursue internship at IICA may send an application in **Form A** with recommendation from the Head of the School at email: *intern@iica.gov.in*. A hard copy of the application shall also be sent to the address mentioned in the application form.

A.3.2 Applications directly sent to the IICA Verticals shall not be entertained. Incomplete applications and also the applications without recommendation of the School shall not be considered.

A.3.3 Duly filled in application complete in all respects shall be received by IICA at least one month in advance. For e.g. if application is made for January 2018 (w.e.f. 1st January 2018) the application must reach IICA on or before 30th November 2017. If found suitable and due to no vacant seats available, IICA may at its discretion offer the internship to an eligible applicant in the subsequent months thereafter.

A.4 CERTIFICATE OF INTERNSHIP

A.4 At the end of the successful completion of internship, the interns will be awarded a “Certificate” along with a grading based on the performance of the intern. A high quality project work which is awarded a grading “A+” (Excellent) or “A” (Very Good) may be displayed on the website of IICA and/or considered for publication in the IICA Publications.

B. INTERNSHIP WITH HONORARIUM

B.1 ELIGIBILITY CRITERIA AND EDUCATIONAL QUALIFICATIONS

Internship with honorarium may be offered to candidates under the following categories:

- a. A Five Year or Three Year Graduate in Law
- b. A Post-Graduate in Economics, Commerce, Finance, Management, Library Science, Social Work, Biotechnology, Environmental Sciences, Information Technology/Computer Science, Development Studies, Public Administration or Law
- c. Final Level students of Professional Course of Chartered Accountant (CA), Costs and Works Professional (CWA) or a Company Secretary (CS) having cleared at least 50% of their papers at final level.
- d. M. Phil. / Ph. D. course student in Economics, Commerce, Finance, Management, Library Science, Social Work, Biotechnology, Environmental Sciences, Information Technology/Computer Science, Development Studies, Public Administration or Law.

B.1.1 For categories (a) and (b), the date of application shall not be later than 12 months of acquiring the qualifying degree; and the applicant shall not have an employment in his/her hand at the time of making the application.

B.2 DURATION OF INTERNSHIP

B.2.1 Internship would be ordinarily available for three months beginning on the 1st working day and ending on the last working day of the month which may be extended for a maximum period of 3 months at a time on the recommendation of Internal Selection Committee.

B.2.2 IICA may, at its absolute discretion terminate the paid internship of an intern at any time without giving any reason therefor.

B.2.3 Normally, the internship shall be at the IICA Campus located in IMT Manesar, Gurugram unless the internship involves field visits or empirical study particular to a project.

B.3 APPLICATION AND ITS CONSIDERATION

B.3.1 An eligible candidate interested to pursue internship at IICA may send an application in **Form B** at email: *intern@iica.gov.in*. A hard copy of the application along with the recommendation shall also be sent to the address mentioned in the application form.

B.3.2 Applications directly sent to the IICA Verticals shall not be entertained. Incomplete applications and also the applications without recommendation of the School shall not be considered.

The application received shall be considered by the Internal Selection Committee on a rolling basis.

B.4 CERTIFICATE AND HONORARIUM / STIPEND

B.4.1 Interns under this category shall be eligible for an honorarium / stipend of Rs. 10,000/- per month.

B.4.2 Intern shall make a claim of honorarium each month to the HR Department duly recommended by the Guide/Supervisor and/or Head of the IICA Vertical.

B.4.3 Intern would also be eligible for a certificate at the completion of her/his internship.

C. GUIDELINES APPLICABLE TO ALL KINDS OF INTERNSHIP

2 Internal Selection Committee (“ISC”): The Internal Selection Committee shall comprise of the following:

- CAO or Convenor, Academic Committee or his/her nominee (in Chair)
- One Faculty (nominated by DG&CEO)
- One representative from the respective IICA Vertical (preferably the Head) for which the application is being considered.

2.1 HR Division representative nominated by DG&CEO shall be the Member Secretary of Internal Selection Committee.

3 MEETINGS of ISC and PROCEDURE

3.1 Ordinarily Internal Selection Committee would review the applications in the first week of each month. In exigencies, the Committee may decide to complete the process by circulation.

3.2 HR Division at IICA would scrutinize the applications for its completeness and put up before the Committee for consideration.

3.3 ISC would make recommendations unanimously for final decision of Competent Authority, i.e. DG&CEO, IICA.

4 NUMBER OF INTERNS

Number of internships to be offered by IICA shall be limited to 30 (15 with and 15 without honorarium) in a month with maximum three interns per IICA vertical at a time.

5 DUTIES OF AN INTERN

5.1 Interns shall be engaged in on-going research, capacity building endeavours, programmes and projects of IICA.

5.2 The Interns shall be attached with one of the IICA Verticals as per the recommendations of ISC.

5.3 A faculty member or senior staff of IICA will be assigned to each intern as “Guide / Supervisor”. The intern will work under the guidance of her/his Guide / Supervisor.

5.4 Intern will submit the project deliverables / assignments to the guide/supervisor from time to time as per the directions and the draft report of the internship shall be submitted 3 days before the completion of the internship.

5.5 The intern may be required to make a presentation before the ISC in the presence of respective IICA Vertical and other faculty members of IICA.

5.6 Intern shall be subject to IICA disciplinary requirements during the period of internship and have to observe its working hours. The internship may be terminated anytime without notice, if the performance of the intern is not found satisfactory or absent without the authorization of the Guide / Supervisor.

5.7 Intern shall conduct himself/herself in such a manner that does not bring any disrepute to the IICA. An intern shall not represent anywhere as an employee of IICA. An intern shall have no right / claim for an employment with IICA by virtue of this internship.

5.8 No leave will be allowed during internship. If IICA is convinced that absence of an intern is due to unavoidable circumstances, the period of internship may be extended by the period of absence.

6. LOGISTIC SUPPORT

6.1 Each Intern will be provided with minimum logistic support.

6.2 The intern will work within the premises of IICA (unless requirement of field visit as per the requirements of the project dully approved by the Guide/Supervisor) and may utilize the reference books and other materials available in IICA's library.

6.3 The intern is also free to access other libraries in the city with prior permission of the Guide / Supervisor.

7. INTELLECTUAL PROPERTY AND CONFIDENTIALITY

The final product (report/article/research) of the internship will be the intellectual property of IICA and the intern may not use it without prior approval of IICA.

8. CONFIDENTIALITY

The interns shall give an undertaking that "He/she" shall strictly maintain full confidentiality and secrecy of any information/matter relating to IICA obtained during the course of internship.

9. RELAXATION: DG&CEO, IICA may relax any of the provisions of these Guidelines in respect of any deserving candidate.

10. REVIEW: These Guidelines will be reviewed by IICA from time to time, the first review being within 6 months of its approval by DG&CEO.

FORM A

APPLICATION FOR INTERNSHIP AT IICA

<i>For Official Use only</i>		PHOTO		
Application for the Month(s) of (duration)				
Application for IICA Vertical (name of the School/Center/Vertical) <i>ISC at its discretion may recommend for another vertical</i>				
Category Details	(a)	(b)	(c)	(d)

1	Full Name (Surname First)	
2	Date of Birth	
3	Gender	
4	Permanent Address	
5	Present Address / Address of Correspondence	
6	E-mail ID	
7	Mobile No.	

8. Educational Qualifications (+2 onwards)

Sl. No.	Name of the Course	School / Board / College	Year	Subjects	% of marks/ Grade

9	Computer Skills	
10	Knowledge/experience of statistical/Economic/Project Management packages or tools (please specify)	
11	Internship/Work Experience, if any (<i>attach extra sheet if required</i>)	
12	Areas of Interest	
13	Awards/Achievements/papers Presented/Published (<i>attach extra sheet if required</i>)	
14	Any other additional relevant information (<i>attach extra sheets if required</i>)	

15. Suggested topic(s)/Project(s) on which Internship is proposed

15.1 Applicants are required to submit along with the Application Form a synopsis of the proposed work of not more than 1000 words. The synopsis should broadly cover overview of the sector, methodology proposed to be followed, issues to be researched and probable outcomes or conclusions.

15.2 The final topic of dissertation/project assignment will be decided after discussion and keeping in view the relevance to IICA.

15.3 Whether Synopsis attached (yes/No)	
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I have carefully read the IICA Internship Guidelines and hereby undertake to abide by the terms and conditions of the internship and understand that if at any stage if found to be ineligible or commit misconduct, my candidature will be cancelled forthwith.
 I understand that this is an unpaid internship and I am not eligible for any honorarium.

Date: _____ Signature of the Candidate
 Place: _____ [Name:]

RECOMMENDATION

CERTIFICATION AND RECOMMENDATION BY INSTITUTION

Certified that Ms./Mr. _____ is pursuing _____ course and is presently in _____ year/ semester in the Institute/College/University. She / He is eligible for internship in IICA as he/ she has fulfilled the eligibility criteria prescribed by the Indian Institute of Corporate Affairs (IICA) vide IICA Internship Guidelines. She / He has also attached the synopsis on her/his proposed topic of research during internship. Hence, She /He is recommended for internship at IICA.

Place:
 Date:

Signature with Name
 Designation
 Office Address,
 Tel. No. &
 Office Seal

Application complete in all respects shall be sent to the Chief Administrative Office (CAO)/Manager (HR), Indian Institute of Corporate Affairs, Plot No. 6, Sector 5, IMT Manesar, Gurugram, Haryana 122052 and an email to . Super-scribe the envelope with “*Application for Internship for the month of*”

FORM B

APPLICATION FOR INTERNSHIP AT IICA

<i>For Official Use only</i>		PHOTO		
Application for the Month(s) of (duration)				
Application for IICA Vertical (name of the School/Center/Vertical) <i>ISC at its discretion may recommend for another vertical</i>				
Category Details	(a)	(b)	(c)	(d)

1	Full Name (Surname First)	
2	Date of Birth	
3	Gender	
4	Permanent Address	
5	Present Address / Address of Correspondence	
6	E-mail ID	
7	Mobile No.	

8. Educational Qualifications (+2 onwards)

Sl. No.	Name of the Course	School / Board / College	Year	Subjects	% of marks/ Grade

9	Computer Skills	
10	Knowledge/experience of statistical/Economic/Project Management packages or tools (please specify)	
11	Internship/Work Experience, if any (<i>attach extra sheet if required</i>)	
12	Areas of Interest	
13	Awards/Achievements/papers Presented/Published (<i>attach extra sheet if required</i>)	
14	Any other additional relevant information (<i>attach extra sheets if required</i>)	

15. Suggested topic(s)/Project(s) on which Internship is proposed

15.1 Applicants are required to submit along with the Application Form a synopsis of the proposed work of not more than 1000 words. The synopsis should broadly cover overview of the sector, methodology proposed to be followed, issues to be researched and probable outcomes or conclusions.

15.2 The final topic of dissertation/project assignment will be decided after discussion and keeping in view the relevance to IICA.

15.3 Whether Synopsis attached (Yes/No)	
16 Have you ever been convicted or any criminal case pending against you (details thereof)	

I have carefully read the IICA Internship Guidelines and hereby undertake to abide by the terms and conditions of the internship and understand that if at any stage if found to be ineligible or commit misconduct, my candidature will be cancelled forthwith.

Date:

Signature of the Candidate

Place:

[Name:}

RECOMMENDATION

Letters of Recommendation 1

I know since last years and recommend him/her to IICA for an internship.

Signature

Name and Designation

Address, Mobile No. and E-mail

Letter of Recommendation 2

I know since last years and recommend him/her to IICA for an internship.

Signature

Name and Designation

Address, Mobile No. and E-mail

Application complete in all respects shall be sent to the Chief Administrative Office (CAO)/Manager (HR), Indian Institute of Corporate Affairs, Plot No. 6, Sector 5, IMT Manesar, Gurugram, Haryana 122052 and an email to . Super-scribe the envelope with “*Application for Internship for the month of*”