

Annexure-7: Policy/Guidelines for Internship

To be eligible for Internship Program, interested persons are required to send their resumes and a covering letter to the firm or can send emails at info@praxisindia.org. The Internship plan should include an explanation of why the applicant is seeking the internship and what he/she hopes to learn or gain from the experience. Based on the inputs from application forms, candidates are selected. Applicants are notified about the status of their application by email/post. Once placed, interns are required to meet the Team Leader for information and instructions for putting the internship in place.

Commitment:

There is considerable effort involved in arranging internships and placing student applicants. Therefore, we ask that students to apply only when they are available to participate and ready to take all the allotted tasks seriously.

For foreign nationals:

The applicants should have a valid work permit; Praxis can support the applicants for visa process by providing invitation/offer letter only.

Upon arrival, the person should submit a copy of passport, visa and a copy of the registration of FRRO (Foreign Regional Registration Offices) to the administration unit of Praxis. Praxis will support to open a bank account and to apply for a PAN number.

A foreign national without work permit is encouraged not to apply for the internship with Praxis.

Reporting:

During the internship, the intern should work in coordination with the Project Coordinator of this assignment.

Housing:

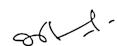
Finding housing for the length of the internship is usually the responsibility of the intern. There is no separate allowance payable for Housing during the internship period.

Travel arrangements:

Each intern is responsible for making his or her own travel arrangements to the workstation. Field-visit related travel expenses (after getting approval from the Project Coordinator) would be reimbursed by the Praxis.

Honorarium:

The honorarium will be linked to experience and qualification of the applicant.



Payment mode will be through cheque / Cash (subject to financial procedure) This will be based on the recommendation of the reporting authority. The Interns are required to submit their copy of PAN card to Praxis.

Office Timings:

a.) 0930 to 1730 hrs, lunch-break 1300 to 1330 hrs. b.) Saturdays and Sundays are holidays

Leaves:

Interns are entitled for 2 days leave in a month. However, they are required to take prior permission from the line manager to avail the leave. In case of unauthorised leave, salary will be deducted on prorata basis.

Interns are expected to complete the assigned tasks within the timeframe. In case they are required to put in more time, no overtime will be given to them.

The internship is for the specific period and that no right is vested in the intern for regularisation of services in PRAXIS at any point of time. During the internship, the intern should not engage in any other activity, which may cause a conflict of interest with the activities of PRAXIS or any associated institution.

Field visit during internship:

Intern will be paid expense on lodge, board and travel during field visit and other expenses (stationary, computer consumables etc.) on production of actual bills/receipts as per the organizational rules and prior approval from the reporting authority. The travel would be through second class sleeper or AC three tier fares.

You are required to submit the bills, receipts, tickets, boarding passes etc. related to this assignment within 10 days after the completion of the assignment

Insurance:

You shall not be provided any insurance coverage for this assignment and cannot be held responsible to PRAXIS for accident or other incident arising during your assignment. Insurance for accidents, medical expenses, theft or other purposes is the responsibility of the Intern.

Data confidentiality:

The data and respondent's identity pertaining to the study should not be shared with any one without prior permission from praxis.

You are advised that documents and information pertaining to your assignment/s must not be communicated to any un-authorised person/agency and the same must be returned to PRAXIS upon completion of your contract.

Upon completion of the intership period, if you should have any property/ gadgets/ unutilised

funds/resources/material belonging to PRAXIS or any other concerned third party, you will be expected to return the same

Grievance redressal and Sexual harassment policy:

This will be guided by Praxis HR document.

Certificate:

Upon completion of their projects, the interns are required to hand over charge to the concerned reporting authority. Interns are required to write a two-page report after the completion of their internship. A certificate/letter of work/appreciation may be given to the Interns at departure.

Termination of contract:

During the internship period, should there be a need for separation the same would be possible by a serving notice of 7 days or pro-rated pay in lieu of notice period by either side.

The Chief Executive, PRAXIS reserves the right of terminating the assignment, if the task is not completed as per expectation. In such an event, decision of the Chief Executive Praxis would be final also with regard to payment of the consultancy fee.

