



**Government of Jammu and Kashmir**  
**Housing and Urban Development Department.**  
**Civil Secretariat**

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**Subject:- Guidelines /Policy for engagement of Interns in Urban Local Bodies, Municipal Corporations and other parastatal agencies of the State.**

**Government Order No 104 -HUD of -2017**

**DATED: 31 -03 -2017**

Sanction is hereby accorded to the notification of Guidelines/Policy forming annexure to this Order for engagement of Interns in Municipal Corporations, Urban Local Bodies and other parastatal agencies in the State carrying out AMRUT reforms.

**By order of the Government of Jammu and Kashmir.**

**Sd/-**

**(Hirdesh Kumar Singh) IAS**

Commissioner/Secretary to Government  
Housing & Urban Dev. Department

Dated: 31 -03-2017

No: HUD/Adm/ 39 /2017

Copy for information to the:

- 1 Managing Director, J&K Housing Board
- 2 Vice Chairman, Development Authority Jammu/Srinagar/LAWDA
- 3 Director Urban Local Bodies, Jammu/Kashmir
- 4 Commissioner, Municipal Corporation Jammu/Srinagar
- 5 Chief Engineer, J&K UEED.
- 6 OSD to the Hon'ble Deputy Chief Minister.
- 7 Spl. Assistant to Hon'ble MoS H&UDD.
- 8 Private Secretary to Commissioner/Secretary H&UDD
- 9 Government Order file ( w.2.s.c.)

**(Nissar Ahmed)**

Under Secretary to Government  
Housing & Urban Dev. Department



**Annexure to Government Order No- 104 HUD of 2017  
dated:- 31.03.2017**

## **Guidelines for Internship**

**Applicable to :**

- 1. Jammu Municipal Corporation**
- 2. Srinagar Municipal Corporation,**
- 3. Anantnag Urban Local Body**
- 4. Leh Municipal Council**
- 5. Kargil Municipal Council**
- 6. Other parastatal agencies in above mentioned cities/  
towns (JDA, SDA, LAWDA, UEED, Housing Board)**

The Housing & Urban Development Department , Jammu & Kashmir has decided to initiate a Scheme for engagement of interns in Municipal Corporations, ULBs and parastatals from the date of issuance of these guidelines, consistent and linked with the Atal Mission for Urban Rejuvenation and Transformation (AMRUT). This scheme seeks to engage Indian nationals who are pursuing graduation/post-graduation or research courses in reputed Universities/ Institutions within Jammu and Kashmir as "Interns".

For this, the Housing & Urban Development Department, Jammu & Kashmir has framed 'the Internship Guidelines, 2017' to provide a framework for engagement of Interns on short term basis.

### **1. Purpose:-**

The Housing & Urban Development Department , Jammu & Kashmir is the nodal Department of Government of Jammu and Kashmir for ensuring proper and planned growth of cities and towns with adequate infrastructure, amenities and services provided to the citizens through the Municipal Corporations, Urban Local Bodies (ULBs) and parastatal agencies like JDA, SDA, Housing Board, LAWDA, UEED etc. The Department is involved in ensuring efficient management & delivery of civic services like provision of affordable housing, safe drinking water, sanitation including solid waste management, storm water drainage, sewerage, roads, Urban transport, Development of Green Spaces and creation of livelihood opportunities by accelerating economic growth of cities/towns and building capacity of the urban poor.

The Housing & Urban Development Department , Jammu & Kashmir has decided to initiate a Scheme for engagement of Interns in Municipal Corporations, ULBs and parastatals for the larger benefit of the student community and with a view to enriching the management/implementation of its various schemes/programmes. The department has decided to notify the 'Internship Guidelines 2017' to provide a framework for engagement of Interns on short term basis.

### **2. Objectives and Guiding Principles:**

The objective of the scheme is to allow young talents from the reputed institutions to be associated with the Departmental work for mutual benefits:

The "Interns" shall benefit by getting an exposure to the Government functioning and the issues in Urban sector and contribute to the policy formulation by generating inputs such as empirical analysis, briefing reports, policy papers etc.

- Further, this scheme aims at encouraging active participation of interns in the learning process through experimentation and putting into practice the acquired academic knowledge under the guidance of a qualified and experienced Supervisor/Mentor.
- Department may benefit from the additional resources in the form of young talents with fresh perspectives and their outputs which shall add to its policy formulation base.

### **Guiding Principles:-**

The scheme shall be guided by the following principles:-

- a. Ensuring resume-building tasks are assigned to the intern.
- b. Ensuring do ability of the assigned tasks within the time frame.
- c. Ensuring frontline experience to the interns; and
- d. Ensuring continuous guidance and feedback to the intern.

### **3. Definitions**

Unless the context requires otherwise, the following words shall have the meaning attributed to the guidelines:-

- A. Department" means The Housing & Urban Development Department, Jammu & Kashmir.
- B. Competent Authority" means the Commissioner Jammu/ Srinagar Municipal Corporation, Vice Chairman- JDA, SDA, LAWDA, Managing Director- Housing Board, Chief Engineer, UEED, CEO/ EO- Municipal Committees/ Councils etc.
- C. Empanelled Institution" means any Academic Institution, which has been empanelled by the competent Authority/ agency, for nominating candidates under the "Internship Scheme
- D. Agency means " Municipal Corporation, Municipal Committee/ Councils, JDA, SDA, LAWDA, Housing Board, UEED, Municipal Committees/ Councils "

- E. "SDA" means Srinagar Development Authority.
- F. "JDA" means Jammu Development Authority.
- G. "LAWDA" means Lakes and Water Development Authority.

#### 4. Eligibility:

Indian students pursuing Graduation/Post Graduation/Research Courses in the universities/ Institutions duly empanelled by the respective agency and specializing in areas related to Engineering, Management, Finance, Town Planning, Environmental Engineering, Other Social Sciences, Social work etc. shall be eligible for consideration as Interns.

#### Note:-

1. The concerned agency shall prepare a list of empanelled Universities/Institutions depending upon the willingness of the Universities/Institutions and/or requirements of the Agency/ department. The list shall be updated by the agency as and when required.
2. First year Bachelors Degree students and those who have completed final year of their graduation (or awaiting final result ) shall not be eligible for Internship
3. Further it may be noted that those who have completed final year (or awaiting graduation shall not be eligible for internship.
4. The eligibility criteria may be relaxed in deserving cases based on need of the agency on prior approval of Competent Authority.

#### 5. Application Procedure:

- I. The competent authority shall notify in the month of January/February every year,
  - a. the total no. of Internship slots available for the financial year;
  - b. Distribution of interns across different sectors based on the projects and agency requirement as per the decision of competent authority.
  - c. the type of projects/ assignments available in these agencies.

- II. The competent Authority shall have the discretion to increase or decrease the quantum of slots as and when required, depending on the requirement in various schemes under various sections /directorates/organization/ agencies.
- III. The agency shall issue letters to the empanelled institutions soliciting nominations for Internship. The last date for application/ nomination shall be specified clearly in the letter.
- IV. Interested Institutions can nominate a maximum of 3 interested and eligible students for the Internship program and must send their applications comprising.
  - a) CVs of the nominees,
  - b) their preferred period of Internship during the financial year and
  - c) their areas of interest.

However, the concerned agency may prescribe a standard application form .

#### **6. Selection and Placement Procedure:**

- I. The list of nominated candidates shall be prepared and placed before the Competent Authority for final allotment/placement.
- II. Interns shall be allotted to a particular section/ wing for Internship, keeping in view the areas of interest expressed by the candidate and subject to suitability and availability of slots. The allotment of the Interns to the agency may be done on first come first serve basis or any other suitable method at the discretion of the Competent Authority.
- III. The actual offer shall be sent to the empanelled Institutions subject to availability of slots and approval of the competent Authority. The offer for internship is neither an employment offer nor an assurance of an employment.
- IV. The agency may organize a short induction/orientation programme for the interns on the first day of the Internship at their respective locations. Every Intern shall be attached with a Supervisor/Mentor.

**7. Duration of Internship:-**

- i. The duration of Internship shall be of atleast 40 days (8 weeks X 5 days) and not exceeding two months.
- ii. Interns not completing the requisite period of Internship shall not be issued any Certificate

**8. Submission of Reports:-**

- i. The Interns shall be required to complete all the requirements of the Internship program including submission of a Project Report to the Mentor/Supervisor at least 5 days before the end of the Internship. If required, at the end of the Internship, the Interns shall make a presentation on the Report to the concerned Mentor/Supervisor or the Head of the agency/ section allotted to them.
- ii. The acknowledgement sheet in the Project Report should mention the name of the Supervisor/Mentor who has guided the Intern.
- iii. The Report submitted by the Intern shall be reviewed and approved by the concerned Supervisor/Mentor and counter approved by the Section head/ competent authority.

**9. Certificate of Internship:-**

Agency shall issue Certificates to the Interns on the completion of Internship and submission of Report duly countersigned and approved.

**10. Peer learning and experience sharing program:**

- (i) The Agency may organize a 1 day peer learning and experience sharing Programme for all the interns in their respective agencies immediately after the completion of internship.
- (ii) The cost of the travel and accommodation shall be borne by the intern.

**11. Logistics support**

- (i) The Interns shall be provided with working space, internet facility and other necessities, as deemed fit by the Agency and

the concerned organizations. The Interns shall be required to have their own laptops.

- (ii) The Interns shall make their own accommodation arrangement during the Internship.

## **12. Leave**

The Interns shall be allowed a maximum leave of 3 days during the Internship period.

## **13. Code of conduct:-**

The Interns appointed by the Agency shall observe the following code of conduct, which shall include but not be limited to, the following:

- I. The Interns are required to be present at the allotted Agency's premises during official hours unless otherwise permitted by the Supervisor/Mentor in writing.
- II. The interns shall adhere to the work plans and schedules assigned by the Mentor/ Supervisor; and shall participate in all structured activities designed by the mentor/ supervisor for the internship and meet regularly with the Mentor/Supervisor to discuss the progress and ask appropriate questions regarding the assignment.
- III. The Intern shall follow the rules and regulations, which are in general applicable to employees of the Agency and the allotted sections/ organizations.
- IV. The Intern shall follow the confidentiality protocol of the Agency/ Department and the allotted section and shall not reveal to any person or organization confidential information relating to the Agency/Department, its work and policies.
- V. The Intern shall not claim any intellectual property right, of work done at the Agency and the allotted section and has to strictly maintain the confidentiality of Agency's intellectual property. Any violation/infringement shall be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.
- VI. The Intern and the Institution concerned shall have no claim whatsoever on the results of the project work. The agency retains all intellectual property



rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.

- VII. Interns may, with the prior permission of the Agency, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Agency and allotted section cannot be revealed under any circumstances.
- VIII. Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the Department/ Agency and the allotted section.
- IX. Interns shall follow the advice given to them by the Agency and allotted section regarding representations to third Parties.
- X. In general, an Intern may not interact with or represent the Department/ Agency and the allotted section vis- d-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Agency and the allotted section depending on the nature of their roles and responsibilities.
- XI. No Intern shall interact with or represent the Department/ Agency or the allotted section to the media (print and electronic).
- XII. Interns shall conduct themselves professionally in their relationship with the Agency and the allotted section and the public in general.
- XIII. Interns are required to make prompt and full disclosures related to any conflict of interest that arises in due course of the internship.
- XIV. Items shall not accept or provide any gift, benefit, or favour in exchange for special consideration or influence, where it may be perceived to be in exchange for any special treatment.
- XV. Items shall provide mandatory feedback on the mentor and the internship programme whenever required by the Department/ Agency and allotted section.

#### **14. Roles and Responsibilities of Mentor/ Supervisor**

- i. Mentors Supervisors shall communicate program objectives, work plan, milestones and professional expectations to the Intern and ensure

that all professional expectations are communicated and understood by the Intern.

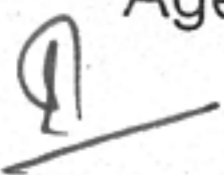
- ii. Mentors/Supervisors shall assign meaningful work to the Interns as per the defined work programme
- iii. Mentors/Supervisors shall meet regularly with the Intern to review and discuss the progress of the program and identify areas where the Intern needs support and guidance in learning, and provide necessary support.
- iv. Mentors /Supervisors shall provide constructive, balanced, and respectful feedback to the Interns.

**15. Grievance redressal :-**

- i. In case of any grievance, the Intern can submit this grievance to the Head of the Agency.
- ii. In case, the Intern is not satisfied with the action taken, he may submit his grievance to the Department'.

**16. Termination:-**

- i. Agency may disengage from the Intern if the Agency is of the view that the services of the Intern are no more required.
- ii. The Agency may terminate the services of the Intern at any time without assigning any reasons and with immediate effect.
- iii. If the Intern decides to disengage from the Agency, he/ she should provide 10 days prior notice.
- iv. In case of termination, the Intern must hand over to the Agency, any papers, equipments or other assets which might have been given to the Intern by the Agency or the allotted section in course of his project work with the Agency. This shall include any badges or ID Cards which may have been issued to the Intern.
- v. If it comes to the notice of the Agency that the person whose services have been terminated by the Agency continues to act in a manner which gives an impression that he is still working for the Agency, the Agency shall be free to take appropriate legal action against such person



- vi. The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

**17. Database of Interns:**

- i. The Agency shall maintain a database of Interns and their project details. The attendance record and details of work supervision of the Interns shall be maintained by the concerned Mentor/Supervisor of the allotted section.
- ii. Respective agency shall share the details on interns like name, address, Institute details, no. of interns engaged etc. with the Administrative Department, Housing & Urban Development, J&K for information. The information must be shared in the month of December every year.

**18. Power to remove difficulties :-**

Department shall have the power to remove any difficulty which may come in the way of the implementation of these guidelines.

- 19. The Scheme Review:** scheme in its present form is proposed for three years. A review of the scheme may be undertaken after one year and necessary changes may be made by the Department.

  
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Housing & Urban Dev. Department

