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## HOUSING & URBAN DEVELOPMENT DEPARTMENT

### NOTIFICATION

The 24th February, 2016

No.4886–HUD-13-PROJ-64-SCH-17-0092/2015/HUD.—

### INTERNSHIP GUIDELINES, 2016

#### 1. Purpose:

The Housing & Urban Development Department (H&UDD) is the nodal Department of Government of Odisha for ensuring proper and planned growth of cities and towns with adequate infrastructure, amenities and services provided to the citizens through the Urban Local Bodies (ULBs) and parastatal agencies like Development Authorities, State Urban Development Agency, Directorate of Town Planning 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, public transport; and creation of livelihood opportunities by accelerating economic growth of cities/towns and building capacity of the urban poor.

Housing & Urban Development Department has decided to initiate a Scheme for engagement of interns in ULBs and parastatals from April 1, 2016, consistent and linked with the State Annual Action Plan prepared under the Atal Mission for Rejuvenation and Urban Transformation (AMRUT). This scheme seeks to engage Indian nationals who are pursuing graduation/post-graduation or research courses in reputed Universities/ Institutions within India as “Interns”. For the larger benefit of the student community and with a view to enriching the management/implementation of its various schemes/programmes, H&UDD has decided to notify these “**Internship Guidelines 2016**” to provide a framework for engagement of Interns on short term basis.

#### 2. Objectives and Guiding Principles:

- (i) 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.
- (ii) The scheme shall be guided by the following principles:—
- ensuring resume-building tasks are assigned to the intern
  - ensuring do-ability of the assigned tasks within the timeframe
  - ensuring frontline experience to the interns; and
  - ensuring continuous guidance and feedback to the intern

### 3. Definitions:

Unless the context requires otherwise, the following words shall have the meaning attributed to them in these guidelines:—

- (i) **“Department”** means The Housing & Urban Development Department (H&UDD).
- (ii) **“Competent Authority”** means the Commissioner-*cum*-Secretary, Housing & Urban Development Department.
- (iii) **“Empanelled Institution”** means any Academic Institution, which has been empanelled by H&UDD for nominating candidates under the “Internship Scheme”.
- (iv) **“Allotted Organisation”** means, organisation (Urban Local Bodies, Parastatals and Department) where Intern has been allotted to work during the Internship.

### 4. Eligibility:

- (i) Indian students pursuing Graduation/Post Graduation/Research Courses in the Universities/ Institutions duly empanelled by the Department 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 Department shall prepare and notify a list of empanelled Universities/Institutions depending upon the willingness of the Universities/Institutions and/or requirements of the Department. The list shall be updated by the Department as and when required. The initial list of empanelled institutions shall be as per *Annexure-I*.

(2) First year Bachelors' Degree students and those who have completed final year of their graduation (or awaiting final year results) shall not be eligible for Internship. Further, it may be noted that those who have completed final year (or awaiting results) of their post-graduation shall not be eligible for Internship.

(ii) The eligibility criteria may be relaxed in deserving cases based on need of the Department on prior approval of Competent Authority.

#### **5. Application Procedure:**

(i) The Department 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 slots across different organisations (Department, ULBs and parastatals); and (c) the type of projects/ assignments available in these organisations. 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/organisations of the Department.

(ii) The Department shall issue letters to the empanelled Institutions soliciting nominations for Internship. The last date for application/nomination shall be specified clearly in the letter.

(iii) Interested Institutions can nominate a maximum of 3 interested and eligible students for the Internship program and must send their applications in the prescribed form (*Annexure-II*) comprising (a) CVs of the nominees, (b) their preferred period of Internship during the financial year and (c) their areas of interest in order of preference as per *Annexure-III*, to the Department.

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

(i) The list of nominated candidates shall be prepared and placed before the Competent Authority for final allotment/placement. The Interns shall be allotted to an organisation 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 organisations may be done on first come first serve basis or any other suitable method at the discretion of the Competent Authority.

(ii) 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 with the Department.

(iii) The Department may organise a short induction/orientation programme for the Interns on the first day of the Internship in Bhubaneswar. Every Intern shall be attached with a Supervisor/Mentor from the allotted organisation.

**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 Report:**

- (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 organisation allotted to them.
- (ii) The acknowledgement sheet in the Project Report should mention the name of the Supervisor/Mentor who has guided the Intern at the Department/allotted organisation.
- (iii) The Report submitted by the Intern shall be reviewed and approved by the concerned Supervisor/Mentor and counter approved by the Head of the organisation allotted.

**9. Certificate of Internship:**

The Department 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 Department may organise a 1-day peer learning and experience sharing programme for all the Interns in Bhubaneswar immediately after the completion of Internship.
- (ii) The cost of travel and accommodation shall be borne by the Intern.

**11. Stipend:**

- (i) The Undergraduate/graduate and post graduate Interns shall be paid a consolidated stipend of Rs.10000/- and Rs. 15000/- respectively for the entire duration of the Internship.
- (ii) The stipend shall be payable by the allotted organisation after the completion of Internship, subject to satisfactory performance, duly certified by the Supervisor/Mentor.
- (iii) The expenditure on payment of stipend and other expenses relating to Internship shall be met from the "Capacity Development" budget available in the Department as well as in the allotted organisations.

**12. Logistics support:**

- (i) The Interns shall be provided with working space, internet facility and other necessities, as deemed fit by the Department and the concerned organisations. The Interns shall be required to have their own laptops.
- (ii) The Interns shall make their own accommodation arrangement during the Internship.

**13. Leave:**

The Interns shall be allowed a maximum leave of 2 days during the Internship period.

**14. Code of conduct:**

The Interns appointed by the Department 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 organisation'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 Department and the allotted organisations.
- (iv) The Intern shall follow the confidentiality protocol of the Department and the allotted organisation and shall not reveal to any person or organization confidential information relating to the Department, its work and policies.
- (v) The Intern shall not claim any intellectual property right, of work done at the Department and the allotted organisation and has to strictly maintain the confidentiality of Department'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 Department 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 Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Department and allotted organisation 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 and the allotted organisation.
- (ix) Interns shall follow the advice given to them by the Department and allotted organisation regarding representations to third parties.

- (x) In general, an Intern may not interact with or represent the Department and the allotted organisation *vis-à-vis* third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Department and the allotted organisation depending on the nature of their roles and responsibilities.
- (xi) No Intern shall interact with or represent the Department or the allotted organisation to the media (print and electronic).
- (xii) Interns shall conduct themselves professionally in their relationship with the Department and the allotted organisation 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) Interns 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) Interns shall provide mandatory feedback on the mentor and the internship programme whenever required by the Department and allotted organisation.

#### **15. 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 plan.
- (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.

#### **16. Grievance redressal:**

In case of any grievance, the Intern can submit his grievance to the Head of the organisation allotted to him. In case, the Intern is not satisfied with the action taken, he may submit his grievance to the Competent Authority in the Department.

#### **17. Termination:**

- (i) The Department may disengage from the Intern if the Department is of the view that the services of the Intern are no more required.
- (ii) The Department 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 Department, he should provide 10 days' prior notice.
- (iv) Upon termination, the Intern must hand over to the Department, any papers, equipments or other assets which might have been given to the Intern by the Department or the allotted organisation in course of his project work with the Department. 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 Department that the person whose services have been terminated by the Department continues to act in a manner which gives an impression that he is still working for the Department, the Department 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.

**18. Database of Interns:**

The Department 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 organisation.

**19. Power to remove difficulties:**

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

**20. Scheme Review:**

The 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 Competent Authority.

By Order of the Governor

G. MATHI VATHANAN

Commissioner-*cum*-Secretary to Government

**List of empanelled institutions in Odisha for Internship Scheme (Refer Para. 4 (i) of Internship Guidelines, 2016)**

| <b>Sl. No.</b><br><b>(1)</b> | <b>Name of the Institution</b><br><b>(2)</b>                           | <b>Category</b><br><b>(3)</b> |
|------------------------------|--|-------------------------------|
| 1                            | Indian Institute of Technology (IIT), Bhubaneswar                      | Engineering                   |
| 2                            | National Institute of Technology (NIT), Rourkela                       | Engineering                   |
| 3                            | International Institute of Information Technology (IIIT), Bhubaneswar. | Engineering                   |
| 4                            | College of Engineering and Technology, Bhubaneswar                     | Engineering                   |
| 5                            | Central Institute Of Plastic Engineering & Technology, Bhubaneswar.    | Engineering                   |
| 6                            | Government College Of Engineering, Kalahandi                           | Engineering                   |
| 7                            | Indira Gandhi Institute Of Technology, Sarang                          | Engineering                   |
| 8                            | Govt. College of Engineering, Keonjhar                                 | Engineering                   |
| 9                            | Parala Maharaja Engineering College, Berhampur                         | Engineering                   |
| 10                           | Veer Surendra Sai University of Technology, Burla                      | Engineering                   |
| 11                           | Indian Institute of Management (IIM), Sambalpur                        | PGDM/MBA                      |
| 12                           | Centre of IT & Management Education, Bhubaneswar                       | MBA                           |
| 13                           | Institute Of Management & Information Technology, Cuttack              | MBA                           |
| 14                           | Madhusudan Institute Of Co-Operative Management, Bhubaneswar.          | MBA                           |
| 15                           | Utkal University, Bhubaneswar  | MBA/Social Work               |
| 16                           | Gangadhar Meher College, Sambalpur, Odisha                             | MBA                           |
| 17                           | Fakir Mohan University, Balasore                                       | MBA                           |
| 18                           | North Odisha University, Baripada                                      | MBA                           |
| 19                           | Berhampur University, Berhampur  | MBA                           |
| 20                           | Dhenkanal Autonomous College, Dhenkanal                                | MBA                           |
| 21                           | Samanta Chandra Sekhar Autonomous College, Puri                        | MBA                           |



**Application Form (Refer Para. 5 (iii) of Internship Guidelines, 2016****A. Covering Letter**

&lt;&lt;&lt;&lt; Letter Head of the Institute&gt;&gt;

**To,**  
**The Under Secretary (Reforms),**  
**Housing & Urban Development Department,**  
**Government of Odisha.**

**Date:****Sub: Nomination of students for Internship Program-2016**

Dear Sir,

With reference to your letter no. \_\_\_\_\_ dated \_\_\_\_\_ soliciting nomination of students for Internship Program-2016 under Housing & Urban Development Department, Government of Odisha, we are pleased to nominate the following students:

(1)

(2)

(3)

The above students meet the eligibility criteria set out in provision 4 of the Internship Guidelines, 2016 of Housing & Urban Development Department, Govt. of Odisha. The following documents are attached herewith this letter for each of the above students for your kind consideration:

(1) Application Form (2) Institute Identity Card

**Date:****Place:****Name:****Designation:****Signature & Seal of Principal/Authorised Official of the Institute**

**B. Internship Application Form**

**Government of Odisha**  
**Housing & Urban Development Department**  
 1<sup>st</sup> Floor, State Secretariat, Annex – B, Bhubaneswar – 751001  
 Contact No. 0674-2536903 (Office), 2524 (EPABX), 0674-2394984 (Fax).  
 Email ID: [hudsec.or@nic.in](mailto:hudsec.or@nic.in)  
 Website: [www.urbanodisha.gov.in](http://www.urbanodisha.gov.in)

**Internship Application Form - 2016****1. Personal Information**

|  |                             |  |
|--|-----------------------------|--|
| <b>Applied Date:</b>                                 |                             | Recent Colour<br>Passport Size<br>Photograph |
| (1) Name of the Applicant                            |                             |  |
| (2) Email ID/Contact Details                         |                             |  |
| (3) Date of Birth                                    |                             |  |
| (4) Gender (M/F)                                     |                             |  |
| (5) Nationality                                      |                             |  |
| (6) If Person with Disability/mention the disability |                             |  |
| (7) Address Details                                  | Address for Correspondence: | Permanent Address:                           |
|  |                             |  |

**2. Education Details**

| <b>(1) Educational Qualification</b> |                  |      |                                      |                 |                            |
|--------------------------------------|------------------|------|--------------------------------------|-----------------|----------------------------|
| Examination Passed                   | Board/University | Year | Subjects/ Discipline/ Specialization | Division/ Class | %Marks / CGPA / Equivalent |
| 10th                                 |                  |      |                                      |                 |                            |
| 10+2                                 |                  |      |                                      |                 |                            |
| <b>Graduation Details</b>            |                  |      |                                      |                 |                            |
| 1st year                             |                  |      |                                      |                 |                            |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 2nd year   |  |  |  |  |  |
| 3rd year   |  |  |  |  |  |
| 4th Year   |  |  |  |  |  |
| <b>Post Graduation Details</b>                                     |  |  |  |  |  |
| 1st Year   |  |  |  |  |  |
| 2nd Year   |  |  |  |  |  |
| (2) Publication in referred Journals (if any):                     |  |  |  |  |  |
| 1.   |  |  |  |  |  |
| 2.   |  |  |  |  |  |
| (3) List of Attachments: 1. Photograph, 2. Institute Identity Card |  |  |  |  |  |

### 3. Internship Details

|  |  |           |  |
|--|--|-----------|--|
| 1) Preferred Period of Internship      |  |           |  |
| From (Date)                            |  | To (Date) |  |
| 2) Field of interest during internship |  |           |  |
| (i)                                    |  | (ii)      |  |
| (iii)                                  |  | (iv)      |  |
| (v)                                    |  | (vi)      |  |
| (vii)                                  |  | (viii)    |  |
| (ix)                                   |  | (x)       |  |
| (xi)                                   |  | (xii)     |  |
| (xiii)                                 |  | (xiv)     |  |
| (xv)                                   |  | (xvi)     |  |

3) What motivated you to apply for an internship with H&UD Department? Please mention in not more than 100 words.

I certify that the above information furnished by me is true to the best of my knowledge and belief. Once selected, I will join the internship program for the whole duration.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of the Applicant**

:

Name:

Designation:

Mob/Tel No.

Email ID

**List of identified modules for Internship (Indicative list) (Refer Para. 5 (iii) of Internship Guidelines, 2016)**

| Sl. No. | Departments/ Authorities  | Maximum No. Of slot for Internship | Internship Modules  |
|---------|---|------------------------------------|---|
| (1)     | (2)   | (3)                                | (4)   |
| 1       | Housing and Urban Development Department (H&UDD)                              | 20                                 | <ul style="list-style-type: none"> <li>• Atal Mission for Rejuvenation &amp; Urban Transformation (AMRUT)</li> <li>• Smart City Mission (SCM)</li> <li>• National Urban Livelihood Mission (NULM)</li> <li>• Swachh Bharat Mission (SBM)</li> <li>• Prime Ministers' AwasYojana (PMA Y)</li> <li>• AWAAS Mission</li> <li>• AAHAAR Initiative</li> <li>• OUIDF</li> </ul>             |
| 2       | Public Health Engineering Organization (PHEO)                                 | 05                                 | <ul style="list-style-type: none"> <li>• Odisha Water Corporation (WATCO)</li> <li>• Service Level Benchmarking (SLB) of Water Supply Service.</li> </ul>   |
| 3       | Directorate of Town Planning (DTP)  | 05                                 | <ul style="list-style-type: none"> <li>• GIS based Master Plan Development</li> <li>• Automated Building Plan Approval</li> </ul>   |
| 4       | Odisha Water Supply & Sewerage Board (OWSSB)                                  | 05                                 | <ul style="list-style-type: none"> <li>• Swachh Bharat Mission (SBM) – Urban</li> <li>• Service Level Benchmarking (SLB) of Sewerage Service</li> <li>• Service Level Benchmarking</li> <li>• JICA Project</li> </ul>   |
| 5       | Bhubaneswar Municipal Corporation (BMC) & Cuttack Municipal Corporation (CMC) | 10                                 | <ul style="list-style-type: none"> <li>• Atal Mission for Rejuvenation &amp; Urban Transformation (AMRUT)</li> <li>• Smart City Mission (SCM)</li> <li>• Swachh Bharat Mission (SBM) - Urban</li> <li>• Municipal Financial Management</li> <li>• Budgeting and Accounting</li> <li>• Implementation of e-governance modules</li> <li>• AAHAAR Initiative</li> <li>• BPTSL</li> </ul> |
| 6       | Bhubaneswar Development Authority (BDA)                                       | 10                                 | <ul style="list-style-type: none"> <li>• Smart City Mission (SCM)</li> <li>• Preparation of Town Planning Schemes</li> <li>• GIS based Master Plan Development</li> <li>• Business Process Re-engineering</li> <li>• Affordable Housing Projects</li> <li>• Automated Building Plan Approval</li> <li>• AWAAS</li> </ul>  |
| 7       | SUDA (State Urban Development Agency)   | 05                                 | <ul style="list-style-type: none"> <li>• National Urban Livelihood Mission (NULM)</li> <li>• Urban Poverty Alleviation Schemes</li> </ul>   |