



Centre for Educational and Social Studies

## **“SANKALPA”**

(Internship/Fellowship Programme)

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### **Internship Guidelines**

CESS has been attempting in bringing change by influencing policy makers and involving academic community through research projects, policy analysis, consultations, workshops, seminars and publications in the area of education, social sciences and India studies. Its vision is “Social transformation through and with Education”. “Sankalpa” is a platform to reach out to students in its endeavor of social transformation through Internship Programmes. It is an opportunity for CESS to mentor the students in the right direction so as to achieve desired results.

#### **Type of Internship**

Internships offered in CESS are of two kinds. They are

- a. Type 1: Under this, Interns will be deputed for projects taken up by CESS in or outside the office.
- b. Type 2: Under this, Interns will work on independent projects under identified theme.

#### **Internship Process**

Step 1: Application by the Interns:

- ***Duly filled in Application (refer page no. 6 & 7) for the Internship along with CV to be submitted through email to [mail@cessedu.org](mailto:mail@cessedu.org)***
- The Letter of Request from the affiliating Institution should be submitted at the time of Interview along with Application Form and CV. In case of the absence of the Letter of Request, a Bonafide certificate to be submitted by the Candidate along with a valid Identity Proof.
- Interview by a Committee.

#### Step 2: Orientation and Assignment:

- Orientation of the Institution to the Interns;
- Assignment of Topics/titles with suggestions from the Interns and the University they are associated with;
- Interns are placed under the supervision of an in-house mentor/external mentor.

#### Step 3: Project Work and Review

- Weekly review of the tasks by the Mentor.
- Final review by the Head of the Institution.

#### Step 4: Report Preparation

- Report Preparation as per the guidelines set forth based on reviews by the mentors.
- Hard copy and soft copy of the report to be submitted to the Mentor.

#### Step 5: Presentation and Certification

- Final Presentation of the Report in the form of PPT to the CESS Team.
- Internship accomplishments to be recorded and feedback by the Team.
- Internship certificate will be awarded on successful completion and final submission of the report.

#### **Eligibility Requirements**

- Intern should be a student of a recognized educational institution.
- Candidate should be at the Post-Graduate level or higher. Undergraduate students are eligible in special cases, which is the prerogative of CESS.
- Intern should be qualified in the Interview conducted by CESS.
- The Letter of Request from the affiliating Institution should be submitted at the time of Interview. In case of the absence of the Letter of Request, a Bonafide certificate to be submitted. In case of the absence of any of the above, Candidates should submit a self-attested copy of valid Institutional Identity Proof.