

Policy Document

To hire Interns in CRISP

from Government, Autonomous or Private (National and State) institutions

Standard Operating Procedure (SOP)

1. **Requirement of Interns**: All the department head shall identify need of interns in their Projects/ Activities. Twice in a year HODs shall provide their requirement to HR in Annexure I.
2. **Application Cycle**: Department Internship requirements will be accepted twice a year i.e. in Dec and May.
3. **Duration of internship** For CRISP internal activities - min 01 month and maximum 03 months OR As per the need of the externally sponsored project.
4. **Work Assignment** : The HODs shall indentify the Task or Project activities with quantified outcomes to be given to the Interns during their internship at CRISP, the task should be beneficial to CRISP as well as the Intern.
5. **Level of Institutions**: HODs and HR shall identify the reputed National and State Government, Autonomous or Private institutions like from where they want to hire the interns and inform to HR, a compiled list of identified institutions shall be available at HR to further communicate with the Institutions to motivate their candidates to apply as interns in CRISP.
6. **Selection Procedure**: Interns to be selected through a transparent procedure, after compiling the HODs requirements, HR shall publish overall requirement of interns on CRISP Website, along with prescribed Application Form. After collecting all the applications it will be forwarded to concern departments for further proceeding of selection.
7. HODs shall form a internal selection committee to select the best suitable candidate, and provide the list to HR for registration etc.

8. Temporary i-cards shall be issued to the interns by HR department during the internship period.
9. **Payment of Stipend**: The stipend to be paid to the selected interns shall be decided by the committee based on the Level of Institution, Level of Course, or sponsorship as per Project guidelines. (See Annexure II)
10. **Working hours**: The interns working hours shall be decided by the HODs as per the requirement of the department / project. Record of attendance will be maintained by the HODs.
11. **Certification**: On the completion of internship the intern shall make the final presentation of their work to the department level committee and based on the HOD's recommendation HR shall process the certificate after all clearance.

Annexure I

Requirement of Intern

(To be sent to HR by 25th Dec / May, yearly)

Department:

HOD :

Total number of interns required :

Session : January / June

Details:

| S. no | No of Intern | Topic | Outcome | Duration |
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