



बिहार सरकार

नगर विकास एवं आवास विभाग

नगर विकास एवं आवास विभाग, बिहार सरकार के अधिसूचना संख्या-1463 दिनांक-07.03.2019 द्वारा निर्गत इंटर्नशिप दिशा-निर्देश 2019 (जो कि विभागीय वेबसाइट WWW.urban.bih.nic.in पर उपलब्ध है) के अंतर्गत योग्य एवं इच्छुक विद्यार्थियों के लिए इंटर्नशिप हेतु आवेदन पत्र दिनांक-12 फरवरी, 2020 से आमंत्रित किया जाता है:-

क्रम0 संख्या	वर्ग	योजना	संख्या
1	GIS	AMRUT	1
2	Urban Transport Planner	PMRCL	1
3	Architect and Town Planning	DAY-NULM	5
4	Graphics	E-Gov.	1
5	Multimedia	HFA	1
	Total		9

नोट:- आवेदन की अंतिम तिथि 30 मार्च, 2020 है।

अधिक जानकारी के लिए वेबसाइट WWW.urban.bih.nic.in पर विजिट करें।

luj/12/2020
उप सचिव
नगर विकास एवं आवास विभाग।

Government of Bihar
Urban Development & Housing Department
INTERNSHIP GUIDELINES, 2019

Concept Note:

In recent years, the urban sector has undergone a major change following the country's transition towards a market-based economy and the spirit of decentralization. The decade of the 1990s and 2000s had also witnessed important changes in the thinking about cities and their role in economic growth and reduction in poverty. There is a wide acceptance of the importance of urban governance, and recognition of challenges of accountability and responsiveness of the local self-governments to people.

The Urban Development and Housing Department (UD&HD) is the nodal department of the Government of Bihar 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 such as Planning Authorities, Bihar Urban Development Agency, Town Planning Wing, Bihar Urban Infrastructure Development Authority, Bihar State Housing Board etc. The Department is involved in ensuring the efficient management & delivery of civic services like provision of affordable housing, safe drinking water, sanitation including solid waste management, 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. It plays a coordinating and monitoring role and also supports these programmes through Central and Centrally Sponsored Schemes.

For strengthening the urban infrastructure and to meet the growing demand of urbanization, UD&HD, Government of Bihar is implementing several social, economic and infrastructure development schemes across the 140 Urban Local Bodies. These schemes and programmes include Centrally sponsored schemes such as SBM, AMRUT, DAY-NULM, Smart Cities, HRIDAY, and PMAY. Besides centrally sponsored schemes, the department is also implementing schemes that are supported through State Plan Funds. For the purpose of providing technical and human resource support to ULBs, the department has created Cells as well as hired PMUs. Despite the fact that the department is equipped with technical support and financial resources it has been observed that there is paucity of skills and knowledge in the new areas and technologies being used in urban development and urban planning. It is also felt that fresh and young brains can help in bringing new and innovative ideas to rejuvenate urban development in the State.

The purpose of these guidelines is, on the one hand, to invite and utilise young students in the field of urban planning, urban governance and urban reforms to involve themselves in urban transformation in the State of Bihar by dedicating their time, talents and creative skills for a short time, and on the other, to provide young practitioners an opportunity to get a first-hand experience of the urban scenario and to practice the skills they learn at college or university to real life situations.

UD&HD Bihar has decided to initiate a Scheme for engagement of interns in the department or in Urban Local Bodies or in parastatal organisations in real life short-term projects related to urban planning, urban governance, urban reforms or in the implementation of various Central, Centrally Sponsored or State schemes such as SBM, AMRUT, DAY-NULM, Smart Cities, HRIDAY, Namami Gange,

PMAY and Mukhya Mantri Nischay Yojna. The scheme seeks to engage Indian nationals who are pursuing Graduation/Post-Graduation or Research in Architecture & Town Planning, Transport Planning and Transport Engineering, Municipal Governance, Municipal Reforms, Environmental Science, Law, Graphics, Multimedia, Animation and GIS 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, UD&HD has decided to notify these "Internship Guidelines 2019" to provide a framework for engagement of Interns on short term basis.

Objectives and Guiding Principles:

- i. The objective of the scheme is to allow young talents from the reputed institutions to be associated with the Department work for mutual benefit:
 - 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.
 - The Department may benefit from the additional resources in the form of young talents with fresh perspectives and their inputs which shall add to its policy formulation base.
- ii. The scheme shall be guided by the following principles:
 - Ensuring that 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

Definitions:

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

- i. "Department" means the Urban Development & Housing Department (UD&HD).
- ii. "Competent Authority" means the Principal Secretary, Urban Development & Housing Department (UD&HD).
- iii. "Empanelled Institution" means any Academic Institution, which has been empanelled by UD&HD for nominating candidates under the "Internship Scheme".
- iv. "Allotted Organisation" means the organisation (Urban Local Bodies, Parastatals or Department) where the Intern has been allotted to work during the Internship.

Eligibility:

Indian students pursuing Graduation/Post Graduation/ Research Courses in the Central Universities/Institutions or Universities/ Colleges/ Institutions having A+ and A++ accreditation from NAAC specializing in areas related to Architecture & Town Planning, Transport Planning and Transport

Engineering, Municipal Governance and Municipal Reforms, Environmental Science, Law, Graphics, Multimedia, Animation, GIS etc. shall be eligible for consideration as Interns.

Note:

- 1. The current list of A+ and A++ institutes having accreditation from NAAC has been attached as Annexure--I.
- 2. The list shall be updated by the Department as and when required.
- 3. First year Bachelors' Degree students shall not be eligible for Internship.

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

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 eligible students for the Internship program in Annexure-II with their applications in the prescribed form (Annexure-III) 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, to the department.
- iv. Interested candidates from the listed Colleges/Universities/Institutions can also apply directly for the internship but it must be supported with the recommendation letter from their college/university/institution.

Selection and Placement Procedure:

- i. A Selection Committee shall be constituted in the department which will, inter alia, study the CVs and other documents submitted by the candidates. It may conduct interviews if required. 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 selection of the Interns to the organisations may be done on the CGPA obtained in the previous semester 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 shall neither be 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 in the beginning of the Internship in Bihar. Every Intern shall be attached with a Supervisor/Mentor from the allotted organisation.

Duration of Internship:

- i. The duration of Internship shall be of at least 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.

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 and should be countersigned by the Head of the allotted organisation by way of approval.

Certificate of Internship:

The Department shall issue Certificates to the Interns on the completion of Internship and submission of duly countersigned and approved Reports.

Peer learning and experience sharing program:

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

Stipend:

The Undergraduate/graduate and post graduate/M.Phil, Ph.Ed., Interns shall be paid a consolidated stipend of Rs.10,000/- and Rs.15,000/- respectively for the entire duration of the Internship. The above/said stipend will be charged over the scheme under which the interns have been deputed from the "Capacity Development" budget available in the Department as well as in the allotted organisations.

The stipend shall be payable by the allotted organisation after the completion of Internship, subject to satisfactory performance, duly certified by the Supervisor/Mentor.

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.

Leave:

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

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 confidentially 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, design, 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, unless otherwise specifically permitted by the Department, 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).

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- 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 the 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.

Roles and Responsibilities of Mentor/Supervisor

- i. Mentors/Supervisors shall communicate program objectives, work plan, milestones and professional expectations to the Interns 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 Interns 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. Mentor/Supervisors shall provide constructive, balanced and respectful feedback to the Interns.

Grievance Redressal:

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

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, equipment or other assets which may 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 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 Component Authority may initiate appropriate action against erring Intern and decision of the Component Authority would be final and binding on the Intern.

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.

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.

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 Component Authority.



Special Secretary
Urban Development and Housing Department

Annexure II: Nomination Form (Refer para 4(iii) of Internship Guidelines, 2018)

A. Covering Letter

<<<<<Letter head of the Institute>>>>>

To,
The Principal Secretary,
Urban Development & Housing Department
Government of Bihar

Date:

Sub: Nomination of Students for Internship Program- 2019

Dear Sir,

With reference to your letter no. _____ dated _____ soliciting nomination of students for Internship Program-2018 under Urban Development & Housing Department, Government of Bihar, we are pleased to nominate the following students:

- 1)
- 2)
- 3)

The above students meet the eligibility criteria set out in the Internship guidelines, 2019 of Urban Development & Housing Department, Govt. of Bihar. The following documents are attached herewith 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



Annexure-III

Government of Bihar
Urban Development and Housing Department

Internship Application Form – 2018

1. Personal Information

Applied Date:		Recent Colour Passport Size 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

1) Education Qualification					
Examination Passed	Board / University	Year	Subject / Discipline/ Specialization	Division/Class	%Marks/ CGPA/ Equivalent
10 th					
10+2					
Graduation Details					
1 st Year					
2 nd Year					
3 rd Year					
4 th Year					
Post-Graduation Details					

[Handwritten signature]

1 st Year					
2 nd Year					
2) Publications in referred Journals (if any):					
1.					
2.					
3) List of Attachment: 1. Photograph, 2. Institute Identity Card					

3. Internship Details

1) Preferred Period of Internship			
From (Date)		To (Date)	
2) Fields of interest for internship			
(i)		(ii)	
(iii)		(iv)	
(v)		(vi)	
(vii)		(viii)	
(ix)		(x)	
3) What motivated you to apply for an internship with UD&HD Department, Government of Bihar? Please mention in not more than 100 words.			

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

Place: _____

Date: _____

Signature of the Applicant

Name:

Designation:

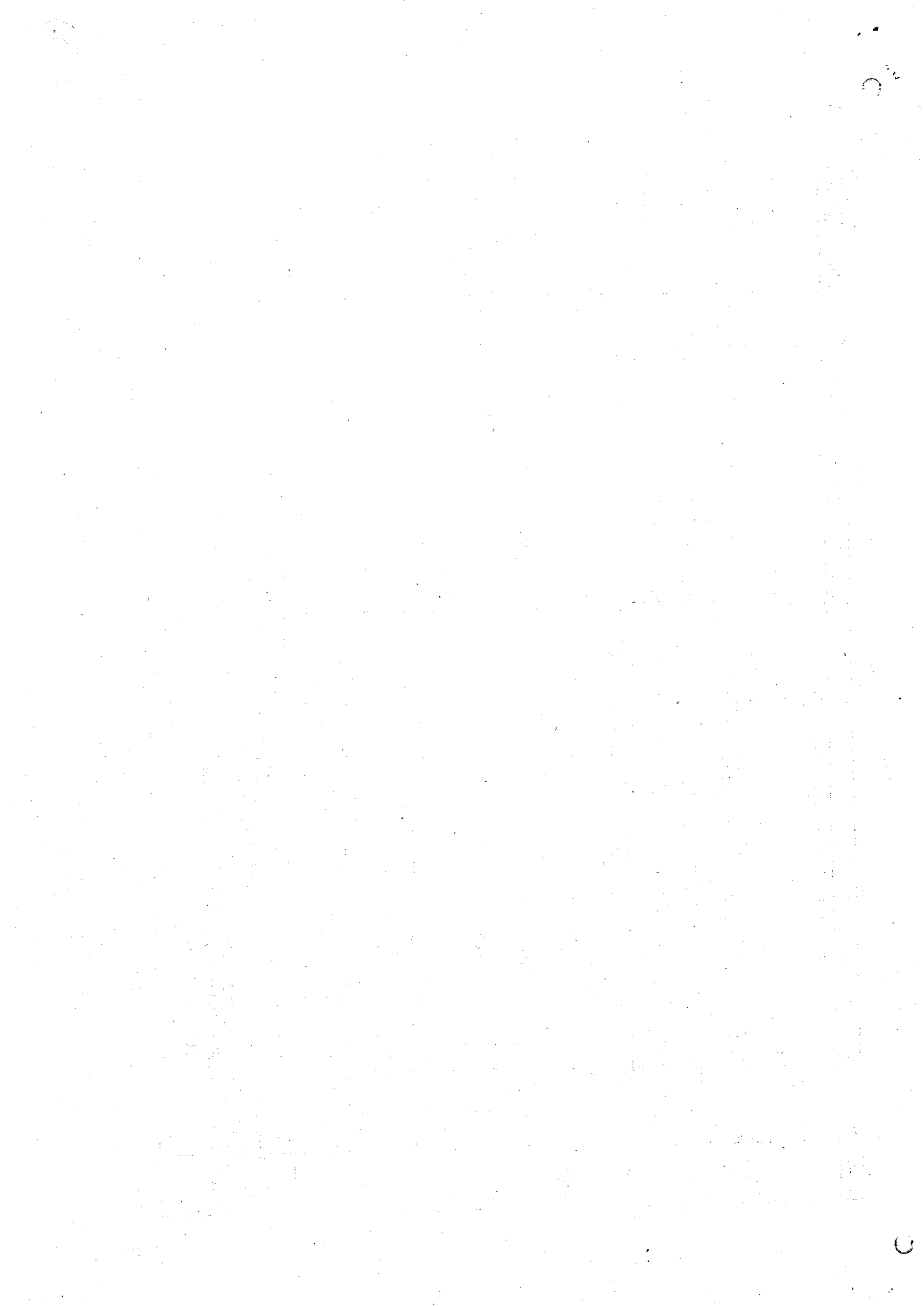
Mobile No:

Email Id:

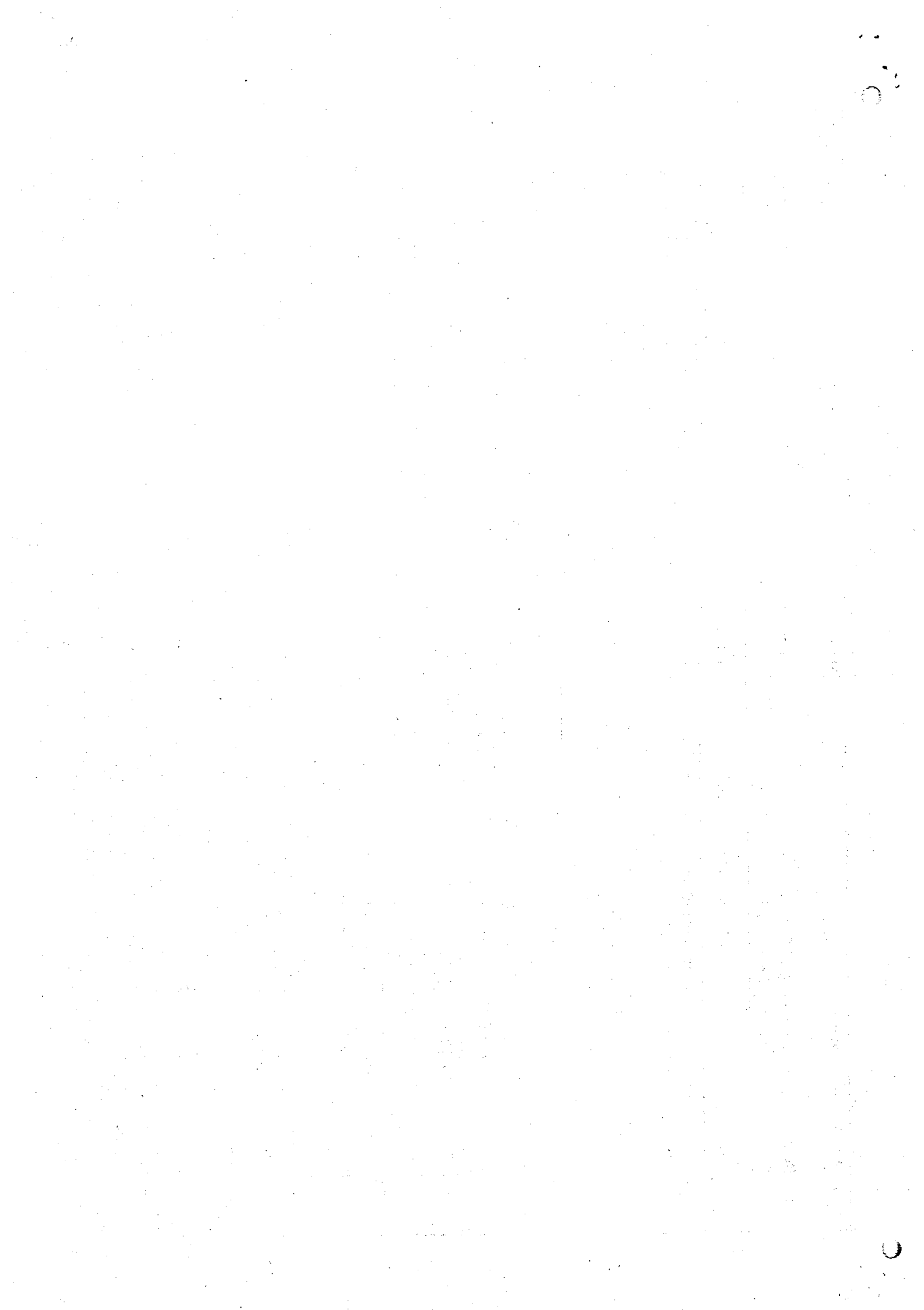
ANNEXURE-I

Sr. No.	Name of the College	State	Institutional CGPA	Grade	Accreditation valid up to
1	St. Joseph's College (Autonomous), Lalbagh Road, Bengaluru - 560027 (Fourth Cycle) 7 Years Validity	Karnataka	3.79	A++	29-10-2024
2	St. Joseph's College, Devagiri, Kozhikode - 673008 (Third Cycle) 7 Years Validity	Kerala	3.76	A++	15-09-2023
3	Ahmednagar Jilha Maratha Vidya Prasarak Samaj's New Arts, Commerce and Science College, Ahmednagar - 414001 (Third Cycle)	Maharashtra	3.79	A++	29-10-2022
4	Maratha Vidya Prasarak Samaj's K. R. T. Arts, B. H. Commerce and A. M. Science College, Shivajinagar, Nashik - 422002 (Third Cycle)	Maharashtra	3.79	A++	29-10-2024
5	Bansilal Ramnath Agarwal Charitable Trust's Vishwakarma Institute of Technology, S.No. 666, Upper Indira Nagar, Bibwewadi, Pune - 411037 (Second Cycle)	Maharashtra	3.53	A++	01-11-2023
6	S. S. Jain Subodh (P.G.) College (Autonomous), Jaipur - 302004 (Third Cycle)	Rajasthan	3.82	A++	29-10-2024
7	Sri Ramakrishna Mission Vidyalaya College of Education (Autonomous), Perianaickenpalayam, Coimbatore - 641020 (Second Cycle)	Tamil Nadu	3.82	A++	11-09-2022
8	Dr. Mahalingam College of Engineering and Technology, Udumalai Road, Makkinaickenpatti Post, Pollachi, Coimbatore - 642003 (Second Cycle)	Tamil Nadu	3.53	A++	15-08-2023
9	Vallurupalli Nageswara Rao Vignana Jyothi Institute of Engineering and Technology, Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O), Bachupally (M), Medchal, Hyderabad - 500090 (Second Cycle)	Telangana	3.73	A++	15-08-2023
10	St. Xavier's College (Autonomous), Mother Teresa Sarani (Park Street), Kolkata - 700016 (Third Cycle) 7 Years Validity	West Bengal	3.77	A++	22-01-2024

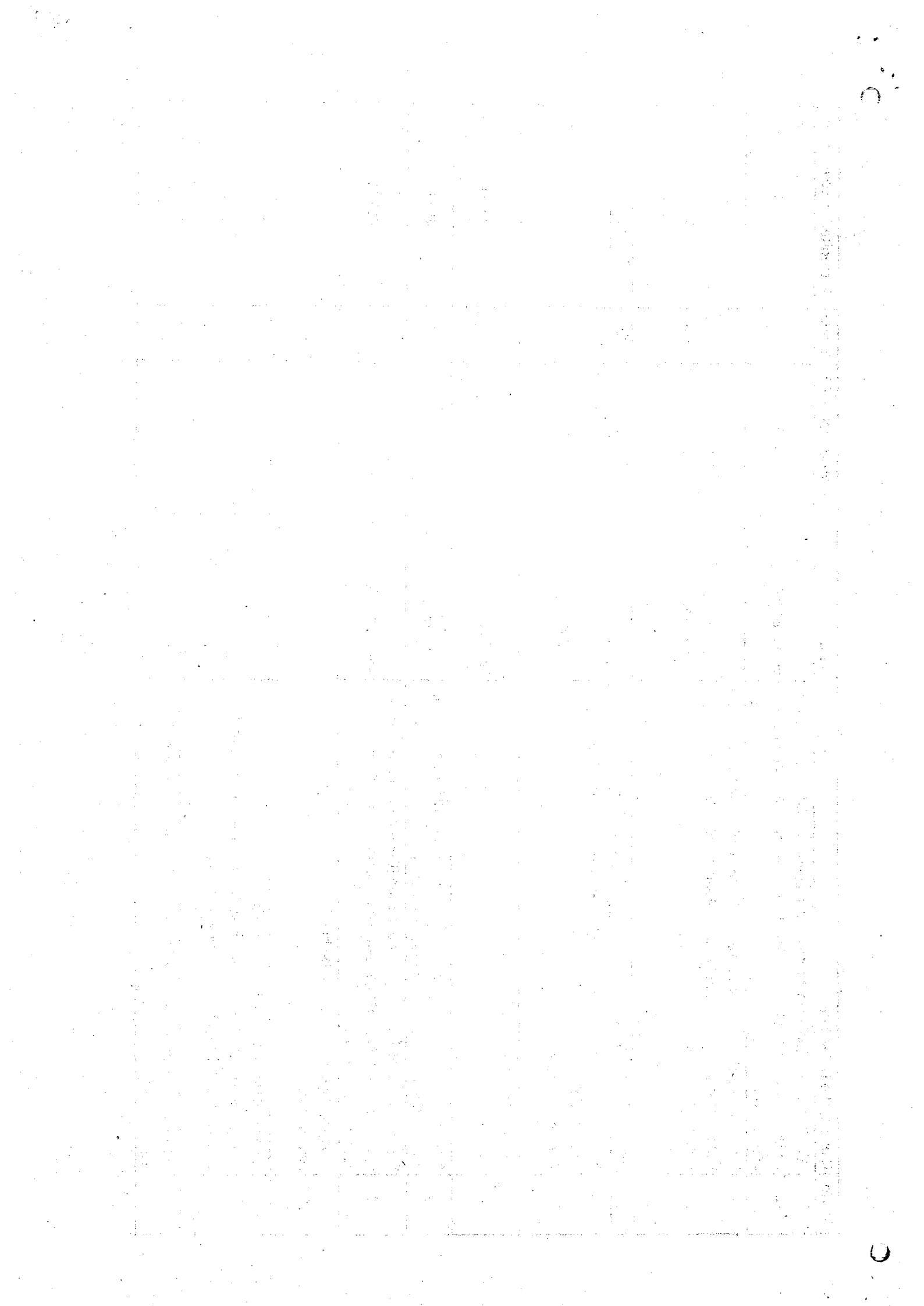
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Sr. No.	Name of the University	State	Institutional CGPA	Grade	Accreditation valid up to
1	Gandhi Institute of Technology and Management [GITAM] (Deemed-to-be-University u/s 3 of the UGC Act 1956), Rushikonda, Visakhapatnam - 530045 (Second Cycle)	Andhra Pradesh	3.53	A+	44647
2	Sri Venkateswara University, Tirupati, Chittoor - 517502 (Third Cycle)	Andhra Pradesh	3.52	A+	44720
3	Indian Agricultural Research Institute (Deemed-to-be-University u/s 3 of the UGC Act, 1956), Delhi - 110012 (First Cycle)	Delhi	3.51	A+	44454
4	University of Delhi, Delhi - 110007 (First Cycle)	Delhi	3.28	A+	45259
5	Kurukshetra University, Kurukshetra - 136119 (Third Cycle)	Haryana	3.52	A+	44863
6	University of Jammu, Jammu - 180006 (Third Cycle)	Jammu and Kashmir	3.51	A+	44504
7	Swami Vivekananda Yoga Anusandhana Samsthana (Deemed-to-be-University u/s 3 of the UGC Act 1956), Kempegowda Nagar, Bengaluru - 560019 (Second Cycle)	Karnataka	3.58	A+	44647
8	JSS Academy of Higher Education and Research (Deemed-to-be-University u/s 3 of the UGC Act 1956), Sri Shivarathreeshwara Nagar, Mysuru - 570015 (Second Cycle)	Karnataka	3.47	A+	45153
9	Bharati Vidyapeeth University (Deemed-to-be-University u/s 3 of the UGC Act 1956), Pune - 411030 (Third Cycle) 7 Years Validity	Maharashtra	3.53	A+	45378
10	Datta Meghe Institute of Medical Sciences (Deemed-to-be-University u/s 3 of the UGC Act 1956), Wardha - 442004 (Third Cycle) 7 Years Validity	Maharashtra	3.53	A+	45594
11	Savitribai Phule Pune University, Pune - 411007 (Third Cycle) 7 Years Validity	Maharashtra	3.6	A+	45343



Sr. No.	Name of the University	State	Institutional CGPA	Grade	Accreditation valid up to
12	SVKM's Narsee Monjee Institute of Management Studies (Deemed-to-be-University u/s 3 of the UGC Act 1956), Vile Parle (W), Mumbai – 400056 (Third Cycle)	Maharashtra	3.59	A+	45546
13	Tata Institute of Fundamental Research (Deemed-to-be-University u/s 3 of the UGC Act 1956), Homi Bhabha Road, Colaba, Mumbai – 400005 (First Cycle)	Maharashtra	3.68	A+	44531
14	Utkal University, Bhubaneswar – 751004 (Second Cycle)	Odisha	3.53	A+	44531
15	Alagappa University, Alagappapuram, Sivaganga, Karaikudi – 630003 (Third Cycle) 7 years Validity	Tamil Nadu	3.64	A+	45413
16	Osmania University, Hyderabad – 500007 (Third Cycle)	Telangana	3.52	A+	45546
17	Amity University, Amity University Campus Sector - 125, Distt. Gautam Buddha Nagar, Noida - 201313 (Second Cycle)	Uttar Pradesh	3.27	A+	45231
18	Koneru Lakshmaiah Education Foundation (Deemed-to-be-University u/s 3 of the UGC Act 1956), Green Fields, Vaddeswaram, Guntur - 522502 (Second Cycle)	Andhra Pradesh	3.57	A++	45231
19	Jawaharlal Nehru University, Delhi – 110067 (Second Cycle)	Delhi	3.77	A++	44863
20	Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) (Deemed-to-be-University u/s 3 of the UGC Act 1956), Bengaluru – 560064 (First Cycle)	Karnataka	3.76	A++	44545
21	Indian Institute of Science, C V Raman Road, Bengaluru – 560012 (First Cycle)	Karnataka	3.67	A++	45194



Sr. No.	Name of the University	State	Institutional CGPA	Grade	Accreditation valid up to
22	Lakshmi Bai National Institute of Physical Education (Deemed-to-be-University u/s 3 of UGC Act 1956), Gwalior - 474002 (Second Cycle)	Madhya Pradesh	3.79	A++	44647
23	Institute of Chemical Technology (Deemed-to-be-University u/s 3 of the UGC Act 1956), Matunga, Mumbai - 400019 (First Cycle)	Maharashtra	3.77	A++	44891
24	SRM Institute of Science and Technology, SRM Nagar, Kancheepuram Dist., Kattankulathur - 603203 (Third Cycle)	Tamil Nadu	3.55	A++	45153

