

Central Institute of Indian Languages
Ministry of Education, Government of India

Guidelines for internship at CIIL

Guidelines for institutions sending interns: To ensure an outcome-based and professionally-enriching internship experience, institutions requesting an internship at CIIL are expected to adhere to the following guidelines:

1. The requests received through proper channels only will be entertained. This implies the request should come from the department or centre, or the school of an academic institution where the intern(s) is a bona fide student. Requests directly sent by the students are discouraged.
2. The responsibility for following the home institution protocols, correspondence with the internship unit/cell at CIIL, permissions from family members of interns, and ensuring the availability of the intern rests with the department or centre or school where the concerned student is admitted.
3. The application for an internship should reach CIIL at least 4 weeks before the intended commencement date of the internship.
4. The application should provide the details of the interns, including the information about the Official name, Enrolment number, Academic session, Programme or Course name, Contact number and Postal address of each applicant/intern.
5. Only five interns per institution are permitted in a batch. If an institution intends to send more than five interns, it should club them into groups of five. This can create scope for subsequent batches of five interns from one institution and for batches of interns from other institutions at a time.
6. Application procedure: The internship requests should come through interested departments/centres where the interns are enrolled and are likely to be bona fide students till they complete the internship.
7. Departments/Centres forwarding a request may also share information regarding the nature of the internship. If the internship carries academic credit, grading and pro forma to be returned by this Institute, the applicant institution must inform the same.
8. Withdrawal of interns: The institution sending the interns will follow official procedures by communicating satisfactory reasons if an intern or a batch of interns is to be called back.

Guidelines for interns: To extract maximum outcome from this internship opportunity, interns should adhere to the following guidelines:

1. A pro forma-based reporting is required on the first day of the internship. The pro forma is to collect essential information about the interns.
2. The interns are required to sign an undertaking at the start of the internship.
3. The internship unit/cell will attach the interns to a scheme/project or officer for the part or entire duration of the internship.
4. The interns will receive a completion certificate based on their performance during the stay.
5. The interns are required to obtain an NOC from the scheme/project/officer they are attached to before leaving.
6. The interns are expected to follow all rules applicable to the CIIL employees and campus residents. There may be variations between the rules of CIIL and the parent organisation of the interns. In all such cases, the rules of CIIL shall be effective for the entire duration of the internship. In case of any conflicting rules, the interns are required to discuss with the internship unit/cell and know how to handle a given situation.
7. If specific case-wise exemptions are required for anything, the concerned interns must timely obtain that from the Institute by following the due processes/channels.

Further, the following guidelines have been created for utilising the internship opportunity fully and avoiding any conflicting situations:

I. Conduct and Professionalism:

- **Respectful communication & behaviour:** Interns are expected to maintain professional and courteous communication with all officers, resource persons, other interns from your/other institution as well as administrative staff and support staff of CIIL. This includes respectful in-person behaviour, email etiquettes, appropriate language use, and mindful interactions in telephonic, textual, virtual and in-person settings.
- **Time management & punctuality:** All interns are expected to be on their desks and complete assignments on time. Effective time management is crucial; prioritise tasks and meet deadlines promptly.
- **Complexity and confidentiality:** There can be occasions when an intern will be expected to perform a complex task. In such a situation, seeking assistance from fellow interns is natural, but please remember that the task assigned to you may be confidential in nature. Therefore, handle confidential information with the utmost discretion. Never share classified information or academic plans with unauthorised individuals, both internally and externally.
- **Academic credit & integrity:** Interns will be credited/acknowledged for the contribution they make to a task as and when completed. Besides a certificate, the interns will also be credited/acknowledged in published outcomes if their contribution is substantial. Therefore,

interns are expected to maintain the highest standards of academic commitment and integrity throughout their internship. Instances of copying, impersonation, plagiarism or other academic misconduct will be dealt with seriously. Instances of underperformance or delaying the progress of an ongoing activity will be reported to the parent institution.

- **Professional appearance & dressing:** This Institute houses employees from all parts of the country. Therefore, interns are required to dress appropriately. Though this Institute does not have any uniform, the dress chosen by the interns should be in accordance with the inclusive nature of the workplace environment of CIIL.

II. Workplace Safety and Security:

- **Emergency Procedures:** The interns are expected to familiarise themselves with the route map of CIIL's main building as well as the hostel building. Take a note of other buildings and roads inside. This campus has greenery, and occasionally, snakes are spotted on campus.
- **Library, laboratory and cubicles:** If the internship involves consultation work in the Institute library, conference halls, speech lab, committee rooms, cubicles or designated office chambers of the officers, it is important to note the applicable timings. Spending time beyond the approved office hours in such places is discouraged. Interns are expected to report any accidents or near-misses immediately to the unit they are attached to first and then to the establishment section of the Institute.
- **Academic resources and equipment:** Interns are expected to operate equipment such as computers, laptops, public address systems, software, tools, etc., only after receiving proper training and authorisation from their supervisor.
- **Reporting:** In case of any difficulty, interns are expected to first approach the unit or officer they are attached to.

III. Work Expectations & Performance:

- **Understanding the assignments:** Please review your task/assignments carefully and ensure you understand your responsibilities and expectations.
- **Attendance & Absences:** Notify your supervisor in advance of any absences or delays. Excessive absences or tardiness may impact your internship.
- **Intellectual Property:** Understand the institution's policies regarding intellectual property rights. Any work you produce during your internship may be subject to these policies.

IV. Additional Information:

- **Policy against harassment:** CIIL, as a responsible government institution, maintains a zero-tolerance policy towards harassment of any kind. Report any incidents of harassment (of any form) to the Scheme/Project/Centre/Unit you are attached to.

- **Open for all and equal opportunity:** CIIL does not discriminate against people on the basis of language, caste, colour, religion, gender, age, disability, or any other protected characteristic.
- **Disclaimer:** Internship rules are subject to change and updation. Any changes will be publicised and communicated to interns promptly.

Guidelines for schemes/projects/Centres hosting the interns: To streamline and formalise the internship process, all schemes, projects and centres of CIIL are expected to follow the points indicated below:

1. Introduce the learning objectives and expected outcomes to the interns in clear terms and ensure that the tasks undertaken by them align with the educational mission and values of their parent institution as well as CIIL.
2. Develop a structured programme that provides interns with the judicious use of opportunity for judicious professional development and converts this internship into a meaningful experience.
3. Assign interns to appropriate academic roles based on their skills and interests.
4. Collect learning objectives, if any, submitted by the department or centre to which they are affiliated.
5. Encourage interns to participate in relevant research, projects, or ongoing activities of the Institute or its schemes and projects.
6. Orient the interns appropriately and collect feedback regularly from them. Inquire if they would like to recommend any change.
7. Provide a supportive and inclusive environment where interns feel comfortable asking questions and seeking guidance.
8. The details of the work performed and reports submitted by the interns must be shared with the internship unit for future reference.
9. Establish clear criteria for evaluating performance and conduct regular performance reviews with interns to provide feedback and identify areas for improvement.
10. Inform the interns what they may expect from the internship and what they should not expect from it.
11. Clearly define the authorship/editorship and ownership of intellectual property created during the internship. The interns must know how they will be credited/acknowledged for the contribution they make to an ongoing work whenever it is published.
12. Ensure that interns understand and comply with all relevant policies of the Institute on matters pertaining to a publishable work. They must know whether their contribution will be acknowledged or not, and in what way they will be credited for their role.
13. Educate interns on the importance of confidentiality, especially w.r.t the unpublished manuscripts, fieldwork data, ministerial communications, VIP references, parliament questions and data security. It is mandatory to establish clear guidelines for handling confidential information, especially if an intern is involved.

Retrieval maintenance of records

1. **Database:** Development of a **tracking system** (similar to the language diploma trainees) to monitor the onboarding, progress and graduation of the interns. Further, an integrated database may be maintained to ensure that all relevant information about the interns is accessible seamlessly.
2. Annual publication of the list of interns with their institutional affiliation and topic/theme undertaken during the period of the internship
3. **Participation:** Participation in ongoing academic and outreach programmes (workshop, training, seminar, etc.) may be permitted based on the merit of the case each time. For the same, a recommendation from the OiC or the head of the concerned unit will be taken into consideration. Alternatively, interns may be asked to participate in ongoing academic activities of the Institute, if required.
4. **Issuing ID card:** For the identity of the interns and their access to various resources on the Institute campus, it is recommended that the interns be issued identity cards for the duration of the internship. The expenses incurred towards the identity card may be recovered from the concerned interns, or a set of template-based ID cards is prepared and issued annually.
5. **Certification:** It is recommended that a uniform template be developed to issue a certificate. The certificate should be signed by the concerned OiCs/Heads/Principals and the Director.
6. **Record of work performed and credit earned:** The scheme, project, centre, unit where the interns are linked are expected to maintain a record a record the task performed by the interns and share the same with the internship section/cell.
7. **Incentives:** The Institute may consider incentives for intern(s) on a case-by-case basis. If the task to be performed by interns as interns (or even otherwise) creates necessary and sufficient conditions for incentives. Conditions for an incentivised internship will be specific (not general).
8. **Travel support:** The interns are expected to manage travel themselves. Again, the Director, CIIL may consider reimbursement of the travel expenditure for specific cases depending upon the fulfilment of certain conditions.
9. **File maintenance and record keeping:** Considering the fact that internships have become an integral part of NEP-based admission, it is indispensable that records are maintained for all interns visiting this Institute.
10. **Establishment:** The committee recommends allocation of an office and a staff to process applications and maintain records related to the interns.
11. **Repeat of opportunity:** To enable transparency and fairness in the internship management at this Institute, repetition of internship opportunity may not be allowed. The repeat of an internship may be permitted depending upon the Institute's requirements, not the whims of the applicants.