

Guidelines for Internship Programme

NABA SUCHANA FOUNDATION

1. Objective

The Internship Programme of **NABA SUCHANA FOUNDATION** aims to provide students and research scholars with an opportunity to gain exposure to social development initiatives, policy research, education, healthcare, women and child welfare, community development, project monitoring and evaluation, and other related domains handled by the Foundation. The internship is intended for academic enrichment, capacity development, and enhancement of practical and research skills.

2. Nature of Internship

- The internship shall be on an unpaid basis.
- The internship may be conducted offline (in-person), online, or in hybrid mode depending on organizational requirements.
- Interns will be engaged purely for academic, research, and social development exposure.
- The internship shall not be treated as employment, consultancy, or contractual engagement.
- No stipend, honorarium, accommodation, travel allowance, or any other financial support shall be provided unless specifically approved by the Foundation.
- A **non-refundable** security fee of **₹100** must be paid during the application process.

3. Areas of Internship

Internships may be offered in the following broad areas depending on the availability of mentors and ongoing projects:

- Education and Skill Development
- Women and Child Welfare
- Public Health and Awareness
- Social Sector Policy
- Community Development
- Rural Development
- Human Rights and Legal Awareness
- Environmental Protection and Sustainability
- Research Methodology and Data Collection
- Any other area relevant to the work of the Foundation

4. Eligibility

Students from recognized universities/institutions in India or abroad pursuing:

- Undergraduate Degree (General Course & others Degree) (completed 3rd Sem), or
- Undergraduate Degree (Law) (completed 2nd Sem), or
- Postgraduate Degree (completed 1st Sem), or
- M.Phil./Ph.D. or equivalent programmes

Academic Requirements

- Undergraduate Students: Minimum 50% marks in Class 12 and 50% in the latest examination.
- Graduate/Postgraduate Students: Minimum cumulative 45% marks or equivalent CGPA.

Preference may be given to candidates from disciplines such as:

- Social Sciences
- Economics
- Public Policy
- Education
- Management
- Law
- Public Health
- Data Science
- Journalism and Mass Communication
- Environmental Studies
- Sociology and allied fields

5. Duration

- Minimum duration: 15 days
- Maximum duration: 45 days
- Internship must be completed in one continuous spell unless otherwise approved by the competent authority.

6. Intake and Timing

- Interns may be accepted throughout the year subject to organizational requirements and:
 - Availability of workspace
 - Availability of mentors/supervisors
- The number of interns at any time shall be regulated by the Foundation Administration.
- A candidate may be selected only once in a financial year unless specially approved.

7. Selection Process

- Applications will be screened by the concerned department/division.
- Selection will be based on:
 - Academic background
 - Relevance of subject area
 - Statement of Purpose
 - Availability of supervisor/mentor
- Final approval shall be issued by the Competent Authority of the Foundation.
- Selected candidates shall be informed through email or official communication.

8. Internship Assignment & Supervision

- Each intern shall be attached to a department/project and assigned a supervisor/mentor.
- Interns shall work under the guidance of the assigned supervisor.
- The supervisor may assign research work, fieldwork, report writing, survey activities, awareness programmes, or other related tasks.

9. Attendance and Working Hours

- Interns shall observe the official working hours of NABA SUCHANA FOUNDATION.
- Minimum attendance of 75% shall be required for successful completion.
- Leave beyond 3 days shall require written approval from the supervisor

10. Completion & Certification

At the end of the internship, interns must submit:

- Internship Report
- Supervisor Clearance/Feedback

A Certificate of Completion shall be issued only if:

- Minimum attendance requirement is fulfilled
- Assigned work is found satisfactory by the supervisor

10.1. Awards & Recognition

- The intern whose research paper/project report is considered the best shall be awarded a **prize** for securing the **1st position**.

11. Termination

NABA SUCHANA FOUNDATION reserves the right to terminate the internship at any time if:

- Performance is unsatisfactory
- Conduct is inappropriate
- Organizational rules are violated
- False information/documents are provided

12. Mode of Application

12.1. Offline: Applicants can also submit the documents by visiting the office directly.

Applicants must send the following documents through email:

Email: nabasuchanafoundation@gmail.com

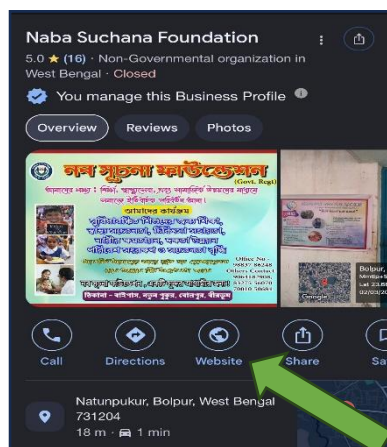
1. Duly filled Internship Application Form
2. Copy of latest marksheets
3. No Objection Certificate (NOC) from Institution
4. Id Card.

12.2. Online Application Process:

Visit the website and click on “Apply for Internship.”

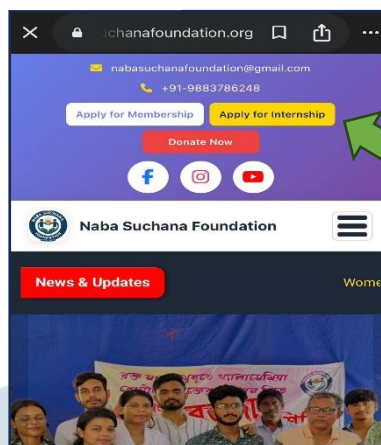
The step-by-step process is shown in the photos below.

Step 1



Search “Naba Suchana Foundation” on Google and click on the website button.

Step 2



Click on the “Apply for Internship” button.

13. A non-refundable security fee of ₹100 must be paid during the application process.

Applicants must make the payment through the provided QR code and submit the payment screenshot either online, offline, or through email.



Applications should be sent to: for Offline or Mail.

**The President / General Secretary
NABA SUCHANA FOUNDATION**

Bolpur , Birbhum

Email: nabasuchanafoundation@gmail.com

Subject Line:

“Application for Unpaid Internship – NABA SUCHANA FOUNDATION”

NABA SUCHANA FOUNDATION

Application Form for Unpaid Internship

1. Personal Details

1. Full Name (in Block Letters): _____

2. Father's / Mother's Name: _____

3. Date of Birth: ____ / ____ / ____

4. Gender: _____

5. Nationality: _____

6. Aadhaar No. (Optional): _____

7. Correspondence Address: _____

8. Mobile No.: _____

9. Email ID: _____

2. Educational Details

Examination	Course	Institution/University	Year	% Marks / CGPA
Class 12				
Graduation				
Post-Graduation				
M.Phil./Ph.D. (if any)				

3. Current Academic Status

- Course presently pursuing: _____
- Specialization/Subject: _____
- Name of Institution: _____
- Expected Date of Completion: _____

4. Area of Internship Interest (✓)

- ☐ Education & Skill Development
- ☐ Women & Child Welfare
- ☐ Public Health
- ☐ Community Development
- ☐ Social Sector Policy
- ☐ Research Methodology
- ☐ Environment & Sustainability
- ☐ Human Rights & Legal Awareness
- ☐ Any Other (Specify): _____

5. Proposed Internship Period

From: ____ / ____ / ____

To: ____ / ____ / ____

Total Duration: _____

7. Documents Attached (✓)

- ☐ Latest Marksheets
- ☐ NOC from Institution
- ☐ ID Proof Copy
- ☐ Passport Size Photo (2 Copies)

8. Declaration by Applicant

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that the internship at NABA SUCHANA FOUNDATION is unpaid and does not guarantee employment. I agree to abide by all rules and instructions of the Foundation.

Signature: _____

Name: _____

Date: _____

FORMAT FOR NO OBJECTION CERTIFICATE (NOC)

(To be issued on the Official Letterhead of the Institution/College)

Date: _____

Subject: No Objection Certificate for Internship at NABA SUCHANA FOUNDATION

This is to certify that Mr./Ms. _____,
Son/Daughter of _____, is a Bonafide student of
_____ (Course/Programme),
_____ (Semester/Year), bearing College ID No.
_____,
at _____ (Name of Institution/College).

The Institution/College has no objection to his/her undertaking an internship at **NABA SUCHANA FOUNDATION** for the period from _____ to _____.

It is further certified that the above-mentioned student is not required to attend any compulsory academic classes or examinations during the aforesaid internship period.

The conduct, character, and academic performance of the student have been found satisfactory/good as per the records of this Institution/College.

We wish him/her success in the internship programme.

Signature of HoD/Principal

Name: _____

Designation: _____

Institution Seal & Signature

