

Updated as on 16<sup>th</sup> May 2007



**भारतीय वन्यजीव संस्थान**  
**Wildlife Institute of India**

**Guidelines**  
*for*  
**Internship Programme**



**December, 2006**

## 1. Objective

In order to attract motivated and talented students to work in the field of wildlife conservation, the Institute has initiated an Internship Programme (IP). The objective of the internship programme is two fold viz. (i) to provide a framework by which graduate and post-graduate students from diverse academic backgrounds may work in the Institute for a short period to enhance their educational experience through practical work assignments; and (ii) to provide the Institute's faculty with the assistance of highly motivated and talented students to execute work in key thematic areas in wildlife conservation. Under IP, interns with good analytical and research aptitude and capable of hard and diligent work under the guidance of Institute's faculty will be selected.

## 2. Eligibility

- 2.1 Students studying in recognized colleges, universities and institutions of higher learning are eligible to apply for the IP.
- 2.2 Applications for the IP must be duly forwarded by the Principal/Dean/ Registrar of the College/University/Institution, in which the student is currently studying.

## 3. Duration

The duration of the internship will be for a maximum period of six months .

## 4. Caution Money

- 4.1 On getting admission to the IP, the candidate will have to deposit a refundable caution money as mentioned below:

<b>Duration</b>	<b>Course/purpose</b>	<b>Caution money (Indian Student)</b>	<b>Caution money (Foreign Student)</b>
6 months	Internship Programme	Rs. 1,000	US \$ 25

- 4.2 The caution money will be returned after obtaining a 'No Dues Certificate' from all concerned sections including hostel and mess. Otherwise, deductions from the amount of caution money will be made for any outstanding dues.

4.3 Once the fee is deposited, the candidate will be issued an identity card from the Institute valid for the duration of the internship. The candidates will be eligible to have access to computer and GIS facilities, laboratory and library.

## **5. Access to facilities**

5.1 The candidate joining the IP will be eligible to use Institute's Computer & GIS facilities, Library and Documentation centre, Laboratory and Herbarium.

5.2 The candidate joining the IP may be issued a maximum of two documents at any time by the library. Cost of photocopying will have to be borne separately as per the prevailing rate of the Library or Riso room.

## **6. Accommodation**

6.1 Candidate admitted to the IP can apply for hostel accommodation separately in the prescribed application form. A fee of Rs. 500/- per month will have to be paid by the candidate.

6.2 Mess bill and other charges pertaining to boarding will have to be paid separately by the candidate.

## **7. Facilitation**

7.1 For the specified and approved field component by the Dean, FWS, the WII will facilitate the procurement of necessary permission and other documents and will liaise with the concerned Forest Departments. However, all costs/expenses on travel, lodging and board, and field expenses will have to be borne by the candidate. The candidate himself/herself will ensure availability of funds for such purpose.

7.2 Candidates admitted to WII for above mentioned internship will not be normally issued any equipment.

- 7.3 The WII will not be responsible for any casualty/mishap including any type of accident and resultant death or injury to body or any other type of loss of property, etc. to the candidate while staying at WII campus or in field or during tour/transit.
- 7.4 The Institute will provide no medical facility to the above candidates. It is advised that the candidates may obtain their individual insurance (life, accident and medical) to cover any exigencies. No medical bill of the candidate(s) will be reimbursed by the WII.
- 7.5 Foreign students will have to arrange on their own the grant of visa for travel and stay in India.

## **8. Conduct**

- 8.1 The conduct of the candidates in the campus as well as in field should always be orderly and dignified. Candidates should abide by the rules and regulations of the Institute and concerned field organizations at all times.
- 8.2 Candidates will have to give an undertaking in a prescribed format for any loss, damage or mishap happening to the candidate himself/herself while staying at WII campus or field or during tour/transit.
- 8.3 The candidate himself/herself will be responsible for the proper conduct and the admission will be cancelled if the candidate is found to disobey Institute's rules, norms, guidelines, and indulge in any unwarranted activities, which harm WII's reputation. The Director, WII has the right to modify any provision stipulated in the present rules.

## **9. No dues**

- 9.1 On completion of the internship, the candidate will submit one copy of his/her output to the Institute's library and concerned supervisor(s) without which "no dues" certificate will not be issued.
- 9.2 On successful completion of Internship, the Dean, FWS, will issue a certificate of work done by the candidate, on the recommendation of the concerned faculty member.

## **10. Number of seats**

The number of seats for the internship programme will be limited to a maximum of 6 positions per year. These positions will be advertised in WII's website <[www.wii.gov.in](http://www.wii.gov.in)> during January and July, every year.

A faculty member may not supervise more than one candidate in an Academic year (April to March).

## **11. Selection**

11.1 The duly filled-in application form for the Internship Programme in the prescribed format (hard copy) shall be sent to the Dean, Faculty of Wildlife Sciences, Wildlife Institute of India, P.O. Box 18, Chandrabani, Dehra Dun – 248 001.

11.2 A committee comprising of the Dean, Research Coordinator and two scientists will select the candidates for the Internship Programme and recommend for approval of the Director, WII.

## **12. Saving and Repeal**

12.1 The Director, WII reserves the right to modify, alter, delete, amend or add any of the rules or regulations contained herein.

12.2 The Director, WII may terminate the internship of a candidate at any time, if he/she is found defaulter in any rules/regulations of the Institute.

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## Admission form for Internship Programme (IP)

### PART I: Personal History Form

Surname (Family name):				<i>Affix a recent stamp size photograph</i>
First Name:				
Date of Birth:		Age: (In years)		
Nationality:		Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Passport No.:		Place of Issue:		
Passport Date of Issue:		Passport Expiry Date:		
Home Address:				
Home Telephone No.:				
Fax No:				
E-mail Address:				
Mobile phone No:				
Name and Address of the College, University, Institution in which currently studying				

### PART II: Statement of interest

	Please provide a statement of interest in about 500 words (use separate sheet) indicating the proposed work to be done during the internship period. The applicants are requested to see the Institute's faculty profile and their area of interest, and list of ongoing research projects on the website <www.wii.gov.in>
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### PART III: Undertaking

Undertaking	(a)	<i>All information furnished by me is complete and correct</i>		
	(b)	<i>The WII will not be held responsible for any mishap, damage, loss, injury to me in the campus or during the course of field work.</i>		
	(c)	<i>I understand that the Director, WII has right to cancel my internship in case my behavior and conduct are not found satisfactory</i>		
Date of application	Date		Signature	

**PART IV: Acceptance**

Approval of the Dean		Date		Signature	
<b>Copy</b>	<i>Library</i>		<i>Computer &amp; GIS Cell</i>		<i>Laboratory</i>
	<i>Forensic laboratory</i>		<i>Herbarium</i>		<i>NWD Cell</i>
	<i>ENVIS Centre</i>		<i>Hostel Warden</i>		<i>Academic Cell</i>

**PART V: Details of fees**

Caution Money	Amount	Bank Draft/Cash Receipt Details

## **CONDITIONS GOVERNING THE WILDLIFE INTERNSHIP PROGRAMME**

1. Once confirmed as an intern by the WII, I accept the internship and I am aware of the following: that my internship will not be remunerated by the WII and that all the expenses connected with it must be borne by me or my sponsoring institution; that there is no expectancy of employment at the end of my internship; that the WII accepts no responsibility for accidents and/or illness incurred during my stay.
2. I am prepared to undertake the following obligations:  
to conduct myself at all times in a manner compatible with my responsibilities as a holder of a WII internship programme and will not engage in any activity that is incompatible with the discharge of my duties with the organization;
3. To exercise the utmost discretion in all matters of official business of WII; will not communicate at any time to any other person or authority external to WII any information known to me by reason of my internship attachment with WII which has not been made public, except in the course of my duties or by authorization of WII; nor shall I at any time use such information to private advantage;
4. To keep confidential any and all unpublished information made known to me by WII in the course of my internship and not to publish any reports or papers on the basis of information obtained during the length of my programme, except upon the authorization WII.
5. To extend all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to me; by WII in securing such property and transferring them to WII in compliance with the requirements of the applicable law;
6. To provide a certificate of good health at the beginning of the Internship; to provide a written notice in case of illness or other unavoidable circumstances which might prevent me from fulfilling my obligations; to prepare a completion report and submit it to the Dean, Wildlife Institute of India at the end of the internship programme.

**Place:**

**Date:**

**Intern's Signature:**

**Full Name:**

**Address:**