

GIDM INTERNSHIP POLICY



Contents

1. ABOUT GUJARAT INSTITUTE OF DISASTER MANAGEMENT.....	2
2. PROGRAM	2
2.1 Purpose	3
2.2 Objectives	3
2.3 Eligibility	3
2.3 GIDM Internship Committee	4
2.4 Activities carried out by the Intern	4
2.5 Location of Internship	5
2.6 Duration	5
2.7 Legal Status	5
2.8 Third-party Claims	5
2.9 Stipend	5
2.10 Insurance.....	6
2.11 Subsequent Employment	6
3. SELECTION AND ASSESSMENT	6
3.1 Applications.....	6
3.2 Assessment, Decision, and Offer.....	7
4. ROLES AND RESPONSIBILITIES	7
4.1 Interns	7
4.2 Accountability	8
4.3 Supervision, Orientation, Training, and Evaluation	9
4.4 Issue of Certificate of Completion	10
ANNEXURE 1: <i>INTERNSHIP APPLICATION FORM</i>	11
ANNEXURE 2: <i>INTERNSHIP SYNOPSIS FORMAT</i>	13
ANNEXURE 3 : <i>INTERNSHIP EVALUATION REPORT FORMAT</i>	15

1. ABOUT GUJARAT INSTITUTE OF DISASTER MANAGEMENT

Gujarat Institute of Disaster Management (GIDM) is registered as an autonomous society under the Government of Gujarat. The Institute has been entrusted with the responsibility of Human Resource Development, Capacity Building, Training, Research, and Documentation in the field of Disaster Risk Management (DRM).

With the advent of the Sendai Framework for Disaster Risk Reduction (SFDRR 2015 – 2030), there has been a paradigm shift from 'Managing Disasters' to 'Disaster Risk Management'. Along with this, the 2030 Agenda for Sustainable Development (Sustainable Development Goals) is steering our world towards sustainable development as an overarching agreement amongst all the Nations. GIDM, through its capacity-building programs, is fostering the concerted ideology of Risk-Informed, Disaster-Resilient, Sustainable Development.

GIDM has a dedicated team of experts and professionals from varied fields of DRM be it Research, Governance, Application, and Implementation. Alongside this, numerous consultancy projects are also being undertaken regularly. This provides an exquisite opportunity for the Graduate and Post-Graduate students to get experience and hands-on for working in DRM and related fields by associating through the internship. The initiative will provide the opportunity to university students to enhance their competencies, which may support in terms of them becoming responsible and risk-informed citizens, and more skillful and employable candidates while completing their studies/program.

2. THE PROGRAM

This policy envisages providing an opportunity for students to get themselves exposed to the DRM field. The sub-section describes the policy for administering GIDM's internship program, including eligibility, typical tasks, processes and procedures, training, and evaluation.

2.1 Purpose

To build the capacity of students and young professionals in the field of Disaster Risk Management and allied areas by providing practical field-level exposure to the work culture to enhance their knowledge and employability.

2.2 Objectives

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, and supervised around particular tasks or projects with defined timescales. The policy envisages the internship programs as a meaningful and mutually beneficial association. To this end, the basic objectives of the internship are illustrated below:

- To sensitize and orient students to the Disaster Risk Management field;
- To provide practical field-level exposure and work experience;
- To build the capacities of young academic talent to acquire new knowledge, develop employment-specific skills, and enhance their professional competencies;
- To allow young academic talent to be associated with subject-related organizations/institutions;
- To enable them to evolve innovative solutions and/or contribute new ideas and techniques to the subject.

2.3 Eligibility

Students (only Indian Nationals) pursuing Graduation / Post-Graduation/ PhD in the following subjects shall be eligible as Intern:

- Disaster Studies, Climate Change, and allied subjects
- Engineering: Fire, Chemical, Environment, Mechanical, Civil, Computer Science, etc.

- Science: Disaster, Environmental, Geography, Geology, Statistics, Physics, Chemistry, Geo-informatics, etc.
- Other: Architecture, Management, Rural Development, Public Health, Social Work, Journalism and Mass Communication, etc.

Additional Personal Competencies required:

- Good writing and multi-lingual communication skills;
- Excellent Computer and Social Media skills.

2.3 Number of Seats

The total no. of intake for the internship will be 08 students per year.

2.4 GIDM Internship Committee

GIDM has constituted 6 membered GIDM Internship Committee (GIC) under the chairmanship of the Director (Disaster Management). The committee will have the Manager (Finance & Accounts) and 4 additional members from GIDM academic staff, as members. GIC will oversee all processes and procedures related to the internship.

2.4 Internship Attachment and Study Exposure

GIDM Intern will be provided with the opportunity to undergo a 'Study Exposure Visit' to various Organizations/Institutions like, State Fire and Emergency Services, State Emergency Operation Centre (SEOC), Bhaskaracharya Institute for Space Applications and Geo-informatics (N-BISAG), Institute for Seismological Research (ISR), Indian Meteorological Department (IMD), etc.

GIDM Intern will also be attached to various ongoing Training and Capacity Building activities on the subject. Other tasks performed by the intern, include:

- Assisting in the organization of capacity-building programs or other collaborative events;
- Preparation of SOPs and Guidance Notes;
- Assisting in data collection for Publishing knowledge products;
- Project/Consultancy work.

2.5 Location of Internship

The location of the internship would be GIDM Campus, Gandhinagar, Gujarat. The interns may require to visit places outside the GIDM campus to collect data/information for their project/assignment.

Interns will be provided with the working space, internet facility, and other necessities deemed fit by GIDM. Boarding and Lodging arrangements will be available at GIDM, at subsidized rates.

2.6 Duration

Internship assignments may vary in length according to the availability and academic requirements of the intern, as well as the needs of GIDM. The internship duration is a minimum of 8 (eight) weeks. Interns may extend beyond this period if required on mutual consent.

Kindly note: Online or hybrid mode of internship is not available.

2.7 Legal Status

Interns are not staff members of the GIDM. Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts. Interns (may) not represent GIDM in any official capacity.

2.8 Third-party Claims

GIDM is not responsible for any claims by any parties where the loss of or damage to their property or personal injury was caused by the actions or omission of action by the interns during their internship.

2.9 Stipend

- The interns will be provided a stipend of Rs. 12,000 per Month during the internship period at GIDM. Interns are allowed to take up to 1 day of leave per month, subject to prior approval from GIDM. Any additional leave taken will lead to a reduction in the stipend and the internship certificate may not be issued.
- GIDM is not liable to provide travel allowance in any form to the interns. However, costs incurred by an intern undertaking official travel at the request of GIDM in the discharge of functions related to the

internship activities shall be paid on the same basis as costs incurred by GIDM staff members, as applicable.

- Other costs incurred by an intern in the discharge of his/her functions shall be reimbursed by GIDM under the same rules as to costs reimbursed to staff members.
- Shared accommodation facilities may be provided at a subsidized rate based on availability at GIDM. GIC will take the necessary decision in consultation with facility management.

2.10 Insurance

GIDM accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship.

2.11 Subsequent Employment

The purpose of the Internship Programme is not to lead to further employment with GIDM, but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship. Interns cannot apply for posts during the period of internship.

3. SELECTION AND ASSESSMENT

The notification of the Internship will be announced on the GIDM portal. Interested students can apply as per the following slots:

Summer Internship (i.e. 01st May to 30th June)

Winter Internship (i.e. 01st Dec' to 31st January)

Note: Students may apply for only one slot at a time. To apply for another slot, they must submit a separate application only after post announcement of the internship program.

3.1 Applications

Interested students must submit the following documents (online or directly to the GIDM office):

- a duly completed 'GIDM Internship Application Form'; (Annexure 1)
- a copy of his/her most recent resume or curriculum vitae;
- a letter from his/her University, confirming current enrollment and graduation date;
- a copy of his/her transcripts;
- a letter of endorsement from the Head of the Department or senior faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student's performance; and
- a brief Synopsis setting out the reasons, why he/she is seeking an internship with GIDM and what is expected from the experience.

3.2 Assessment, Decision, and Offer

GIDM Internship Committee (GIC) will review the applications received for the internship, and shortlist the candidates for further process. The final selection of the shortlisted candidates will be done by GIC, who will have to undergo an online interview.

Once a decision is made, the student will be informed accordingly.

4. ROLES AND RESPONSIBILITIES

4.1 Interns

The intern shall:

- Observe all applicable rules, regulations, instructions, procedures, and directives of the GIDM;
- Provide GIDM with a copy of all materials prepared by them during the internship, since GIDM shall be entitled to all property rights, including, but not limited to, patents, copyrights, and trademarks, concerning material that bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of GIDM, the interns shall assist in securing such property

rights and transferring them to the GIDM in compliance with the requirements of the applicable law;

- Respect the impartiality and independence required of GIDM and shall not seek or accept instructions regarding the services performed under the internship agreement from any authority external to GIDM;
- Unless otherwise authorized by the appropriate official in GIDM, they may not communicate at any time to the media or any institution, person, government, or any other external source any information which has become known to them because of their association with GIDM, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with GIDM; and
- Refrain from any conduct that would adversely reflect on GIDM and will not engage in any activity which is incompatible with the aims and objectives of GIDM.

4.2 Accountability

Unsatisfactory performance or failure to conform to the standards of conduct set out above may lead to termination of the internship, for cause, at the initiative of GIDM. A one-week notice shall be given in such cases. Any serious breach of the duties and obligations, in the view of the GIDM administration, would justify separation before the end of the notice period. The intern will reimburse GIDM for financial loss or damage to GIDM-owned equipment or property caused by him/her if such loss or damage:

- Occurred outside the performance of services with GIDM, or

- Arose or resulted from gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies by the interns.

4.3 Supervision, Orientation, Training, and Evaluation

GIDM shall make every effort to maintain the highest standards regarding the supervision, orientation, and training of interns, to make their time at GIDM a valuable experience.

Supervision: GIDM will strive for all ways and measures to provide appropriate supervision and guidance to the interns.

Orientation: Upon arrival, the GIC should,

- Send the intern a letter/email with details on his/her orientation/briefing program; and
- Work with the supervisor to coordinate the intern's orientation/briefing program which should include:
- Briefing on the project/assignment to which the intern will be assigned, its objectives, structure, and inputs, with emphasis on his/her specific role and functions;
- Reviewing the specific learning objectives from the intern's perspective that will satisfy the requirements of the internship; and
- Briefing on the internship program's general procedure, administrative arrangements, and on GIDM's structures and personnel.

Training: GIC is responsible for the development of a relevant program of learning for the student for the duration of the internship. The themes of the internship program will be specifically linked with SFDRR (Sendai Framework for Disaster Risk Reduction) and the PM 10 Point Agenda, with the overarching goal of achieving the SDGs (Sustainable Development Goals). These themes could include but are not limited to:

1. Understanding Disaster Risk Reduction and Management

2. Climate Change Mitigation and Adaptation
3. Climate & Disaster Risk Management for Health System
4. Nature-based Solution for Disaster Risk Reduction (DRR)
5. Promoting Disaster Resilient Infrastructure
6. Developing Urban Resilience
7. Early Warning System
8. Inclusive Disaster Risk Reduction
9. Innovation for Disaster Preparedness and Response
10. Community-based solutions for DRM
11. Traditional/Indigenous Knowledge for DRR

Evaluation: Supervisors are responsible for the content of the assignment of the intern, which should be explained fully to the intern before the commencement of the internship. Performance discussions with GIC should be held on a systematic basis during the internship assignment. At the end of the internship, the intern should prepare the 'Internship Synopsis' (format available in Annexure 2) based on the work done on the project/assignment. If necessary, GIC may ask the intern to give a brief presentation of the internship synopsis before Director-General, GIDM, or as deemed fit. The supervisor needs to provide an 'Internship Evaluation Report' (format available in Annexure 3) to GIC which would be the basis of awarding a 'Certificate of Completion of Internship' to the intern.

4.4 Issue of Certificate of Completion

After successful completion of the internship, a 'Certificate of Completion' will be awarded to the intern.

ANNEXURE 1: *INTERNSHIP APPLICATION FORM*
GIDM INTERNSHIP APPLICATION FORM

(Please print and provide all information below.)

Student's Name:

Address:

City: _____ State: _____ Pin code: _____

Home Phone Number: _____

Mobile Number: _____

E-mail Address:

Institute/University Name:

Academic Program (Degree Course):

Student's ID Number:

List the beginning and end dates you want to do an internship:

What is your current branch/stream/area of study?

Describe any student organizations, job experiences, additional course work (undergraduate or graduate), skills, degrees, or certifications that you have that will help you with this internship.

Describe your career goals and how this internship will help you reach those goals. Be specific about the experiences you want to gain through this internship and why you believe this internship can provide such an experience.

When do you expect to complete your degree?

Student Signature: _____

Date: _____

ANNEXURE 2: *INTERNSHIP SYNOPSIS FORMAT*



**Logo of
Nominating
Organization/Inst
itute/University**

INTERNSHIP PROJECT PROPOSAL (SYNOPSIS)

Titled

“

”

SUBMITTED BY

Name of the Student(s)

GIDM Intern

UNDER THE GUIDANCE OF

SUBMITTED TO

Gujarat Institute of Disaster Management
Koba-Gandhinagar Road, B/h PDEU,
Raysan, Gandhinagar-382007, Gujarat, India
Phone: (079) 23275804, Fax: (079) 23275814
Website: www.gidm.gujarat.gov.in

SYNOPSIS

1. BACKGROUND

2. AIM

2.1 Objectives

3. ABOUT THE STUDY AREA

4. METHODOLOGY

Step 1:

Step 2:

Step 3:

The structure of the project,

The first phase...

The second phase...

5. EXPECTED OUTCOMES

6. TIMELINE

Activities	Month wise summary				
Initial Discussions and Synopsis Preparation					
Literature Review and Analysis					
Data collection					
Documentation					
Report Submission					

7. REFERENCES

ANNEXURE 3 : INTERNSHIP EVALUATION REPORT FORMAT

GIDM INTERNSHIP EVALUATION REPORT

Student Name _____

Internship Dates _____

Characteristics	Excellent	Very Good	Average	Marginal	Unsatisfactory
Desire and willingness to take on new assignments					
Potential for further development					
Concern for the needs of fellow employees					
Willingness to work through an assignment to completion					
Ability to communicate					
Ability to learn					
Quality of work					
Dependability					
Attitude (application to work)					

Attendance					
Tardiness					
Judgment					
Imaginativeness and resourcefulness					
Cooperation - willingness to get along with others					

Description of Assignment:

Narrative Appraisal of Performance.

I understand that the student will have access to the information in this evaluation.

Signature of Evaluator

Designation

Date