



दामोदर घाटी निगम/ Damodar Valley Corporation
प्रशिक्षण एवं विकास विभाग/Training & Development Department
डीवीसी टावर्स, वीआईपी रोड, / DVC Towers, VIP Road,
कोलकाता / Kolkata-700054

No: PL-13R/197/TP (90)/ DVC Internship policy /59614/231

Date: 03-07-2024

OFFICE MEMORANDUM

Subject: DVC Internship policy

The internship policy is designed to provide valuable learning experiences for students and young professionals while contributing to our organizational goals. This policy outlines the guidelines, expectations, and benefits associated with our internship program, aiming to ensure a structured and mutually beneficial experience for both interns and the Organization.

The objective of the policy is to have new ideas, suggestions, and findings derived by the interns who bring new perspectives to problem-solving and will be the source of highly motivated pre-professionals and propagate the DVC brand amongst the students.

The internship policy is enclosed herewith.

The policy will take effect from the date of issuance of this OM.

This issues with the approval of the competent authority.

(Subrata Mandal)
CGM(C&I) & HOD,
T&D, DVC,

Enclosure:

- Internship policy

Distribution:

- Employees portal



Damodar Valley Corporation
Training and Development Department
DVC Towers
VIP Road, Kolkata

Internship Policy

1. **Introduction and Background :** DVC has always promoted meaningful interaction between academia and industry. The initiatives mainly include industrial visits, industrial training and internships covering students from various institutes across the country. This internship policy is aimed at students of undergraduate, post-graduate, professional courses and doctoral programmes to fulfil the need for a structured internship program. Industrial visit and industrial training having a duration of less than one month will be covered under a separate policy.
2. **Objectives:** Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised assignments often focused on particular tasks or projects with defined timescales.

Following are the intended objectives/benefits of internship training:

Benefits to interns

- a) Exposure to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- b) Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- c) Exposure to the current technological developments relevant to the subject area of training.
- d) Learn to apply the knowledge in real industrial situations.
- e) Gain experience in writing reports/projects.
- f) Promote academic, professional and/or personal development.
- g) Understand the social, economic and administrative considerations that influence the working environment of industrial organizations

Benefits to DVC

- a) New ideas, suggestions and findings derived by the interns.
 - b) Students bring new perspectives to problem solving.
 - c) Year-round source of highly motivated pre-professionals.
 - d) Help propagate the DVC brand amongst the student community.
3. **Process Owner :** The process owner for implementation of this policy will be the Training and Development (T&D) Department. The Head of Project (HoP) of the respective project shall extend all cooperation in managing the policy. The process owner shall be responsible for implementation and adherence to all guidelines.

4. **Industry guides/mentors** : The T&D department shall identify and prepare a rolling list of serving and superannuated employees of DVC who shall function as internship/industry guides for various areas/domains. The list shall be prepared by calling applications from time to time.
5. **Eligibility** : Bonafide students from recognized Indian University/Institution having requisite affiliation fulfilling the following conditions of eligibility may apply:

Level/Course	Duration		Minimum eligibility
	Minimum	Maximum	
Undergraduate	1 month	2 months	60% marks in Class 12 and appeared/completed 4 th semester
Post Graduate	1 month	2 months	60% marks in Graduation and appeared/completed 2 nd semester
Doctoral/Post Doctoral	1 month	6 months	Must have completed Post Graduation and enrolled in a PhD programme/completed PhD (for post-doctoral students)

6. **Internship application window**: Throughout the year
7. **Domain/areas of internship**: As per **Annexure A**.
8. **Stipend**: No stipend shall be paid to the interns. Administrative charges are not applicable for interns.
9. **Location**: Power stations/establishments/offices of DVC.
10. **Organizational overview and safety training** : All interns must go through a mandatory safety training on the first day of the internship to be conducted by the safety department. They must wear shoes and must be provided with requisite PPE at power stations. An overview of DVC and the concerned power station/location shall be provided by the T&D/HR department to the interns before start of the project work.
11. **Working space** : A separate working space for interns is to be ear marked in each location. The interns will be provided with a workstation and internet facility.
12. **Logistics** : Selected interns will have to make their own arrangements for travel, fooding and lodging (for field formations). Access to canteens shall be provided by the HR department.

13. Execution of Indemnity Bond: Interns must mandatorily submit a bond as per the format specified at **Annexure B** before starting the internship program.

14. Attendance and discipline : Since the internships are unpaid, the attendance shall depend on the industry guide and project requirements. Interns are expected to maintain good conduct and ethical behaviour throughout the internship.

15. Application and selection procedure

Step 1 : The Director/Principal/Dean/Training and Placement Officer/Supervisor/Principal Investigator of the interested Institution shall apply (email/online module) to the T&D department or HoP/HR Head considering the domain of interest, eligibility, duration and location of interest. The “Careers” section of the DVC website must be updated with requisite details for dissemination of information to potential applicants.

Step 2: The T&D department/HoP shall select the interns with the assistance of the HR department based on eligibility conditions and available slots at their location. A selection letter shall be issued to the Institute/University authority mentioning requisite details, documents to be submitted and details of allotted industry guide from DVC.

16. Project report and confidentiality of data/information : The completed project report (soft copy) duly signed by industry guide (from DVC) and faculty concerned shall be submitted before issuance of completion certificate. Only non-sensitive data/information shall be used during the project duration and a disclaimer statement must be included in the project report that such data/information shall only be used for academic purposes. A presentation may be organized by the industry guide if feasible after completion of the internship.

17. Issuance of Certificates

- a) A completion certificate shall be issued to the intern upon successful completion of the project/assignment as per format at **Annexure C**.
- b) A certificate shall be issued to the industry guide in the format at **Annexure D**.

18. General conditions

- a) The eligibility criteria may be relaxed by the Member Secretary for deserving candidates.
- b) The policy may be reviewed and amended from time to time based on requirements.

Domains/Areas in which internship is offered

1. Operation and Maintenance of Thermal, Hydro and RE power units.
2. Transmission and Distribution of Power
3. Water Resources Management
4. Commercial aspects related to the Power Sector (marketing strategy, regulatory aspects, business development)
5. Human Resources
6. Financial Management
7. Technology Management (ERP and IT)
8. Corporate Social Responsibility and Rural Management
9. Strategy and Policy related to the Power Sector
10. Corporate Communication and Branding
11. Logistics, Materials and Supply Chain Management (Coal)
12. Environmental Management
13. Occupational Health, Safety and Ergonomics.
14. Quality Management
15. Mining
16. Soil Conservation
17. Pisciculture
18. Forestry
19. Public Systems
20. ESG
21. New Energy Systems (Hydrogen, BESS etc.)
22. Law

(on non-judicial stamp paper of ₹ 50)

DAMODAR VALLEY CORPORATION

INDEMNITY BOND

I, Shri/Ms, son/daughter of Shri/Smt., ageyears, a bonafide student of(University/Institution/College) have been given opportunity to undergo internship training by order No. dated..... as part of my course under DVC at (location).

1. I will be responsible for any loss to DVC due to my negligence, default, or any act or omission on my part.
2. DVC will not be responsible for any risk, accident etc. caused to me during the period of my internship.
3. DVC shall have the absolute power to recover any amounts from me, being the cost of any loss or damages caused to DVC due to my negligence, default, and/or any act or omission on my part.

The Indemnity bond I give having full understanding of the subject and consequences thereof.

Signed in presence of

Witness:

Address:

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Ms. _____ a student of < University / Institution> pursuing the course.....has successfully completed <his/ her> Internship with Damodar Valley Corporation (under the Ministry of Power, Government of India) from _____ to _____ at _____(location).

During the period of Internship, he/ she worked under _____ on the following area/topic:

<He / She> has shown special flair for _____ and <his/ her> performance in preparation of the report has been rated as _____ (Excellent/Very Good/Good/Satisfactory).

During the period of <his/ her> internship programme <he/ she> was punctual and hardworking.

I wish < him/ her> every success in <his/ her> life and career.

Name of Industry Guide:

Signature:

