

# TIFAC Internship Scheme Guidelines

## 1. Introduction

Technology, which has been key to the progress of the human society, has been changing at an accelerated rate in recent times. With the global challenges such as climate change, pollution, energy security and necessity to keep up fast-paced inclusive economic growth, the role of technology is going to be increasingly important.

In such a situation, the country needs scientific and technical manpower who not only possess the knowledge and skill of the respective disciplines, but also have exposure to the interdisciplinary aspects, and acquired the skill of foreseeing the future changes in the technology domain. The TIFAC Internship Programme is aimed at imparting such skills to the budding engineers, technologists and scientists.

TIFAC, an autonomous body under the Department of Science and Technology, Govt of India having its primary mandates to examine and evaluate the existing state of art of technology and directions of future technology developments. TIFAC is also mandated to prepare technology impact statements. Over the years TIFAC has moved in the direction of being a premier Technology Foresight Body in the country and simultaneously towards strengthened its linkages with different stakeholders in the innovation network. TIFAC has in-house capacity of technology foresight including ability to use mathematical modeling tools.

The TIFAC Internship Programme provides an opportunity to the innovative young engineering/ science students to get involved in

such activities. The interns from reputed engineering and technology colleges/ universities are expected to participate actively in foresight activities of TIFAC. Each intern will be given a specific assignment from the areas identified and prioritized by TIFAC.

The young scholars will have opportunities to apply their technical acumen, ideas and will get familiarized with the overall process of technology foresight along with an exposure to the trends in emerging technology areas. This will help them to hone their skills to become future leaders in the area of science and technology.

## 2. Objectives

- To instill in the students of science and engineering the skill of Technology Foresight, Assessment and Roadmapping and sensitizing them about the emerging technologies, and their impacts
- To create a platform for close interaction with the students for mutual enrichment
- To enable in-flow of fresh ideas and inputs into the technology foresight/ assessment studies

The internship is neither a job nor any assurance thereof from TIFAC.

## 3. Eligibility

The following categories of students are eligible to apply

- i. Pursuing BE/BTech/MCA Courses in any discipline, and have completed at least 4 semesters.
- ii. Pursuing M.Sc. course (should have completed at least one year/ two semester)
- iii. Pursuing ME/MTech in any discipline.
- iv. Completed BE/BTech/MSc in any discipline and pursuing MBA courses.

The candidates must be bona-fide students from the following categories of Institutions:

- Premium educational institutions incorporated by Act of Parliament
- Institutions affiliated to universities recognized by UGC
- Institutions having AICTE recognition for the courses offered by them

The students need to maintain bona-fide student status throughout the internship duration.

They need to be available full time for internship with no other simultaneous academic commitment or coursework

## 4. Coordination of the Internship Programme

The Internship Coordinator nominated by the Executive Director-TIFAC will coordinate activities related to deciding on the vacancy and finalization of topics, announcement, and selection of interns.

Apart from the Internship Coordinator and his support staff, contributions of the TIFAC establishment division is required as per the procedural requirements.

## 5. Sessions and Duration

Summer/ Autumn Internship: Tentatively starts mid-May. Typical duration is 2-6 months.

Spring: Tentatively Starts in first week of January. Typical duration is 2-4 months.

## 6. Course Structure

Orientation Programme: Sustainable Development Goals, Climate Change and Sustainability, S&T Ecosystem, Innovation, Various techniques of technology foresight, assessment and roadmapping

The content of the orientation course may change from time to time.

Internship Project: Interns will have to execute a project on a suitable topic provided by TIFAC, under the supervision of a scientist in TIFAC.

## 7. Vacancy and Topics

The discipline-wise number of the students to be selected will be recommended by an internal committee comprising of the Coordinator, Internship Programme and two TIFAC scientists nominated by ED, TIFAC.

After completion of the orientation program, this committee will also recommend the project topics and supervisors after consulting TIFAC Divisions and Scientists.

After discussion in this committee, the recommendations will be forwarded to ED, TIFAC for final approval of the least of Candidates selected / project topics for the session.

## 8. Selection of Interns

The process for selection will include:

- Advertisement by TIFAC
- All the applications will be scrutinized

by the secretariat of the TIFAC Internship Programme with respect to eligibility criteria

- An Internship Selection Committee will be constituted during selection of candidates in each session, with approval of ED TIFAC. The committee may comprise 3-4 members including TIFAC scientists and/or external experts. Payment of TA/DA and honorarium to external expert, will be as per government norms.
- Selection of interns will be through initial screening of the applications form followed by interviews of the shortlisted candidates on either online or physical mode.
- The Internship Coordinator will obtain approval of ED TIFAC for the final selection list and issue the offer letter to the selected interns.
- Publishing of selection list on website, along with wait list.

## 9. Fees

- Rs 5000/- per month for Internship

The total fees for the entire duration should be paid as lumpsum at the time of joining the Internship to TIFAC.

## 10. Place of Work

Usually internship works shall be carried out at TIFAC office. However, if it is felt that the study being conducted by an intern requires some related experiments/ simulations/ simulation etc., which needs to be carried out at some other institution/ organization or place of interest for the study (referred as Field Work), the concerned may be placed at such institution/ organization or place of interest for a specific duration.

No payment/ allowance would be applicable, and the interns willing for such Field Work will have to arrange their own travel and other logistics.

## 11. Facilities

An identity card will be issued which will be valid during the tenure of internship

Student interns may issue required stationeries and such requests need to be forwarded by the Internship Coordinator.

They are permitted to use TIFAC Library and borrow books.

## 12. Announcement by TIFAC

Announcement for internship will be made on TIFAC website.

## 13. Announcement of Selection

TIFAC will publish list of selected students on TIFAC website.

## 14. Issue of Offer Letter

After completion of the selection process, the Internship Coordinator will send the offer letter to the selected Candidates.

## 15. Joining

Interns will report to Internship Coordinator and submit the Certificates as mentioned in the offer letter within the stipulated date.

Selected students will have to produce a certificate from the concerned authority in the institution stating that she/ he is a bonafide student of the institution.

All these documents will be verified by the TIFAC Establishment division.

## 16. Declaration of Secrecy

Interns are required to furnish to TIFAC a declaration of secrecy before reporting for internship.

## **17. Supervision of Internship**

Interns shall be supervised by TIFAC Scientists having more than 5 years of experience in TIFAC.

## **18. Submission of Report by Interns**

The interns will be required to submit a report on the assignment at the end of the internship.

Supervisor and Internship Coordinator will be the signatories in the Certificate declaring the internship report as a bona-fide work of the student intern.

A final copy of the report should be submitted to the Internship Coordinator.

The Interns will have to make a presentation on the project work before a committee comprising the members of the Internal Committee and the supervisor. This committee will evaluate the performance of the Intern which will be indicated in the certificate as mentioned in Clause 21.

## **20. No Dues Clearance**

Before obtaining certificate from TIFAC towards completion of internship, the interns will have to complete the no dues formalities as per TIFAC norms.

## **21. Certificate of Internship**

- Certificates signed by the Internship Coordinator and Executive Director-TIFAC will be issued to the interns on successful completion of the Internship. The certificate will mention performance of the student intern (Outstanding/ Very Good/ Good/ Average/ Unsatisfactory).
- In case a student requires certificate

before completion of internship in TIFAC, then a provisional certificate may be issued by the Internship Coordinator.

## **22. Accommodation**

No accommodation facility will be provided by TIFAC to interns.

## **23. Code of Conduct**

The interns should adhere to the rules and regulations of TIFAC.