

## **NATIONAL HEALTH MISSION, HARYANA**

### **INTERNSHIP POLICY**

#### **Salient features of Internship and Dissertations under NHM**

Duration	The period of internship / dissertation may vary from be 3-6 months, as per the curriculum of the institution.
Remuneration/ stipend	An Intern's can be paid, unpaid, or partially paid (in the form of stipend) to the candidates perusing Post Graduation course. (MPH/MBA in Hospital Administration etc.) and candidates who are opting for internship / Dissertation in NHM.
Accommodation	Candidates will have to make their own arrangements for stay / accommodation at their own expenses and no HRA shall be permissible.
Criteria of selection of candidates	The Candidates will be chosen for internship / Dissertation based on their cumulative percentage of marks obtained in their last semesters of course. However, the maximum seats will be limited to 12 in a financial year.
Logistic support	Candidates shall be provided with necessary office logistics support i.e. work space, stationery and facility for photocopying. They will need to have their own laptop.
Placement for internship	Candidates will be attached to the concerned programme division whether at NHM HQ or District level, as per need
Deliverables	The candidates will follow the standard schedule of activities & perform work assigned by their supervisor/mentor. At the end of the internship, the candidates will be requires to submit a report on the areas of internship/ dissertation to respective department.
Certificate of internship	A certificate will be issued to all candidates, on submission of complete Training report and successful completion of training period.

Undertaking	The candidate shall submit a 'Non-Disclosure Agreement' at the time of beginning of internship / Dissertation in NHM.
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Note: The period of internship done at any institute shall not be treated as work experience for any post under service Bye Laws of NHM

### **Annexure-A**

#### **INTERNSHIP TERMS AND CONDITIONS**

**I accept the internship, which has been awarded to me by NHM and understand the following**

1. NHM will not pay me for my internship; all expenses, including the cost of travel, personal insurance and accommodation, as well as all living expenses, will be borne by me or my sponsoring institution.
2. *I possess adequate medical insurance for the duration of the internship.*
3. While working at NHM, I will not be considered an official or a staff member. However, I understand that I am expected to fulfil my working obligations like any other NHM official and will follow the working hour of NHM
4. NHM accepts no responsibility for costs arising from injury, illness or death that has occurred during my internship: *I will provide proof of my enrolment in a health insurance plan that covers the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.*
5. I will accrue leave at a rate of *two and a half (2.5)* days per month. Subject to prior approval by my supervisor, this leave may be taken at any time during the internship. Leave accrued and not taken at the end of the internship will be considered forfeited.
6. There is no expectancy of employment at the end of the internship. I may apply to any NHM job openings, but shall be considered as an external candidate.
7. Unsatisfactory performance may lead to the termination of the internship at the initiative of NHM, subject to an appropriate notice period of at least one week.
8. I will reimburse NHM for financial loss or for damage to NHM-owned equipment or property caused by me, if such loss or damage occurred outside the performance of services with NHM. or arose or resulted from my gross negligence or wilful misconduct or violation or reckless disregard of applicable rules and policies.

9. In case of personal emergency, I shall be granted an early termination of internship. NHM Establishment Cell shall approve the release at the request of my supervisor and confirm the new end date in writing.
10. NHM bears no responsibility for loss or damage to my personal property that may occur during my internship.
11. To refrain from any conduct that would adversely reflect on NHM or on the receiving division/section/unit and will not engage in any activity which is incompatible with the aims and objectives of NHM; with particular reference to prohibition of discrimination, harassment, including sexual harassment and abuse of authority.
12. To respect the impartiality and independence required of NHM and of the receiving division/section/unit and shall not seek or accept instructions regarding the services performed from any authority external to NHM;
13. To keep confidential any and all unpublished information made known to me by the accepting division/section/unit during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of NHM authorities, not to publish any report or papers on the basis of information obtained during the programme, both during and after the completion of my internship;
14. To provide the receiving division/section/unit with a copy of all materials prepared during my internship;
15. To provide immediate written notice of illness or other circumstances which might prevent me from completing the internship;
16. To return my identification pass to my supervisor on the last day of the internship.

I HAVE READ THE ATTACHED TERMS OF REFERENCE OF MY INTERNSHIP AND I ACCEPT TO ABIDE BY THEM

Date	Printed Name of Intern	Signature

Date	Printed name of HR Officer	Signature

NHM Division \_\_\_\_\_ Period \_\_\_\_\_

This form shall be signed and returned to HR Cell of NHM, Paryatan Bhawan Building, Panchkula

**No objection certificate**

**(This should be given on the official letter- head of the parent institution /University College in the following format):**

This institution /university has no objection to the consideration of application of Mr. / Ms..... Who is pursuing / has completed ..... to undertake internship programme of ..... The applicant, if shortlisted, will be granted necessary leave/ permission to undertake the internship from.....to.....for a period of .....

He/She bears good moral character and to the best of my knowledge is not involved in any criminal activity and no personal legal case is pending against him/her.

Place:

Date:

Signature: \_\_\_\_\_

(Head of Institution/university)

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal : \_\_\_\_\_

Telephone No: \_\_\_\_\_

