

## Revised Internship Programme"

All India Institute of Hygiene and Public Health, Kolkata

DGHS, Ministry of Health & Family Welfare

AIHH&PH introduces Internship Programme for post graduate medical students/ researchers of bio-medical sciences. This Programme seeks to engage students after Graduation/ Post Graduation Degrees and Research Scholars enrolled in recognized University/Institution within India, as "Interns". The "Interns" shall be given exposure to various Divisions/Units of the AIHH&PH. The "Interns", in turn, would be expected to supplement the academic work of the department in which they are placed within AIHH&PH through empirical collection and collation of in-house and other information. For the "Interns", the exposure to the functioning of the AIHH&PH may be an add-on in furthering their future interests.

### The Programme:

**2.1 Name:** "Internship Programme" at All India Institute of Hygiene and Public Health, Kolkata

**2.2 Purpose:** To allow short-term exposure to "selected candidates" with AIHHPH as 'Interns'. A list of disciplines for which Internship is available at Annexure-I.

### 2.3 Objective:

The "Interns" shall have an opportunity to learn about the public health issues, National Programmes related to Health and allied matters and will be guided by faculties of the Institute.

### 2.4 Internship

(i) Eligibility: The Applicant pursuing Post-Graduation or Research Work after PG from any recognized University/ Institution within India shall be eligible.

(ii) Period: The period of Internship shall be at least six weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.

(iii) Attendance: Attendance will be recorded by the Department for the Internship period maintaining the timing and the closure norms of the Institute. At least 80% attendance is necessary to be eligible for Internship Completion Certificate. No leaves, apart from Medical Leave (on production of medical certificate from competent authority) will be entertained during the tenure of internship.

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(iv) Experience Certificate: Experience Certificate regarding successful completion of Internship shall be issued by the Concerned HOD Countersigned by the Director of the Institute, provided he/she has abided by all T&C laid by the Institution and obtained course/Internship completion certificate from the faculty under whom he/she has completed internship.

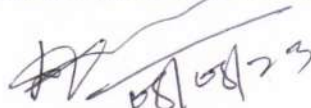
## 2.5 Logistics & Support:

Interns will be required to have their own laptops. Institution shall provide them working space, Library (only reading facility will be available) , canteen facility and other necessities as deemed fit by the authority. Hostel accommodation (on availability basis) and food will be provided on payment basis by the Institution.

The student will further arrange transportation and stationery at his/her own cost. The student will not have any claim for job in AIIH&PH or any of its subordinate organizations under its administrative control

## 2.6 Procedure for Application:

1. Applications will be addressed to the  
The Director,  
All India Institute of Hygiene and Public Health,  
110, Chittaranjan Avenue,  
Kolkata 700073  
West Bengal
2. Timeline : There will be two academic sessions for enrolment in the internship Programme in AIIH&PH i.e. January-June and July-December. Candidates can send application with requisite documents (as mentioned below) by post to the above mentioned address at least 30days in advance before commencement of each session. for which internship is desired.
3. Documents to be included along with application form:
  - i. Duly filled and signed Application form (*Annexure II*)
  - ii. Complete biodata (CV) mentioning academic records and contact details (particularly e-mail) of the students.
  - iii. No Objection Certificate (in original) from the concerned Institution. (Strictly as per format provided in *Annexure III*)
  - iv. Self attested copy of Mark-sheet/Degree of Graduation/Post-Graduation Examination.
4. A candidate can apply for internship only once during a financial year.
5. The original mark sheets and NOC from the college/institution must be produced at the time of joining, failing which the candidature of the candidate shall be cancelled.

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6. The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected.
7. Applications from the applicants who have already completed internship scheme once, irrespective of disciplines, in AIIHPH shall not be entertained for further internship.
8. Names of selected candidates will be displayed in the website at least 30 days before commencement of the course. Submission of Institutional fee by Demand Draft should be done by the stipulated date mentioned in the website, failing which the candidature will be cancelled.

**Note:**

- *Incomplete and invalid applications in any respect will be rejected & no correspondence in this regard will be entertained.*
- *Application written by the student without any institutional endorsement will not be considered.*
- *The decisions about selecting candidates will be final and no correspondence will be entertained in this regard.*

**2.7 Institutional Fee:**


Selected candidate should submit Institutional Fee of Rs1000/-Per month (Rs. One thousand only Per month) of Internship (non - refundable) by **Demand Draft** payable to "**DIRECTOR, AIIH&PH Kolkata**" within the stipulated time mentioned in the website.

**2.8. Institutional Procedure for Selection and Other Modalities of the Programme**

All the applications received will be forwarded by the Dean to the concerned Heads of Department in the Institution (based on preference of the subject given by the candidate) for initial scrutiny and selection. One faculty/ public health specialist can take a maximum of 2 (two) interns for Internship at any point of time.

Regarding internship programme it was decided that for finalization of internships a three ( 03 ) member committee composed of Dean (Chairman) , concerned HoD ( Member secretary) in which the internship was to proposed to be done, and one more official suggested by Concerned HoD would review the concerned applications for recommendation for approval of the Director.

The concerned Heads of Department shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed before issuing the Internship Completion Certificate. Interns shall be required to submit a brief report/ paper at the end of their assignment to the concerned Department about their learning experience.

  
08/08/23

The attendance record and the details of work supervision shall be maintained by the Head of the Department.

It may be strictly observed that the access to data shall be the sole responsibility of the concerned faculty only.

After successful completion of the tenure of Internship, certificate may be issued as per format in *Annexure IV*.

 8/08/23

**ANNEXURE 1:**

**List of Disciplines for which Internship will be available at AIHHPH:**

<b>S. No.</b>	<b>Discipline/Subject</b>
01	Public health
02.	Preventive and Social Medicine
03.	MCH
04.	Nutrition & Allied subjects
05.	Public Health Administration
06.	Environmental Health
07.	Micro-Biology
08.	Epidemiology
09	Bio-Statistics and allied
10	Demography
11.	Occupational health and Safety & related subject
12.	Health Promotion
13.	Health Services Management
14	Health Care Delivery
15.	National Health Programs

  
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## ANNEXURE II: APPLICATION FORM

To,  
The Director,  
AIH&PH Kolkata  
110 CR Avenue  
Kolkata 700073

Sir,

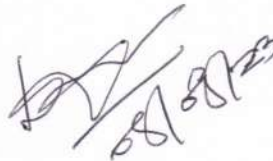
My application for internship may kindly be considered. The details of my Bio-Data are as follows:

1	Name (in Capital letters)	<b>Passport size photograph (self attested)</b>		
2	Father's Name			
3	Date of Birth			
4	Gender			
5	Aadhar No.			
6	PAN Number			
7	a. Postal address: b. E-mail (Must be given): c. Contact Mobile No. d. Alternate Mobile No.			
8	Name and contact number of next of kin with relationship			
9	Current affiliation (Institute, Dept., Course and semester being pursued)			
8	Educational Qualifications:	Name of Course and Year of passing	Subject(s)	% marks in aggregate

*[Handwritten Signature]*  
06/06/23

	a. Graduation			
	b. Post Graduation			
	c. Research experience			
9	Preferred session (Jan-June/July-Dec)			
10	Duration of internship			
11	Preferred Dates	From.....to.....		
9	Preference of subject codes as per <i>Annexure- I</i>	1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference	3 <sup>rd</sup> Preference
10	Signature of the Student with date			
11	NOC as per Annex-III enclosed	Yes/No		

**Remarks for office use:**



**Annexure-III**

FORMAT FOR NO OBJECTION CERTIFICATE (NOC) TO BE OBTAINED FROM COLLEGE / INSTITUTION

(To be given on Letter Head)/To be signed by HOD/Principal

**Subject:- No Objection Certificate for Internship Programme in All India Institute of Hygiene & Public Health, Kolkata .**

It is certified that Mr./Ms..... is a bonafide student <College ID No.> of <Semester Year> of <name of the program> of this <Institution/ College>.

The <Institution/ College> has no objection for doing the Internship programme at All India Institute of Hygiene & Public Health, Kolkata , for the period from ----- to -----.

The conduct of the student as recorded by the <college/institution> has been found good/satisfactory/unsatisfactory

The student will strictly abide by the rules-regulations and discipline of your institution.

Signature

(Name in full & Date)

SEAL

A handwritten signature in black ink, appearing to be 'K. S. Das', written over a horizontal line.

**Note:[Letter without the signature and Seal of the recommending authority or without intended period of internship will not be considered.]**

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Mr./Ms./Dr. \_\_\_\_\_  
a student of \_\_\_\_\_  
\_\_\_\_\_ University/Institution has successfully  
completed Internship at All India Institute of Hygiene and Public Health,  
Government of India from \_\_\_\_\_ to  
\_\_\_\_\_.

During the period of Internship he/she worked in the discipline/area  
of.....  
under the aegis of the Department of  
.....

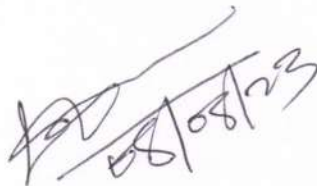
His/her performance was found satisfactory during the period of internship.

Dated :

( Signature )  
Director

(Signature )  
Co-ordinator

(Signature)  
Head of Dept.

  
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