

36/c

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
2nd FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006.

F. 56 (44) RTE/WCD/2020-21/ 9166-75

Dated:

16 AUG 2021

Subject- Guidelines for Internship/Research/Visit in Institutions under all Branches and Institutions.

The Department has been engaging with various Universities/Colleges and Organization for conducting research, Internship and exposure related work. In this regard Guidelines for Internship/Research/Visit in Institutions under all branches and Institutions along with evaluation and undertaking format has been made in order to ensure that engagement of interns/researcher and visitors shall be transparent, authorized and standardized.

Therefore, all concerned officers are requested to strictly adhere to the guidelines while receiving application and as well as for giving permission to Interns/Researchers and Visitors in all branches and institutions of the Department of Women and Child Development.

Sarmista Sharma
(Sarmista Sharma)
Deputy Director (RTE)

Enclosed as above: (Pages-5)

To,

1. All District Officers, WCD, GNCTD
2. All Superintendents of CCIs, DWCD, GNCTD.
3. Deputy Director (FAS/CPU/ICDS-I & II/WEC/ POSHAN) DWCD, GNCTD.

F. 56 (44) RTE/WCD/2020-21/ 9166-75

Dated:

16 AUG 2021

Copy for Information to:

1. OSD to Secretary, DWCD, GNCT of Delhi.
2. PS to Director, DWCD for information of Director, WCD.
3. Joint Director (SCPS/CPU), DWCD, GNCTD, Delhi-110006.
4. Joint Director (FAS), DWCD, GNCTD, Delhi-110006.
5. Joint Director (ICDS), DWCD, GNCTD, Delhi-110006.
6. All Members of Guiding Research/ Intern work Committee.
7. System Analyst for uploading guidelines on Department's website.
8. Guard File.

Sarmista Sharma
(Sarmista Sharma)
Deputy Director (RTE)

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
2nd FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006.**

**Guidelines for Internship/Research/Visit in Institutions under all
Branches and Institutions**

Department of Women and Child Development, Government of NCT Delhi grants permission for Research Project/ Internship/ Post-Doctoral Research within Institutions/Branches run by Department of WCD, on following guidelines:-

1. Provision of the Juvenile Justice (Care and Protection of children) Act, 2015 and Juvenile Justice (Care and Protection of Children) Model Rule 2016/ Women and Children Licensing Act 1956/ relevant legislations should be followed in letter and spirit.
2. Duration of Internship/ Visit/Research, name of institution, participants and detailed address and Identity proof etc. should be provided with the request letter for prior approval and permission purpose. If any change in participants or in schedule/duration, it should be urgently intimated to the department of WCD through a proper channel.
3. Name of the institutions should also be mentioned, where researcher/ Intern wants to visit for study purposes.
4. Any Research work will only be allowed by the Department if it does not involve any potential harm to any Research participant. Further, all research work shall be strictly monitored by the ethical board member of the university/Institution/Organization.
5. During the Internship/ Visit/Research, exposure of participants to different schemes run by department e.g. Financial Assistance Scheme/LADLI/POSHAN/Women Empowerment Cell/ Saheli Samanvay Kendra/Integrated Child Development Scheme etc. shall be added for the further outcomes.
6. Batches of Interns/Researchers shall be created and deputed as per the availability in the concerned branch/Institution or as per the requirement and convenience of the participants.
7. Researcher/ Intern will always obtain informed consent from all parties involved in the research prior to implementing the research project and shall submit the undertaking to the competent authority.
8. Questionnaire and interview schedule, data collection tools shall be use after receiving the consent of Branch/Institution In-charge, for any purpose in institutions etc.
9. The interview/interaction with the children in institutions will be done in the presence of a Welfare Officer.
10. The Intern/Researcher will ensure confidentiality of all research participants, including data stemming from systematic reviews of documents, which might be considered sensitive due to race, ethnicity, religion, politics, health, or sexual orientation etc.

11. Interns can take mini projects, assignments, case studies by discussing it with concerned authority from branch and can work on it during internship.
12. Rules and regulations of the Institutions should be followed strictly and the confidentiality and dignity of the children will be maintained.
13. No photography/videography is allowed in institutions.
14. Interns/Visitors/Researchers shall always carry the permission letter along with the Identity Card.
15. In the case of compilation of personal data from the informants, data will only be gathered to further the study and will not be used for any other purpose that is not immediately pertinent to the study and the report should be shared first with the Department of WCD, GNCTD and will not be shared with media etc.
16. Report/ Findings/Processed data may be used for academic or educational purposes such as publications, conferences, teaching materials and policy documents only if this has been included in the written consent form signed by the informants. Further, a prior approval needs to be taken from the concerned department before any publication
17. Any certification from the department will be issued after the final submission of the report to the department of WCD.
18. It is advised to submit an undertaking to abide by all the terms and conditions to the concerned Superintendent on the first day of the visit and on the completion of Internship evaluation shall be done by the concerned Superintendent/Branch.
19. In case of violation of any of the above conditions is found at any point of time, suitable action/penalty/cost may be imposed on the Individual/ Organization to whom the permission is issued.
20. Reports be shared with the Department, Guiding Research/Internship Committee or Research Advisory Group with recommendations both as report and through PPT giving main highlights on a mutually convenient date within one week of completion of report.
21. Covid-19 appropriate behavior and guidelines issued by Government of Delhi must be followed by everyone. In case there is surge in Covid-19 cases, the competent authority/HOO's can take final decision for conducting research.

Deputy Director (RTE)

Evaluation Format for Interns

Student/Researcher Name: _____ Date: _____

Institution/ Branch Incharge: _____ Designation: _____

Branch: _____

Internship Place: _____

Duration of Internship: From _____ To _____

Please evaluate intern by indicating the frequency with which you observed as per the following parameters:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behavior				
Performs in a dependable Manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates Organizational Skills				
Uses technical knowledge and Expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional Appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent Additional comments, if any:

Signature of Branch In Charge: _____

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF N.C.T. OF DELHI, ISBT COMPLEX,
FIRST FLOOR, KASHMERE GATE,
NEW DELHI-110006

Letter of Undertaking by the Intern/Researcher

To,

Date:

-----,
Branch....., DWCD,
GNCTD.

I....., hereby declared that I am pursuing -----
-----, from (University/College/ Institution/Organization Name) -----
----- I intend to join as an intern/researcher on (date....) for
internship/research inDepartment of Women and Child Development.
The relevant letter from my dept./organization is enclosed, allowing me to take the assignment.
I have read Internship/Research Guidelines of DWCD. During the internship/research period,
I will abide by all rules and regulations of the department. I understand that I shall be liable for
suitable action/penalty/cost in any violation of the guidelines. Further, I commit to put my best
efforts during the internship.

Signature of the Student:

Name of Student:

Mobile No:

Enrollment Number:

Adhaar Number:

Additional Information-

Supervisor's Name (University/College/ Institution/Organization):

Designation:

Mobile No:

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI
ISBT Building Kashmere Gate, New Delhi
CPU/ICPS Branch

F-No:-61(1444)/Permission for Internship/AD(ICPS)/DWCD/2020-21/6221-28 Dated: 13 JUL 2021

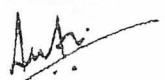
Order

A committee is hereby constituted for guiding research/internships work with respect to the coordination of the interns/research scholars with various schemes of the department from time to time. The Committee shall comprise the following members:-

1. Ms. Sarmista Sharma, DD(RTE) - Chairperson
2. Mr. S.M. Ali, DD(CPU)- Member Secretary
3. Mr. Premoday Khakha, AD (CPU-II) -Member
4. Ms. Rimjhim Jain, Technical Experts (U.N Women) - Member
5. Ms Urmila, Welfare Officer, WEC- Member
6. Ms.Swati Shokeen, Welfare Officer, CPU-II - Member
7. Professor Manisha Priyam, NIEPA- Special Invitee
8. Ms. Shashi Rani Dev, Faculty Department of Social work - Special Invitee

The committee will review the reports submitted by research scholars/interns and further give feedback for further improvement so that work done by research scholars are relevant to the Department of Women and Child Development.

This issues with the prior approval of competent authority.


S.M Ali
Deputy Director (CPU)

Satish K D
M
14/7/21

F-No:-61(1444)/Permission for Internship/AD(ICPS)/DWCD/2020-21/6221-28 Dated: 13 JUL 2021

Copy to :

1. PS to Director, Department of Women & Child Development. GNCTD. Delhi-110006
2. PA to Joint Director, Department of Women & Child Development. GNCTD. ISBT Building. Kashmiri Gate. Delhi-110006
3. DD(RTE). Department of Women & Child Development. GNCTD. ISBT Building. Kashmiri Gate. Delhi-110006
4. AD (CPU-II). Department of Women & Child Development. GNCTD. ISBT Building. Kashmiri Gate. Delhi-110006
5. Ms. Rimjhim Jain. Technical Experts (U.N Women). Department of Women & Child Development, GNCTD. ISBT Building. Kashmiri Gate: Delhi-110006
6. Professor Manisha Priyam, NIEPA, 17-B, Sri Aurobindo Marg. NCERT Campus. New Delhi-110016
7. Ms. Shashi Rani Dev, Faculty Department of Social work. University of Delhi, Delhi-110007

226/DD/PCP
14/7/21