

4. Guidelines for admission to Internship programme

1. Objective

- 1.1 In order to attract motivated and talented students to work in the field of ornithology and wildlife conservation, SACON has initiated an Internship Programme (IP). The objective of the internship programme is two-fold viz. (i) to provide a framework by which graduate and post-graduate students from diverse academic backgrounds may work in the Centre for a short period to enhance their educational experience through practical assignments and (ii) to provide assistance of highly motivated and talented students to the Centre's faculty to execute their work in key thematic areas in Ornithology and wildlife conservation. Under IP, students with good analytical and research aptitude, and willing to put in hard and diligent work under the guidance of SACON's faculty will only be selected.

2. Eligibility

- 2.1 Students studying in recognized colleges, universities and institutions of higher learning in India and abroad are eligible to apply for the IP.
- 2.2 Applications for the IP must be duly forwarded by the Principal / Dean / Registrar of the College / University / Institution in which the student is currently studying.

3. Duration

- 3.1 The duration of the internship will be for a maximum period of six months.

4. Internship Fees & Caution Money

- 4.1 On getting selected into IP, the candidate will have to pay a fee of Rs. 3000/- or US \$ 50 (as applicable) and a refundable caution money of Rs. 1000/ or US \$ 20 to SACON.
- 4.2 The caution money will be returned after obtaining 'No Dues Certificate' on completion of internship from all concerned sections including hostel and mess. Otherwise, deductions from the caution money will be made for any outstanding dues to SACON.
- 4.3 Once the fee is deposited, the intern will be issued an identity card by the Centre valid for the duration of the internship.

5. Access to facilities

- 5.1 Candidate joining as an intern will be eligible to use Institute's Computer facilities, Library and Documentation Centre and Laboratory.
- 5.2 The intern will be issued maximum of two documents at any given time by the library. Cost of photocopying will have to be borne by the intern as per the prevailing rate of the SACON Library.

6. Accommodation

- 6.1 Candidate admitted to the IP can apply for hostel accommodation, if available, separately in the prescribed application form.

- 6.2 Mess bill and other charges pertaining to boarding will have to be paid separately by the intern.

7. Facilitation

- 7.1 If internship involves any field work approved by the Director, SACON will liaise with the concerned Govt. departments and facilitate necessary permission and other documents. However, all expenses including travel, lodging and boarding and field visits will have to be borne by the intern or from project head if available.
- 7.2 Candidates admitted to SACON for the above mentioned internship will not be issued any equipment against their name. Supervising faculty member will coordinate and address any such requirement of the intern.
- 7.3 SACON will not be responsible for any casualty/mishap including any type of accident and resultant death or injury to body or any other type of loss of property, etc., to the candidate while staying at SACON campus or in field or during tour/transit.
- 7.4 SACON will not provide any medical facility to the interns. It is advised that the interns may obtain their personal insurance (life, accident and medical) to cover any exigency. No medical expenses of the candidate(s) will be reimbursed by SACON under any circumstances.
- 7.5 Foreign students will have to arrange on their own travel and stay in India.

8. Conduct

- 8.1 The conduct of the interns in the campus as well as in field should always be orderly and dignified. Candidates should abide by the rules and regulations of the Centre and concerned field organizations at all times.
- 8.2 The interns himself/herself will be responsible for the proper conduct. Admission will be cancelled if the intern is found to have violated SACON's rules, norms, guidelines, and indulge in any unwarranted activities, which harm centre's reputation. The Director, SACON has the right to modify any provision stipulated in the present rules.

9. No dues

- 9.1 On completion of the internship, the candidate shall submit a report to the Director and a copy of the report shall be submitted each to the Institute's library and supervising faculty without which No Dues Certificate will not be issued.
- 9.2 On successful completion of Internship, the Director, SACON, will issue a certificate to of work done by the candidate, on the recommendation of the supervising faculty member.

10. Advertisement

- 10.1 **The available positions of Internship will be advertised in SACON's website <www.sacon.in>**

11. Selection

- 11.1 The duly filled-in application form for the Internship Programme in the prescribed format (hard copy) as given in Appendix – 1, shall be sent to the Research Coordinator, Sálim Ali Centre for Ornithology and Natural History, Anaikatty PO, Coimbatore 641 108, Tamil Nadu, India. The soft copy of the filled-in application shall also be sent to salimalicentre@gmail.com
- 11.2 A committee comprising the Research Coordinator and two scientists (to be nominated by Director) will select the candidates for the Internship Programme and recommend for approval of the Director, SACON.

12. Saving and Repeal

- 12.1 The Director, SACON reserves the right to modify, alter, delete, amend or add any of the rules or regulations contained herein.
- 12.2 The Director, SACON may terminate the internship of a candidate at any time, if he/she is found defaulting on any of the rules/regulations of the Centre.

Sálim Ali Centre for Ornithology and Natural History

**Admission form for Internship Programme (IP)**

Affix a recent
stamp size

PART I: Personal details

Surname (Family name):			
First Name:			
Date of Birth:		Age: (In years)	
Nationality:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Passport No.:		Place of Issue:	
Passport Date of Issue:		Passport Date:	Expiry
Home Address:			
Home Telephone No.:			
Fax No:			
E-mail Address:			
Mobile phone No:			
Name and Address of the College, University, Institution in which currently studying			

PART II: Statement of interest

	Please provide a statement of interest in about 500 words (use separate sheet) indicating the proposed work to be done during the internship period. The applicants are requested to see SACON,s faculty profile and their area of interest, and list of ongoing research projects on the website <www.sacon.in>
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PART III: Undertaking

Undertaking	(a)	<i>All information furnished by me is complete and correct</i>		
	(b)	<i>SACON will not be held responsible for any mishap, damage, loss, injury to me in the campus or during the course of field work.</i>		
	(c)	<i>I understand that the Director, SACON has the right to cancel my internship in case my behavior and conduct are not found satisfactory</i>		
Date of application	Date		Signature of the candidate	

Forward by the supervising faculty at SACON

Name:

Designation

Signature:

PART IV: Details of fees

Fee details	Amount	Bank Draft/Cash Receipt Details
Affiliation fee	Rs.3000/- for Indian Nationals (or) US\$ 50 for Foreign Nationals	
Refundable Caution Fee	Rs.1000/- for Indian Nationals (or) US \$ 20 for Foreign Nationals	

PART V: Acceptance (To be filled in by SACON)

Recommendation of the Research Coordinator		Date		Signature	
Approval of Director		Date		Signature	
Copy	<i>Library</i>		<i>Computer</i>		<i>Laboratory</i>
	<i>Administrative officer</i>		<i>Hostel Warden</i>		<i>Finance Officer</i>

PART VI: Duration of affiliation

From	To

