



ANDHRA PRADESH CAPITAL REGION DEVELOPMENT AUTHORITY

Lenin Center, Vijayawada - 520002

INTERNSHIP POLICY

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1. INTRODUCTION

1.1. BACKGROUND

The Andhra Pradesh Capital Region Development Authority (APCRDA) has come in to force with effect from 30th Day of December, 2014 by the virtue of the APCRDA Act 2014, for the purposes of Planning, Coordination, execution, supervision, financing, funding and for promoting and securing the planned development of the Capital Region including construction and management of the New Capital of Amaravati.

To achieve the humongous task of building a world class capital city for the state requires an organization to be of high caliber professional capacity and functional efficiency. APCRDA in this regard had adopted a hybrid approach of deputing seasoned Govt. officials for kick-starting the foremost activities while merging the existing staff from the erstwhile VGTM UDA. Further, APCRDA has also induced competent professionals from the market through direct recruitment as well as on contract recruitment.

1.2. PURPOSE

It has been estimated that a total of about 778 personnel in various capacities would be required for the full functioning of the organization, less than half of it only have been recruited and are working at APCRDA due to various reasons including dearth of professionals readily available in the market. It is also to be noted that many innovative and new schools of thought emerge from reputed Academia which help in supporting as well as shaping the way industry flourishes and would be of great value in the process of Amaravati's development.

In the above context, while maintaining the professional capacity and functional efficiency is of pivotal importance it would also be highly beneficial to the organization to introduce young and rich talent pool to provide various services in the capacity of Interns. Hence, a relevant policy was needed to be drafted for the organization to allow high caliber individuals from well reputed national institutions pursue Internships at APCRDA and contribute to the development of India's new Urban definition - Amaravati City.

1.3. OBJECTIVES

- The objectives of this policy are as under,
- To establish and strengthen APCRDA - Academia relationship for mutual benefits.

- To encourage new schools of thought across various disciplines of Urban development and innovative ways of implementation at Amaravati.
- To enable exchange of knowledge and latest developments in the fields of City development, Urban services and Governance.
- To provide opportunity for enthusiastic and competent individuals to learn from and contribute to the organization on practical aspects and gain hands on experience.
- To promote brand APCRDA and Amaravati in the reputed world of Academia.
- Short term projects led by various departments towards improvement and development of systems/ policies / plans / studies or similar.

1.4 MODIFICATION AND CHANGES TO THIS POLICY

The Commissioner, APCRDA reserves the right to make any modifications, amendments and additions to this policy as deemed necessary.

1.5 COMPETENT AUTHORITY

- For all matters related to Internships at APCRDA, the Competent Authority (referred to as "Authority" in this document) shall be the Commissioner, APCRDA.
- Any decision made by the Commissioner shall be binding and final in all aspects of Internships at APCRDA.
- The Commissioner may anytime at his/her sole discretion delegate his/her powers in the matters of Internships at APCRDA to any officer or team of officers at APCRDA.

2. SELECTION OF INTERNS

2.1. NOTIFICATION OF INTERNSHIPS

- APCRDA shall notify on its website (www.crda.ap.gov.in) from time to time, the requirement for interns with specification of qualifications.
- CRDA shall invite applications for internship from the reputed Educational Institutes through mail and any other correspondence.
- The details of the Project/ exercise for which the internship is called for, along with responsibilities / outcomes expected from the intern, will be provided in the request for proposal addressed to the reputed educational institutes

2.2. ELIGIBILITY (Who can apply)

- Any Indian National Student pursuing his/her final year of graduation & above level education or within six months of completion of course from any well reputed National, International

educational Institution/University ranked within top 100 of the NIRF ratings and for courses not covered by NIRF ratings NAAC A++ rating institutes is eligible to apply for the Internship, subject to satisfying the following minimum criteria:

- o Discipline of study to be relevant to only those cited in 'Scope of Internship' section
- o Possess at least 75% percentage or equivalent academic credentials in current or latest educational program
- o Should not have had any disciplinary issues/ cases against him/her
- Any Indian National "Young Professional" who has completed his/her graduation & above level education from any well reputed National, International educational Institution/University and has not yet taken up any professional career anywhere is also eligible to apply for the Internship subject to the above minimum criteria.

2.3.APPLICATION, EVALUATION & SELECTION

- Interested applicants should apply in the prescribed format given in 'Annexure 6.1 ' before the prescribed due date. Applications in any other format and/ or received after the prescribed due date shall be summarily rejected.
- Each application should include recommendation for the Internship at APCRDA from the competent Authority of the Institution and a Statement of Purpose (SOP) endorsed by the Academic Guide, where the applicant is pursuing current education. Applications received without recommendation and SOP shall be summarily rejected.
- Young Professionals (as defined in Eligibility section) must include recommendation(s) obtained from experts in respective field of application and/ or from the Head of the Institution where the candidate has successfully completed latest education, and a self-attested Statement of Purpose (SOP) for the Internship at APCRDA. Applications received without recommendation(s) shall be summarily rejected.
- The shortlisted candidates would have to submit all the documents submitted as part of their application, for evidence and evaluation during screening process. Candidates failing to furnish any of the documents of evidence during the screening process shall be disqualified from further process.
- An 'Internship Screening Committee' shall be constituted by Commissioner APCRDA, which would be responsible for the entire evaluation, selection process and recommendation of the interns for Internship at APCRDA. The screening, evaluation and selection of Interns would purely be on merit basis only from the students of top 50 NIRF ranked institutions under different categories in the country. For certain courses which are not offered by reputed

National Institutes/Universities, but which are offered by State Universities/UGC recognized universities, Colleges of NAAC A++/A+.

- Any sort of canvassing by any person during the process of screening, evaluation or selection process of Internship would immediately disqualify the applicant and may also be declared ineligible for further application.
- The final topic of dissertation shall be decided after discussion with the selected intern and keeping in view the relevance to APCRDA.

3. PERFORMANCE DURING INTERNSHIP

3.1. SCOPE OF INTERNSHIP

- Interns will be engaged for on-going research, projects and programmes across the following functions of APCRDA:
 - o **Engineering:** Civil, Structural, Geo technical, Highway/Transportation, Electrical, Power systems, Mechanical, HVAC, Facilities and Services, Fire and safety, Water supply, Sanitation, Environment.
 - o **Planning:** Urban and Regional, Infrastructure, Transportation, Environment- Architecture, Landscape Architecture, Urban Design, Interior Designer.
 - o **Environment:** Environment Sciences, Ecology, Environment Management, Sustainability, Resources Management, Climate science, Biodiversity, renewable energy, Environment Economics, Meteorology, Waste Management.
 - o **Economic development and management:** Economics, International business, Marketing, Finance, Entrepreneurship, Investment, Risk management, Statistics, Construction Management.
 - **Others:** GIS, Computer Science, IT, Contracts Management, Database Management.
 - o any other discipline as determined by the Commissioner, APCRDA from time to time.
- Selected interns shall be placed in a department of APCRDA based on their qualifications, areas of interest and needs of the Authority. The department head or a Senior staff of the department will be assigned to each intern as "Guide". The intern will work under the guidance of her/his Guide.
- Each Intern will be provided with basic logistic support i.e. office space, PC, stationary, instruments etc., as decided by the Authority from time to time.
- Internship at APCRDA is a pure academic exercise and shall not be in any manner considered eligibility for any jobs existing or posted at APCRDA.
- Any sort of Canvassing by any person(s) related to Internship for converting into any job at APCRDA shall be strictly prohibited.

3.2. DURATION AND EMOLUMENT

- Duration of the internship will normally be for a period of 3 -6 months but can be extended further based on the need of the Intern/Institution and as decided by the Authority.
- It is encouraged that the Interns obtain sponsorship from their respective Institutions for undertaking the Internship at APCRDA and applications with tied sponsorship would get preference over others.
- However, for eligible deserving outstation candidates who could not obtain prior sponsorship, the Authority would decide to pay a fixed consolidated Stipend for the duration of the Internship in the below manner, as recommended by the Internship Screening Committee:
 - o Graduate Interns Upto Rs. 7,500/
 - o Post Graduate Interns Upto Rs. 10,000/
 - o Young Professionals Upto Rs. 15,000/-
- The amount of stipend may be revised from time to time at the discretion of the Authority.

3.3. CONDUCT DURING INTERNSHIP

- Interns are expected to work within the premises of APCRDA or any other place decided by APCRDA from time to time
- Interns shall diligently follow the working hours and days of APCRDA mandatorily and would support their reporting Guide in all extended work times, if necessary.
- All the interns would be induced with a brief training about disciplinary as well as safety rules of APCRDA while joining, and every intern shall follow the same during his/her duration of internship.
- Any absence during working hours/ uninformed leaves would result in disciplinary action against the Intern and may also result in extension of the period of internship without any stipend, if being provided.
- Interns may take informed leaves during their internship upon approval of the respective HOD at APCRDA and shall compensate their absence with extended working, if required.
- Interns shall be provided with necessary access to office infrastructure and stationary, as per availability. All the Interns would be provided with PCs and preapproved access to data, as decided by the respective HOD at APCRDA.
- Every Intern is expected to maintain utmost confidentiality regarding all the data he/ she is given access to. Any breach of confidentiality shall be treated with strict disciplinary action against both the Intern as well as the APCRDA Guide and the Intern would

also be immediately dismissed from his/her internship and shall be declared ineligible from further applications to APCRDA.

- If for any reason, an intern would like to discontinue from internship the same shall be intimated to the Guide and respective HOD at APCRDA at least 10 days in advance. Only after clearance from the HOD at APCRDA regarding unfinished work, office material and/ or data, shall the intern be relieved from his/her internship.
- If any unsatisfactory performance of the Intern, including that of disciplinary conduct, is found then the HOD at APCRDA reserves the right to dismiss the intern without any obligation. The decision of the HOD and/ or APCRDA shall be final in this regard.

4. COMPLETION AND AWARD

- Every Intern will submit a draft dissertation of the assignment to the guide before conclusion of her/his internship for approval and grading. Interns may also be required to make a presentation before all HODs & the Commissioner at the end of their internship.
- All rights on the data created and/ or documents prepared during the internship by the interns would become the property of APCRDA. Any data and/or document prepared by the intern should be duly authorized by his/her Guide and HOD at APCRDA for submission at Institutions and/ or external forums.
- All submissions of data and/or documents outside APCRDA by Interns should be duly referenced to their Guide and HOD at APCRDA. Similarly, APCRDA shall provide due credit to the documents and/ or data prepared to respective interns.
- At the end of the successful completion of internship, the interns will be awarded a 'Certificate' along with a grading based on their performance. All the high quality dissertations which are given grading "A+" (Excellent) or "A" (Very Good) will be displayed on the website of APCRDA.

5. OVERALL GOVERNANCE

5.1. CAPACITY ALLOCATION

- The total capacity of Interns across all divisions of APCRDA shall be not more than **50** at any given point of time in the year, subject to a maximum of **100** interns per year.
- The ratio of interns from AP State against outside AP State would be 50:50. The capacity of Interns based on their educational qualification i.e., Graduates, Post Graduates, Management Graduates, Research Scholars would be decided as per requirements of APCRDA and as recommended by the 'Internship Screening Committee' for the approval of the Authority.
- References from employees of APCRDA regarding eligible applicants under 'Family & Friends relationship' would be given

preference subject to a maximum of 3 interns put together per year across all divisions of APCRDA.

5.2. ROLE OF HR

- The Joint Director (HR) shall be responsible for the entire Internship program at APCRDA.
- The HR division shall contact and/ or receive Intern requirements from HODs, by end of March every year, and consolidate the same for further approval by the Commissioner.
- The HR division shall also, if necessary, contact and/or receive requirements from premier Institutes by end of September/October every year, and consolidate the same for further approval by the Commissioner.
- The HR division shall post the Internship requirements on the APCRDA website from time to time and invite applications.
- Post approval of the Commissioner, the HR division shall convene an 'Internship Screening Committee' to conduct the screening, evaluation and selection process.

5.3. CONTACTS

- For all practical requirements regarding the Internship program, the Joint Director (HR) shall be the single point of contact.
- Prospective applicants and/ or participating Institutions can contact APCRDA regarding information about Internship opportunities at internships@apcrda.org
- The mailing address for Internships at APCRDA shall be:
Joint Director (HR),
APCRDA, Lenin Centre, Governor pet,
Vijayawada, Andhra Pradesh - 520002

6. ANNEXURES

- 6.1 Application Form
- 6.2 Undertaking of integrity & confidentiality
- 6.3 Evaluation Form
- 6.4 Internship Completion Certificate

6. ANNEXURE

6.1 Application Form

APCRDA Internship Application Form



APCRDA

Note: you will be contacted only if APCRDA wishes to pursue this application. Please also note that, All fields marked by an (*) are mandatory.

1. First Name * Last Name*
 Other Name
 2. Telephone*
 3. Address* 4. City/ Town*
 5. State/ Province 6. Zip/Postal Code*
 7. Name of the Educational Institute
 8. E-mail address
 9. Date of Birth*
 10. Nationality
 11. Sex* Female Male
 12. KNOWLEDGE OF LANGUAGES
 What is your mother tongue?*

Other languages	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. EDUCATION

University or college or equivalent

Name, place and country	Years attended		Degree obtained or expected (indicate expected date of graduation)	Main course of study
	From	To		

14. What are your preferred areas of work? You can select more than one (√)

- Planning
- Community & social services
- Architecture
- Engineering
- Landscape & Environment
- Traffic & Transportation
- Geographic Information System (GIS)
- Housing & Building
- Human Resource
- Project Management
- Economic & Statistics
- PPP Projects & Project Financing
- Branding and Marketing
- Office IT & Its.

15. What are your objectives in undertaking an internship with APCRDA? How does it fit within your career plan*?

16. Please describe any previous practical experience you may have had.

17.

Preferred Date for Internship*	<input type="text"/>	<input type="text"/>
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Signature of the Guide/Head of the
Department

Signature of the Applicant

Date & Place

6.2: Undertaking of Integrity & Confidentiality

I Mr / Mrs, thank the APCRDA for agreeing to impart internship to me for Week / days fromto..... in discipline.

In view of the above, I hereby declare and undertake that I will faithfully, truly and to the best of my skill and ability, utilize this opportunity of internship. And I will maintain integrity and complete confidentiality in relation to the matters of APCRDA.

Further, I also declare that I shall not publish/share any information, data, documents pertaining to APCRDA during my internship without prior written approval of the Commissioner, APCRDA.

Signature:

Address:

Signed in the presence of

- 1)
- 2)

6.3. Evaluation Form

Intern Name :

Name of Mentor :

Division :

Department :

Educational background of the Intern:

Details of Project taken up:

Final Project Report Submitted in Complete form:- YES/ NO

Overall rating of the project: - Outstanding/ Good/ Satisfactory/ Not up to the mark

Desired Competencies:

Please consider the list of competencies required to a successful intern and rate the intern on each of them. Tick the appropriate box and jot brief notes of evidence of such competency obtained during the interview. An indicative list of competencies is given below;

Competencies (Please Tick)	A	B	C	D	Evidence (Jot down points highlighting evidence of these competencies)
Understanding of the project in brief					
Probing skills (ask relevant questions seeks information)					
Project planning skills					
Technical Expertise (Content)					
Analytical ability					
Collaboration & Team Work					
Adherence to Time Line					

Qualitative Comments on the Intern:-

Should the intern be considered for awarding the certificate of completion of internship:- Yes/No

Signature of the Project Mentor with his/her Designation

6.4. Certificate of completion of Internship

This is to certify that Mr/Ms..... has successfully completed his/her internship from to InDepartment..... ..Division under the guidance of Sri / Smt at APCRDA.

Guide, APCRDA
APCRDA

HOD, APCRDA

Commissioner,