

Wildlife Institute of India
Chandrabani, Dehradun

No.: WII/ADM/NOEA/2023/Internpolicy

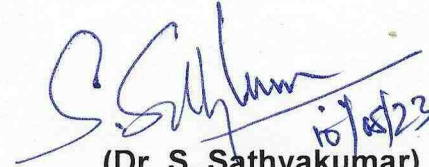
Dated 10.08.2023

OFFICE MEMORANDUM

Sub.: Implementation of the Intern and dissertation student engagement policy and associated rules at WII -reg.

The institute imparts training to students of different academic backgrounds and scholar levels (B.Sc., M.Sc. etc.) under the WII Internship and Dissertation Programs. In this regard, a policy document has been prepared and it has been decided that the same will be implemented at WII. The policy document is attached herewith as Annexure I. The same will be implemented from August 2023 onwards at WII.

This issues with the approval of Competent Authority.


(Dr. S. Sathyakumar)
Scientist-G & Registrar
Registrar
WILDLIFE INSTITUTE OF INDIA
Dehradun, Uttarakhand

Distribution:

1. PPS to DWII
2. PA to Dean
3. All Faculty/Sectional Head
4. Dr. Samrat Mondol, N.O, External Affiliation, Interns and AcSIR
5. Dr. Lallianpuii Kawlni, A.N.O, External Affiliation, Interns and AcSIR
6. Finance Officer
7. Deputy Registrar
8. Guard File

Rules of engagement of students under WII-Internship and B.Sc./M.Sc. Dissertation Programs

The institute imparts training to students of different academic backgrounds and scholar levels (B.Sc., M.Sc. etc.) under the WII Internship Program. Students interested in getting trained in various aspects of wildlife research or gather expertise in specific areas of research interests approach concerned faculties of their choice, and are provided opportunity to work under the same faculty following necessary academic approval process. The institute offers either paid/unpaid internship opportunities to students at various levels depending on their experiences.

In addition, WII also encourages interested students to take up B.Sc./M.Sc. dissertation research (up to maximum six months to one year duration) under supervision of WII faculties. This document details the general rules of engagement of various types of interns and dissertation students at WII.

- 1) Internship programme is open for all students starting from undergraduate level onwards but paid internship is only available for students who has completed their Bachelor or Master's degree. Any student who is undergoing their regular courses will not be eligible for paid internship.
- 2) The paid internship positions are of ad-hoc nature and will be engaged by the PI of the respective projects (depending on the availability of funds and project requirements) following the above rule. The amount of fellowship under the paid internship program are as follows:
 - a) Bachelor's graduate (without experience): Rs 10000/- per month (for six months)
 - b) Bachelor's graduate (with 1 year experience): Rs 12000/- per month (for six months)
 - c) Master's graduate ((without experience): Rs 12000/- per month (for six months)

- d) Master's graduate ((with 1 year experience): Rs 15000/- per month
(for six months)

However, the PI will decide the fellowship amount among the above-mentioned schemes depending on the budget availability of the projects. Under no circumstances the monthly fellowship will go beyond this scale for paid interns. No candidate with ongoing Master's course will be offered paid internship under Bachelor's graduate category.

- 3) In all cases, the student has to process his/her application through the concerned PI by filling the application form (internship form available in WII Intranet) to the NOEA/ANOEA through e-file, who will send the proposals to Dean, FWS for approval. The paid intern student application will require approval from the Director, WII. Only the unpaid intern students will pay the internship fee to the institute. Once necessary approvals are accorded by the Dean, FWS the student need to pay non-refundable fees of Rs. 5000/- (for six months only) to the NOEA Revolving Fund (details available in the application form) and forward his/her application with the payment transaction proof through PI to the NOEA for issuance of necessary office order. The paid interns (working under a project) will not pay any institute fee.
- 4) The tenure for the unpaid internship period is for six months only. In case for any further extension is required for project activities, the same need to be approved by the Dean, FWS. For such extensions, no additional institute fee will be charged by the institute. For paid intern student extensions, approval from Director, WII is necessary.
- 5) For B.Sc./ M.Sc. dissertation applicants, the student has to process his/her application through the concerned PI by filling the application form (Dissertation form available in WII Intranet) to the NOEA/ANOEA through e-file, who will send the proposals to Dean, FWS for approval. Once necessary approvals are accorded by the Dean, FWS the student need to pay non-refundable fees of Rs. 10000/- to the NOEA Revolving Fund (details available in the application form) and forward his/her application with the payment transaction proof through PI to the NOEA for issuance of necessary office order. No extension will be provided to the Dissertation students beyond the approved date.

Internship / M.Sc. dissertation engagement procedure:

- PI generates e-file for internship/ M.Sc. Dissertation projects with filled forms (see attached forms) and forward to NOEA/ANOE
- NOEA/ANOE takes necessary approval from Dean/FWS and further, as required
- After approval is accorded, NO/ANO send the file to PI. PI ensures the relevant payment of fees to the NOEA Revolving fund (account details are in the forms)
- The fee payment receipt is enclosed in the e-file by PI and the file is sent to NO/ANO.
- The necessary office orders are issued and communicated to the student and file is sent back to PI. A record of the student detail is kept in the NOEA office.
