



ATMA Research & Development Centre

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ATMA Foundation

Internship Policy

ATMA Foundation is a Civil Society Organisation committed to community development as well as empowerment of individuals & families. We believe in bringing more professionalism to CSOs. The ATMA Research & Development Centre [RADC] is the wing of ATMA Foundation that is dedicated to academic collaboration and actionable research in the development sector. ATMA Foundation, under RADC, offers internship opportunities to students who are pursuing Post Graduate courses in different streams.

The following guidelines outline the spirit of the ATMA Internship Programme and shall serve as a pointer to student interns while they are here.

The greatest strength of ATMA Foundation is our team of volunteers who dedicate their time, resources and energy to support this good cause. We consider student interns as intern volunteers.

At ATMA, we believe that internship is a mutually beneficial programme – as the students learn the ground realities of development work, the organization is able to utilize the energy and expertise of the students to take forward its initiatives. Hence we seek from the students a commitment to the organisation's work, and respect towards its beneficiaries, staff, volunteers and other stakeholders.

Being a part of a committed voluntary organisation that provides learning opportunities interns should understand that they are joining an ongoing work and active system. Hence expectations should match with the realities on ground and any intern should be willing to contribute to and meet the requirements of the organisation at a given part of time.

- Internship opportunities will be offered to students of those colleges who sign a memorandum of understanding for cooperation with ATMA Foundation
- The Internship application should be sent well in advance, with recommendation from the Faculty Supervisor.
- The internship will be confirmed by ATMA Foundation after an online interview with the applicants
- The faculty supervisor from the college should support the ATMA team in regularly reviewing the work of the interns.

- The internship must be of minimum 21 days duration. However, this rule may be relaxed in exceptional cases, depending upon the nature of work available at any time.
- Student interns will be given opportunities to familiarise with the ongoing projects at the time of internship, and the regular activities of the organisation - including office administration, fundraising, documentation, communication, organising programmes, etc. Depending on the timing and duration of the internship, interns may also have a chance to participate in research projects.
- All student interns are expected to take part actively in all the activities of the organisation, and take up any of the above-mentioned work areas that is assigned to them. This may include office management, documentation, compliance related work, event coordination, field work, surveys, fundraising, digital media management, research etc – all activities that are relevant and essential to the functioning and development of a vibrant CSO. Students cannot insist that they will do/don't do only a certain kind of work.
- On accepting an internship with ATMA, every intern undertakes that he/she will uphold the goodwill of ATMA Foundation and adhere to its policies. Interns are expected to follow proper behaviour, office timings, rules and dress codes and should work as per the guidance of the supervisors in the organisation.
- Case work/ case study is not permitted if it requires any kind of background information about individuals. Interventional case studies may be allowed strictly under the guidance of the supervisor.
- Interns will have to make their own arrangements for travel, food & accommodation and there is no provision for any stipend.
- For confirmation, applications must be received well in advance along with a reference letter from the head of institution / head of the department with all details.
- Any intern is expected to study the website of ATMA Foundation (www.atmafoundation.org) and familiarise/subscribe/follow with all social media handles of ATMA before joining.
- We expect a professional and personal discipline from each intern and inability to uphold the same might result in discontinuation of the internship.