



GOVERNMENT OF ARUNACHAL PRADESH
ARUNACHAL STATE RURAL LIVELIHOODS MISSION
ITANAGAR



E-mail: srlmceo@gmail.com / srlm.arunachal.gov.in

No. ArSRLM-11011(16)/4/2022-ArSRLM-ASRLM- Part (3) (Comp. No. 255976)

Dated: Itanagar the 21st July 2025.

OFFICE MEMORANDUM

Sub: Standardization of Internship Application Procedures.

In view of the substantial increase in internship requests subsequent to the rollout of the National Education Policy (NEP) 2020, it has become essential for the organizations to adopt a uniform and structured framework for processing such applications. This memorandum outlines the standardized tools, documents, and procedures to be adhered to by all DMMUs and BMMUs, ensuring procedural clarity, timeliness, and institutional consistency.

I. Standardized Documents to Be Issued.

All internship applicants must be provided with the following materials:

1. The Internship Application Form shall be issued to the applicant upon receipt of an initial inquiry or expression of interest, along with the Terms of Reference (ToR).
2. The Declaration & Undertaking is to be signed by the applicant after a thorough review of the Terms of Reference (ToR).
3. The Internship Processing Checklist shall serve as a procedural guide, outlining internal workflows, designated roles, and indicative timelines for processing internship applications.

II. Procedural Guidelines.

Upon receipt of any internship-related correspondence or application, the respective unit shall:

1. Issue the Internship Application Form, Declaration and Terms of Reference to the applicant.
2. Ensure that the Terms of Reference are reviewed thoroughly by the applicant prior to signing the Declaration & Undertaking.
3. Adhere strictly to the Internship Processing Checklist to facilitate streamlined handling and avoid undue delays.
4. Submit the completed application to SMMU-HR via email through the designated escalation channel i.e. BMMU - DMMU - SMMU.

Your compliance with the above procedures is expected. This framework shall be effective immediately and remains applicable to all internship engagements processed henceforth.

Sd/-

(Sangeeta Yirang)

CEO-cum-State Mission Director
Arunachal State Rural Livelihoods Mission
Government of Arunachal Pradesh
Itanagar

Memo No. ArSRLM-11011(16)/4/2022-ArSRLM-ASRLM- Part (3) (Comp. No. 255976)

Dated Itanagar the 30th July 2025.

Copy to:

1. The COO (P), DAY-NRLM, ArSRLM, for information and action.
2. The COO-Skills, DDU-GKY, ArSRLM, for information and action.
3. All DMMs, ArSRLM, for information and compliance.
4. All BMMs, ArSRLM, for information and compliance.
5. All District Anchors, ArSRLM, for information.
6. All SMMs, ArSRLM, for information.
7. All PMs, ArSRLM, for information.
8. The HR Section, ArSRLM, for information and compliance.
9. The KMC Section, ArSRLM, for information and necessary action.
10. The Account Units for information.
11. Office Copy

(Sangeeta Yirang)

CEO-cum-State Mission Director
Arunachal State Rural Livelihoods Mission
Government of Arunachal Pradesh
Itanagar



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**Terms of Reference , Policies and Procedures
for Internship and Field Placement**

ArSRLM is an autonomous Society registered under the Society Registration Act of 1960 under the aegis of the Government of Arunachal Pradesh. It is the Nodal Agency for implementing the NRLM / Aajeevika schemes in the state and agency for mobilisation of rural poor women into member owned member-controlled collectives or institutional platforms with a view to enable them to access gainful self-employment and skilled wage employment opportunities in a manner that all rural poor households are able to maintain a minimum acceptable quality of life.

The Mission embodies the principles and vision of NRLM while keeping in mind the unique features of the State.

1. NATURE OF WORK OF ArSRLM:

1.1 Orientation:

- 80% Field Orientation - 20% Data Management and Reporting
- Presence in SHG meetings, PLF meetings
- Anchoring and advocating needs of SHGs and / or their federations to line departments.

1.2 Household coverage:

- Done through getting one mother / Didi into SHG network. One mother / Didi per family in a SHG.

1.3 SHG:

- All SHGs are independent and informal institutions of rural poor women.
- These SHGs are to be dedicatedly supported by mission staff initially and later by the federations.
- Just as growth of a child the SHG also attains strength over a period of time


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1.4 PLF:

- Primary Level Federation
- They are formed by bringing several SHGs under a common leadership.
- All Federations are member owned and member-controlled institutions.
- These federations are to be supported in a similar manner as was done for SHGs.
- Take up aspects related to social inclusion, gender equity, nutrition, health, sanitation.

1.5 CLF:

- Cluster Level Federations
- Apex level of federations of the SHG network.
- Formalised institutions
- Expected to support all the PLFs and through the PLFs, all the SHGs in their area of functioning.
- Take up aspects related to social inclusion, gender equity, nutrition, health, sanitation.

2. INTERNSHIP:

ArSRLM's volunteer and internship programme provides an opportunity to gain an insight into the development sector through hands-on grassroots work. ArSRLM hosts interns from leading academic institutions across India, Northeast, Arunachal Pradesh and believes that they can create a large impact in the Society. Interns can work across our programme areas and have the opportunity to spend a significant amount of time in the field. The internship is meant for those seeking to gain work and life experience, and want to contribute something back to the society. Interns may also develop a customised project according to their interests and the needs of the organization.

2.1 Purpose:

- To Provide opportunities to the young to experience and feel inspired to contribute to the development sector.
- Build linkages with educational institutions.
- Enhance the potential pool of young people who may enter the field of development.

2.2 Objectives:

At the end of the Internship, the Intern would have:

- Enhanced their appreciation for rural realities
- Enhanced their appreciation for development challenges
- Had the opportunity to put into practice some aspects of their learning from their classrooms



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- This internship will help the intern understand ArSRLM approaches, Poverty related issues in the state in particular, country in General and broaden his/her understanding of ArSRLM's missions and obtain the working experience of the system.

2.3 Duration:

- Minimum of 15 Days as per ArSRLM or
- Based on the Requirements of the academic curriculum

2.4 Financial Aspect: No stipend is offered for Internship. Candidates are expected to make their own arrangements for travel. The candidates shall be accommodated at SHG Household by the Field Supervisor and Pay rent at the rate of Rs 500 per day to the PLF and CLF as per the ArSRLM norms for Rural Attachment test, and help the Intern settle in her/his location. However, no request for desired location placement for Internship shall be entertained. Each Intern will be attached to a 'Block Mission Manager' who will act as a field Supervisor of the Intern and extend support facilitating the Intern's stay and exploration.

2.5 No Internship Certificate shall be provided from ArSRLM. However, An Assessment report shall be shared to the Institution by the concern Field supervisor in the format duly issued by the institution.

Person seeking to volunteer/Intern with ArSRLM, may submit an Application duly forwarded by HOD of the Institution addressing to CEO cum SMD , ArSRLM in the following mail id: srlmceo@gmail.com , coopsrlm@gmail.com, smmhrarsrlm@gmail.com.

3. QUALIFICATIONS AND SKILLS

- 3.1 Enrolment in an undergraduate/graduate degree programme of a recognized institution in a relevant programme
- 3.2 Good written and oral communication skills in English
- 3.3 Ability to plan and organise work
- 3.4 Resourcefulness, initiative, enthusiasm and detail-oriented
- 3.5 Ability to work in a multi-cultural team environment
- 3.6 Very good computer skills including knowledge and experience in all Microsoft Office software (PowerPoint, Word, Excel, Outlook, etc)


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- 3.7 Tech-savvy with knowledge of social networking tools, etc., is an asset
- 3.8 Demonstrate commitment to ArSRLM mission, vision and values
- 3.9 Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

4. SPECIFIC TASK TO BE PERFORMED BY THE INTERN:

- 4.1 Submission of report to SMM HR with a forwarding addressed to CEO cum SMD ArSRLM
- 4.2 Impact Assessment Framework on assorted set of topics to be done
- 4.3 Need to arrive at conclusions on functioning of the mission support system and corresponding impact. Sharing of the overall framework with concerned Institutions for the purposes of grading of reports.
- 4.4 Explanation of Roles and Responsibilities / Functions
- 4.5 Assist the programme team in coordinating with partners and stakeholder on activities, events, trainings etc
- 4.6 Other tasks as assigned

5. INSTRUCTIONS:

- 5.1 **Be very courteous:** The SHG mothers are core of the largest self-employment and behaviour change development programme of the planet as on date. They are critical for ArSRLM and are held in highest esteem.
- 5.2 Explain your role / task to each SHG / PLF / CLF you visit and seek their permission before data collection and analysis. Do not proceed unless they give permission.
- 5.3 **Do NOT** advise or judge the SHG network.
- 5.4 **Do NOT** attempt to influence the process of functioning of SHGs / PLFs / CLFs
- 5.5 **Do NOT** promise anything (any additional support).
- 5.6 **Try to understand the WHY of things of the responses.**
- 5.7 Try to analyse the responses from the perspective of the mother and the corresponding institution concerned.
- 5.8 Since this is an Impact Assessment exercise, there is a need for collecting additional (secondary)

information for the purposes of framing student wise construct for assessment.

PREVIOUS ASSIGNMENTS FOR REFERENCE:

Assignment 1:

Sl.	Broad Areas to be probed	Responses	Remarks
1.	Presence of officials in the field	From the officials themselves and from the community.	Officials can include non-mission staff
2.	Functioning of SHGs	From the mission staff, cadres, SHG members	<ul style="list-style-type: none">✓ Formation support - i.e., whether formation of SHG was facilitated by mission staff or by Internal / External Community Resource Persons✓ Numbers of visits made by officials to the SHG in their meetings.✓ Numbers of meetings being done✓ Issues in weekly nature of transacting business Support provided by mission staff in terms of resolution of issues


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Assignment 2:

Sl.	Broad Areas to be probed	Responses	Remarks
1.	<p>Utilisation of Grants</p> <ul style="list-style-type: none"> • Revolving Fund (RF) • Community Investment Fund (CIF) 	From the community.	<p>Which fund was received when?</p> <p>How much time it took to receive revolving fund after the SHG was formed (the first meeting date of SHG is the date of formation of SHG).</p> <p>How was the fund used? - Interloaning / Extension as non-refundable grants for any consumption purposes.</p> <p>How many times have the money rotated? What is the velocity of lending (how many times the grants have been extended as internal loan?</p> <p>What is the basis for deciding on a SHG member or a SHG in the case of extending loan from CIF.</p> <p>What is the velocity of lending of CIF</p>


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Assignment 3:

Sl.	Broad Areas to be probed	Responses	Remarks
1.	Bank Credit	From the officials and from the community	<ul style="list-style-type: none"> ✓ When was the bank credit received? ✓ How long did it take to receive bank credit after the submission of loan to the bank? ✓ Who has done the coordination with bank for ensuring loan availability? ✓ What was the nature of loan - Cash Credit or Term Loan? ✓ How many instalments are pending as on date? ✓ Has there been any default in terms of repayment to the banks? If so, details pertaining to default, and how was the default made good?
2.	Functioning of PLFs	From the officials and from the community	<ul style="list-style-type: none"> ✓ What is the role of a PLF? How is the PLF being supported by ArSRIM? ✓ How many meetings are done? ✓ Is the PLF satisfied with its own performance or not and reasons thereof.


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Internship Application Form

Passport
Size Photo

A. PERSONAL DETAILS

Full Name (in block letters) : _____

Date of Birth* : ____ (DD)/ ____ (MM)/ ____ (YYYY)

Gender : ☐ Male ☐ Female ☐ Other

Permanent Address : _____

Present Address (if different) : _____

Mobile Number : _____

Email ID : _____

* Applicants below 18 Years of Age will need to produce consent from Parents/Legal Guardian to pursue internship with the Organization.

B. HIGHEST EDUCATIONAL QUALIFICATION:

Exam Passed/Appeared	Name of Institution	University/Board	Year of Passing	Percentage/Grade

C. INTERNSHIP DETAILS

Course Currently Pursuing : _____

Name of College/University : _____

Internship Duration : From: _____ To: _____ Weeks.

Preferred Location : _____ (Block/District).

Name & Designation of Faculty/Supervisor Incharge : _____

Contact Details of the Faculty/Supervisor Incharge : _____ (m) _____ (eMail)

Purpose of Internship / Areas of Interest:

Whether Internship is a Curriculum Requirement? ☐ Yes ☐ No
(If Yes, attach a recommendation letter from the institution)



D. DECLARATION

I, _____, hereby declare that I am the ☐ Applicant / ☐ Parent / ☐ Legal Guardian of the applicant _____ (Name of Applicant), and that all information provided in connection with the internship is true and accurate to the best of my knowledge and belief.

I understand and acknowledge that the internship offered by ArSRLM is voluntary, does not constitute an offer of employment, and provides no assurance of future engagement with the organization. I further confirm that the internship is solely intended for academic and educational enrichment and carries no remuneration or employment benefits.

I/my ward undertake(s) to adhere to all applicable policies, rules, and regulations prescribed by ArSRLM for the duration of the internship. I confirm that I have read and understood the **Terms of Reference (TOR)** governing the internship and agree to fulfil the responsibilities and expectations outlined therein.

I/my ward affirm(s) that any information, documents, or data accessed during the internship shall be treated as confidential, and shall not be disclosed, reproduced, or misused without prior written approval of the competent authority at ArSRLM. I understand that unauthorized use or disclosure may result in disciplinary and/or legal consequences.

I/my ward accept(s) full responsibility for all actions and conduct during the internship period. I/my ward shall not engage in any unlawful activity or behavior inconsistent with the rules, values, or code of conduct of ArSRLM. I/my ward shall not consume or be under the influence of intoxicating substances during the internship.

I acknowledge that violation of any internship guideline or code of conduct, including engagement in prohibited or inappropriate behavior, may lead to immediate termination of the internship, and I accept full responsibility for any resulting consequences.

This declaration is made voluntarily and with full awareness of its implications.

Date: _____ Place: _____

Signature of Applicant (Parent/Legal Guardian): _____

E. FOR OFFICE USE ONLY

Date of Receipt: _____

Verified by (BMM/DMM): _____ (Name, Signature & Seal)

Remarks (if any): _____

Signature
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Arunachal State Rural Livelihoods Mission



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Internship Application Processing Checklist:

✓	Task Description
<input type="checkbox"/>	The application request must be submitted at least 15 days prior to the proposed start date of the internship . If the proposed date does not meet this minimum requirement, the applicant must be asked to revise the start date accordingly before processing.
<input type="checkbox"/>	The application form must be completely and accurately filled by the applicant.
<input type="checkbox"/>	Ensure that the applicant has been provided a copy of the Terms of Reference (TOR) and that he or she has read and understood it prior to signing the Declaration and Undertaking .
<input type="checkbox"/>	The form must be verified and signed by the concerned BMM/DMM of the Block/District where it was submitted.
<input type="checkbox"/>	The DMM may conduct cross-verification of details and documents before submission to the HR Section.
<input type="checkbox"/>	The application must be submitted to SMMU within 3 days of receipt at DMMU/BMMU level.
<input type="checkbox"/>	All required supporting documents (e.g., government-issued Photo ID, College Id, educational certificates etc.) must be enclosed, complete, and legible.
<input type="checkbox"/>	The application must clearly specify the internship duration, Area of Interest and Name Designation & Contact Details for the Reporting Supervisor/Faculty .
<input type="checkbox"/>	Original copy of the complete application set must be retained at the DMMU/BMMU level for institutional records.
<input type="checkbox"/>	Any incomplete or deficient applications must be returned to the applicant within 2 working days, along with appropriate remarks.

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