
Application for SPRINGEX-2023 internship

Chitali Kohli <marcon1.nmf@gmail.com>

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To: Suchit Reddi <rs521@snu.edu.in>

Cc: Vice Admiral Pradeep Chauhan <directorgeneral.nmfIndia@gmail.com>, execdirmf@gmail.com, National Maritime Foundation <maritimeindia@gmail.com>

Dear Mr Suchit Reddi,

I am delighted to confirm that you have been accepted for the NMF's 'Spring 2023' Internship Programme. Congratulations!

As mentioned in our "Call for Applications", the Spring-2023 Internship Programme will commence on 08 February 2023.

What each applicant for the "Spring Internship Programme-2023" should expect from the NMF and what the NMF expects in turn, is detailed in the NMF's Website (<https://maritimeindia.org/internships/#toggle-id-1>), which each of you is encouraged to carefully and diligently peruse.

This internship will provide you with many opportunities to meet and interact with not only members of the Foundation's own highly qualified faculty and staff, which consists of a healthy mix of uniformed and civilian researchers, but also with eminent maritime practitioners and subject matter experts (SME) drawn from the NMF's partners from across the world. During this period, you will attend a series of orientation lectures conducted by NMF's Director- General, Vice Admiral Pradeep Chauhan, and other senior members of the Foundation's research faculty. You will also be expected to undertake some assigned tasks from time to time. If you have any questions related to any aspect during the course of your internship, please feel free to contact me.

In the meantime, we would like to reiterate a few features of this internship programme:

First, we would like to emphasise that *both* variants of the internship programme, namely, SPRINGTERN-2023 and SPRINGEX-2023, will commence on **Wednesday, 08 February 2023**. This date is non-negotiable. Please do not skip this date.

Second, interns will be permitted to take a leave for a maximum of five working days during each three-month internship. In other words, leave may be availed for a maximum of five working days between 15 February 2023 and 04 May 2023, and for another five working days between 08 May 2023 and 03 August 2023. You are expected to conform to this stringently. Failure to do so will result in the termination of your internship with the NMF. Please note that requests for leave will only be considered upon prior notification, via email to me (I am your 'Internship Coordinator'). My email address is marcon1.nmf@gmail.com. Your application must be copied (CCed) to the Executive Director (ED). The ED's email address is execdirmf@gmail.com. Remember, a mere application for leave from you is NOT sufficient. It needs to be formally granted. You will be intimated accordingly, by me, via email. Please do NOT use WhatsApp for your correspondence with the NMF.

Finally, you are expected to dress formally. The NMF maintains a strict dress code. This, once again, is a non-negotiable and mandatory feature. For gentlemen, this incorporates a full-sleeved business-formal shirt and a matching necktie. Hair (including beards and/or moustaches wherever applicable) must be neat, combed, and tidy, reflective of sartorial elegance and good grooming. Even for online meetings and orientation sessions, the dress code for gentlemen remains, at the very minimum, a full-sleeved formal shirt and a tie. While we are reluctant to specify the attire for ladies, we believe that the lack of specificity can be as confusing as the

provision of too much specificity. Accordingly, some indicative pictorial guidance is offered on the NMF website which can be viewed at (<https://maritimeindia.org/internships/#toggle-id-5>)

Please ensure that you do the following BEFORE you join the NMF Internship Programme:

Visit the NMF website at (<https://maritimeindia.org>) if you have not already done so and explore its several sections, including the profiles of the Research Faculty and the Research-Support Faculty. In particular, do spend a great deal of time and energy upon the content within our 'Publications' tab. You may also check out the Foundation's social media profiles (LinkedIn, Instagram, and Twitter) to acquaint yourself with organisational developments.

We have two sessions scheduled for Wednesday, 08 February 2023:

Session 1 (1030-1300): Presentation by the DG: Overview of the NMF and its underpinnings.

Session 2 (1430-1700): Administrative Actions and Familiarisation with the NMF (Identity cards, Mess Visit, etc.). Once you commence your internship, you will find all necessary updates related to the internship available in what is called the "NMF Scheduler." This document is continually updated by the Director-General and it indicates the activities scheduled for the day, as also for the period that lies ahead. It is also a primary archival tool.

Please email your confirmation (on this thread) by **Tuesday, 24 January 2023**. Once we have received your confirmation, we will email you further instructions and details.

We look forward to having you with us and wish you a successful internship. Once again, allow me to wish you a very warm **welcome to the NMF Family!**

Warmly,
Chitali Kohli
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