

Karnataka Incubation Foundation (KIF) - Internship Policy Guidelines

Karnataka Incubation Foundation (KIF) welcomes motivated and enthusiastic interns who are committed to rural development and social impact. To ensure clarity and mutual understanding, the following policy guidelines apply to all interns working with KIF.

1. Selection Procedure

- All interns must go through a formal **selection procedure**, which includes the submission of an application, an interview, and potentially, a skills assessment.
- Selection will be based on the applicant's alignment with KIF's mission, their skill set, and their commitment to contributing meaningfully to rural development projects.

2. Nature of Engagement

- Internships with KIF are **non-paid positions**, and no stipend will be provided.
- Interns will gain experience through hands-on work on field projects, support activities, and community engagement efforts under the guidance of KIF staff.

3. Accommodation and Food

- **Accommodation and food** will be provided at the village locations where the intern is stationed.
- Interns will stay in **KIF-established offices**, such as Akshar Kendras or rural training centers, as necessary.
- Living conditions will be basic and aligned with rural settings, and interns are expected to adapt to these conditions.

4. Travel Allowance (TA)

- **Travel allowance (TA)** will be provided to cover travel expenses incurred from the intern's home location to the assigned work location and back.
- The travel reimbursement will follow KIF's travel guidelines, covering transportation expenses like bus or train fare as per the distance and approved budget.

5. Duration and Commitment

- Internships are usually for a **fixed duration**, which will be determined based on project requirements and the intern's availability.
- Interns are expected to commit to the full duration of the internship. If they need to leave early for any reason, they must inform their project supervisor with prior notice.

6. Responsibilities

- Interns are expected to assist with project-related tasks, which may include community outreach, data collection, event coordination, research, and report writing.
- Regular updates on progress will be required, and interns should adhere to deadlines and work schedules.

7. Code of Conduct

- Interns must maintain respect for the local culture and communities they work with.
- Professional conduct and ethical behavior are expected at all times.
- **Substance abuse** (alcohol, drugs, etc.) is strictly prohibited during the internship.
- Confidentiality of any KIF internal matters, documents, and data must be respected.

8. Support and Supervision

- Each intern will be assigned a **mentor or supervisor** who will provide guidance, support, and feedback throughout the internship.
- Interns are encouraged to maintain open communication with their mentors, sharing any challenges or ideas.

9. Certification

- Interns who complete the full internship and submit a final report reflecting on their experience and contributions will be awarded a **certificate of internship** from KIF.
- Letters of recommendation may also be provided based on the intern's performance and the impact of their work.

10. Safety and Emergency

- Interns are responsible for their own **personal safety and health**.
- KIF will make reasonable arrangements for the intern's well-being, but will not be liable for any unforeseen personal incidents.
- Interns are encouraged to have personal health insurance and carry basic health kits during their time in rural areas.

11. Other Terms

- Interns may be required to stay in **remote or underdeveloped areas** where access to modern amenities like internet and electricity may be limited.
- **Flexibility, patience, and adaptability** are key qualities expected from all interns working in rural settings.
- Interns should respect the living conditions and work collaboratively with KIF staff and community members.