



# RAMAKRISHNA MISSION ASHRAMA

Narendrapur, Kolkata -700103

(A Branch Centre of Ramakrishna Mission, Belur Math, Howrah, West Bengal -711202)

## JAN SHIKSHAN SANSTHAN

(Dakshata Ki Aur Badhte Kadam)

(Sponsored by Ministry of Skill Development and Entrepreneurship, Government of India)

### Notification No. JSS/Gen./01 /2025-26 dated 01.04.2025

It is notified for information of all concerned that the internship of under graduate and post graduate students from various colleges and universities has been under active consideration of the Ramakrishna Mission Ashrama Narendrapur. The Board of Management of the Jan Shikshan Sansthan (JSS) of the Ramakrishna Mission Ashrama, Narendrapur in its meeting held on 20.03.2025 approved that a programme called Internship to be offered for the 2<sup>nd</sup>/4<sup>th</sup> semester of ¾ years UG and 2 years PG Students of Social Work, Rural Development, Economics, Sociology, Political Science, English, Bengali, Geography, Anthropology Statistics and Business Administration which shall be effective from academic session 2024-2025 onwards. The modalities of the internship shall be as laid down in the following manner:

#### 1. Scope

The internship programme shall include community engagement programmes, field based learning, carrying out field survey as any other as will be assigned by the Supervisor from time to time. Activities assigned to the intern, in general but not limited to the following:

- (i) Visit to various units of the Ashrama at Narendrapur and visit to village based organizations/clusters and associated training centres in the district of South 24 Parganas.
- (ii) Survey on need assessment of skill training as well as success of skill training for at least ten training courses scattered throughout the district of South 24 Parganas.
- (iii) Assisting to the JSS Unit for learning about official work and procedure
- (iv) On boarding of the skill training onto Skill India Digital Hub (SIDH) and enhancement of digital skills.

Necessary guidance to the intern shall be given to have exposure to the research environment and employability market.

#### 2. Period of programme

The internship shall be initially of 15 days duration in physical mode, which shall be extended, depending upon the performance, nature of assignment and mutual understanding of the interns with the Unit of the Ashrama where he/she is attached.

#### 3. Stipend

A token amount of Rs. 1,500 (Rs. one thousand five hundred) only will be given for successful completion of a period of 30 days' internship depending upon the regularity of attendance and performance. The amount of stipend will be paid through RTGS/NEFT directly to the bank account of the intern. The amount may be changed proportionately depending upon the duration of internship.

#### 4. Documentation and reporting

The interns shall maintain a daily diary with day to day note on the work done by them during their internship followed by a viva-voce with presentation of their work and achievement. The final report should be signed by the Supervisor duly appointed by the Ashrama authority.

#### 5. Eligibility for the internship

The students of 2<sup>nd</sup>/4<sup>th</sup> Semester UG/PG level of the subjects as stated above are eligible for the internship with the following conditions:



- (i) He/she must obtain due permission from the Faculties/HOD/Principal of the College or the Faculties/HoD/Director of the Department/School of the University and submit the same before joining into the internship as per format enclosed in the Annexure-I.
- (ii) Willing to travel to remote parts in the district of South 24 Parganas for field survey and interaction with village based youth organizations, cluster organizations and collaborating organizations associated with Ramakrishna Mission Lokasiksha Parishad of Ramakrishna Mission Ashrama, Narendrapur.

#### 6. Exit of the internship

Any student intending to exit the internship midways, can do so for which, no certificate shall be issued. He/She must complete at least 30 days of internship in order to get an internship certificate.

#### 7. Evaluation

The evaluation of the performance of the interns shall be done following the method of evaluation starting from the community level to the head of the unit level to analyse the acquisition of skills set by the intern, originality and innovative contribution, significant of the research outcomes.

Keeping the aforesaid modalities in mind, the **eligible under graduate and post graduate students** are requested to submit their 'Application for the Internship' to the **Director, Jan Shikshan Sansthan, Ramakrishna Mission Ashrama, Narendrapur, Kolkata 700 103** by hand/by post or by email at [issndprkm@gmail.com](mailto:issndprkm@gmail.com) within 19<sup>th</sup> April 2025 up to 5.00PM.

Badal Chandra Das  
Director, JSS

Jan Shikshan Sansthan  
Ramakrishna Mission Ashrama  
Narendrapur, Kolkata-700103, West Bengal

Swami Shastrajnananda  
Secretary, RKMA

Secretary  
Ramakrishna Mission Ashrama  
Narendrapur, Kolkata- 700 103

**ANNEXURE-I**

**FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE/UNIVERSITY/INSTITUTION**

(To be given on Letter Head)/To be signed by HOD/Principal

Dated:

To  
The Secretary,  
Ramakrishna Mission Ashrama, Narendrapur  
Kolkata- 700103.

**Subject:- No Objection Certificate (NOC) for Internship Programme.**

It is certified that Mr./Ms. \_\_\_\_\_ is a bonafide student \_\_\_\_\_  
(College/University ID No.) of \_\_\_\_\_ semester/year of \_\_\_\_\_(UG/PG Programme) of this  
College/University/Institution.

The College/University/Institution has no objection for doing the Internship programme at Jan Shikshan  
Sansthan, Ramakrishna Mission Ashrama, Narendrapur for the period from \_\_\_\_\_ to \_\_\_\_\_.

It is also certified that he/she is not registered for any course requiring attendance in the class during the  
said period.

The conduct of the student as recorded by the College/University/Institution has been found good/  
satisfactory/unsatisfactory.

(Signature and Seal)