

OFFICE OF THE DIRECTOR OF HIGHER AND TECHNICAL EDUCATION  
MEGHALAYA :: SHILLONG

No. CE/GA/MISC/8/2019/563

Dt. Shillong the 26<sup>th</sup> February, 2025

From:

Shri M. Deka,  
Dy. Director of Higher and Technical Education,  
Meghalaya, Shillong.

To

1. The Principal of all Colleges in Meghalaya.

2. The Registrar of all Universities in Meghalaya.

*Institute of Hotel Management Shillong Catering  
Technology and Applied Nutrition, Shillong.*

Subject:

NEC Internship Policy- Reg.

Sir/Madam,

With reference to the subject cited above, I am directed to forward herewith a copy of letter No. P.I.R.40/2001/PI-VII/31 dt 10<sup>th</sup> February, 2025 alongwith enclosures as received from Planning Officer & Ex-officio Under Secretary Planning Investment Promotion & Sustainable Development Department Govt of Meghalaya for the newly introduced "NEC Internship Policy 2025" which aims at providing students from NER with practical exposure to the functioning of a regional planning and development organization including analysis.

In this connection, you are requested to kindly disseminate the above policy to all the students pursuing undergraduate or post graduate degrees and research scholars to apply for the internship programme.

This is for your information and necessary action.

Yours faithfully,

Encl: As stated:

Dy. Director of Higher & Technical Education,  
Meghalaya :: Shillong.

Memo.No. CE/GA/MISC/8/2019/563-A,

Dt. Shillong the 26<sup>th</sup> February, 2025

Copy to:-

1. The Planning Officer & Ex-officio, Under Secretary Planning Investment Promotion & Sustainable Development Department Govt of Meghalaya for information.



Government of India  
Ministry of Development of NE Region  
North Eastern Council Secretariat,  
Nongrim Hills, Shillong -793003  
Website: <https://necouncil.gov.in>  
File no. NEC/EM/INERTN/2024/58  
**NEC Internship Policy 2025**

## 1. Introduction

The North Eastern Council (NEC), headquartered in Shillong, recognizes the importance of providing valuable learning opportunities to students through internship program. This policy outlines the guidelines and procedures for organizing and conducting summer internships at the NEC.

This scheme seeks to engage students pursuing Under Graduate/ Post Graduate Degrees or are Research Scholars enrolled in recognized University/Institution within India, as "interns". These 'interns' shall be given exposure to various Verticals/Divisions/Units within NEC and would be expected to supplement the process of analysis within NEC through empirical collection and collation of in-house and other information. For the "Interns" the exposure to the functioning of the Government may be an add-on in furthering their future interests. This internship policy involves no financial liability on the part of NEC.

## 2. Purpose

To allow short term exposure of "selected candidates" with the different Verticals/Divisions/Units of NEC, Government of India as 'Interns'. A list of domain areas for which Internship can be pursued is enclosed at **Annexure 'A'**.

## 3. Objective

The primary objective of the NEC's internship program is to provide students with practical exposure to the functioning of a regional planning and development organization including analysis. Through meaningful projects and mentorship, interns will have the opportunity to apply their academic knowledge to real-world scenarios and gain insights into the socio-economic, cultural, and environmental dynamics of the North Eastern region of India. It will also allow young academic talent to be associated with the NEC work for mutual benefit.

## 4. Eligibility

The internship program is open to students pursuing undergraduate or postgraduate degrees or are Research Scholars enrolled in

recognized University/Institution within India in relevant fields such as social sciences, economics, development studies, environmental studies, public administration, engineering, etc. Applicants must have completed at least two years of their undergraduate program or be enrolled in a postgraduate program at a recognized institution. Preference may be given to students from institutions within the North Eastern region, although applications from students outside the region will also be considered.

Applicants fulfilling following conditions are eligible to apply for the internship:

- a. Under-graduate students, having completed/appeared in the term end exams of second year/4th semester of the bachelor degree course and secured not less than 55% or equivalent marks in 12th class.
- b. Graduate students having completed/appeared in the term end exams of first year/2nd semester of their post graduate programme or pursuing research/PhD and secured not less than 55% or equivalent marks in Graduation.
- c. 50% of internship seats are reserved for students from the North Eastern Region (NER), while the remaining seats are open to students from other parts of India based on availability and criteria.
- d. 50% of seats should be reserved for women as far as possible.
- e. The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies may also be considered for internship provided that-
  - i. They have to secure 60% or more cumulative marks in all the years/ semesters of their current graduation/ post-graduation course till the date of application.
  - ii. The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months  
 e.g. if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December.
  - iii. Relaxation, if any, will be given by Secretary, NEC.

## 5. **Duration**

The duration of the internship program at NEC will typically be for a period of maximum 2 months of which one month has to be mandatorily be in person in NEC. The exact dates may vary depending on the academic calendar and organizational requirements.

## 6. **Logistics & Support:**

Interns will be required to have their own laptops. NEC shall provide them working space, internet facility and other necessities

as deemed fit by the concerned Sector Heads.

If interns are required to conduct field visits, TA/DA may be provided to cover travel and associated expenses.

## 7. Application Process

Interested students should submit their applications through the designated online portal on the NEC website. Till the time the portal is functional, applications in hard copy may be submitted to Secretary, NEC. Applications must include a resume, a statement of purpose outlining the applicant's interest in the internship, academic transcripts, and any other relevant documents as specified in the internship announcement. Shortlisted candidates may be required to undergo an interview either in person or via video conferencing. Planning Sector of NEC will forward the applications to concerned sectors/vertical.

procedure and conditions for applicants:

- i. Application can only be made six months in advance but not later than 1 month before the month in which internship is desired. For example, if any applicant wants to join internship program which is commencing in the month of Apr 2025 then he/she can apply from the month of Oct 2024 to March 2025.
- ii. Applicants must also clearly indicate the area of interest.
- iii. A candidate can apply for internship only once during a financial year.
- iv. The applicants who do not fulfill the eligibility conditions will be rejected.
- v. The selected applicant has to produce original marksheets and NOC (No Objection Certificate) which is enclosed at **Annexure 'C'** from the college/institution at the time of joining, failing which his/her candidature shall be cancelled.

## 8. Selection Criteria

Selection of interns will be based on academic merit (40%), relevance of the applicant's field of study to the work of NEC (20%), demonstrated interest in the socio-economic development of the North Eastern region (20%), and Computer literacy (20%). The number of interns selected each year will depend on the availability of projects and resources within the organization.

Procedure for Selection and Other Modalities of the Scheme:

- i. All the applications received online will be made available online to the concerned Heads of Verticals/ Units/ Divisions/ Consultants in NEC for further scrutiny and selection of eligible candidates.
- ii. The Heads of Verticals/ Divisions/ Units can take a maximum of 3 (three) interns for Internship at a time. This number may be relaxed beyond 3 (three) with the permission of Secretary, NEC. The decision of the Secretary, NEC regarding the suitability of a

- candidate as intern shall be final and binding.
- iii. The maximum number of interns at NEC should not exceed 36 at any point.
  - iv. Up to 4-5 internship periods/terms may be offered each year from each sector.
  - v. The selected candidates may be asked by the vertical/ division to submit the soft copy of their **NOC** from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the vertical head. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship. The vertical/division has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the Vertical sector.
  - vi. The concerned vertical/division will upload the list of selected candidates on NEC website.
  - vii. Depending upon the number of applications received against a particular domain/area, NEC reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
  - viii. The concerned heads of Verticals/Divisions/Units/Consultants shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the Heads of the concerned Verticals/Divisions/Units/Consultants about their learning experience.
  - ix. Seminars/presentation can be conducted by the concerned Heads of particular Verticals/Divisions/Units/Consultants for their interns.
  - x. All applications should be centrally distributed from the Planning Division. Planning Division will accordingly forward the applications to concerned sectors who will further process.

## 9. Internship Structure

Interns will be assigned to specific departments or project teams within NEC based on their area of interest and organizational needs. Each intern will be assigned a mentor who will provide guidance and support throughout the internship period. Interns will be expected to work on assigned projects, participate in meetings and training sessions, and contribute to the overall objectives of the department or team.

## 10. Code of Conduct

Interns are expected to adhere to the rules and regulations of the

NEC during their internship period. Interns must maintain confidentiality regarding sensitive information they may come across during their internship. Any misconduct or violation of the code of conduct may result in termination of the internship. They may not share information during or after their internship without the approval of NEC.

#### **11. Evaluation and Feedback**

Interns will be evaluated based on their performance during the internship period. At the end of the internship, interns will be required to submit a report detailing their activities, learning and recommendations. Feedback will be collected from both interns and their mentors to assess the effectiveness of the internship program and identify areas for improvement.

#### **12. Certification:**

Upon successful completion of the internship program, interns will be awarded a certificate by the North Eastern Council acknowledging their participation and contribution. The certificate will specify the duration of the internship and the projects undertaken by the intern. A certificate regarding successful completion of Internship shall be issued by the Sector Head of the concerned Subject Division in the enclosed format at **Annexure 'B'**.

#### **13. Attendance**

While doing internship in NEC, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance, no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Verticals/ Divisions.

#### **14. Supervision & Data Access Responsibility**

It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Advisers/Heads of Verticals only. The data accessed by interns shall not be used for any purpose other than that for which official permission has been granted by the sector head. An undertaking may be obtained from the intern.

#### **15. Scheme Review**

NEC reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of NEC.

#### **16. Relaxation**

Secretary, NEC will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

## 17. **Conclusion**

The North Eastern Council is committed to providing a conducive environment for learning and growth through its internship program. By engaging with students and fostering talent, NEC aims to contribute to the development of the North Eastern region and nurture future leaders in the field of regional planning and development.

18. This issues with the approval of the Competent Authority.

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## Annexure-A

**Domains/Areas available for Internship**

1. Agriculture and Allied Sector.
2. Industries and Tourism Sector.
3. Irrigation and Flood Control Sector.
4. Human Resource Development and Education Sector.
5. Science and Technology Sector.
6. Transport and Communication Sector.
7. Health Sector.
8. Information and Public Relations Sector including Library.
9. Evaluation and Monitoring Sector.
10. Finance Sector.
11. Administration Sector.
12. Power Sector.

**Annexure-B****FORMAT OF INTERNSHIP COMPLETION CERTIFICATE**

(To be given on Letter Head)

Dated:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that <Mr./Ms.> \_\_\_\_\_ a student of <University/Institution> has successfully completed Internship with North Eastern Council, Secretariat, Government of India from to \_\_\_\_\_. During the period of Internship he/she worked under \_\_\_\_\_ in the following areas.

- i.
- ii.

1. <He/She> has \_\_\_\_\_ shown \_\_\_\_\_ special \_\_\_\_\_ flair for \_\_\_\_\_ and <his/her> performance in preparation of the report has been rated as \_\_\_\_\_.
2. During the period of <his/her> internship programme <he/she> was punctual and hardworking.
3. I wish <him/her> every success in <his/her> life and career.



( Signature )  
<Adviser/Sector head>

**Annexure-C**

FORMAT FOR NOC TO BE OBTAINED FROM  
COLLEGE/INSTITUTION

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

Dated:-

**Subject:-No Objection Certificate for NEC Internship Programme.**

It is certified that<Mr./Ms.> \_\_\_\_\_  
is a bonafide Student of <College ID No.> of <name of the  
programme>of this <Institution/College>.

The<Institution/College> has no objection for doing the  
Internship programme at North Eastern Council, Secretariat,  
Government of India for the period from ----- to -----.It is also  
certified that<he/she>is not registered for any course requiring  
<his/her>attendance in the class during the said period.

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

(Signature and Seal)