

**Town and Country Planning Organisation
Ministry of Housing & Urban Affairs, Government of India
Coordination, Research and Training (CRT) Division**

Sub: TCPO Internship Policy

As part of its commitment to the planning profession, TCPO has been organizing a successful internship programme for several years for students of Planning and related subjects, for both Masters and Bachelors level students, from Planning Schools and Institutions all over the country.

TCPO now announces an Internship Policy to engage students pursuing under-graduate/ graduate/ post-graduate degrees or research scholars enrolled in recognized University/ Institution within India or abroad, as Interns. The Internship is designed to provide exposure to professional activities in various Divisions within TCPO and impart skills & hands-on experience to students.

Students who apply for internships, on selection, are placed in various Divisions of TCPO, where they report to an officer who will be their Advisor/ Mentor during the six to eight weeks of their internship. Attendance is maintained. At the end of the internship period, Interns are required to submit a report and are awarded a certificate.

2. The internship will be on unpaid basis. At present, TCPO does not offer any remuneration to the interns.
3. Aim: To allow short-term exposure of selected candidates to the working of different Divisions in TCPO, Government of India as "Interns". A list of domains/ areas for which Internship is invited is at Annexure-A.
 - 3.1 Objectives:
 - a) To allow young academic talent to be associated with TCPO for mutual benefit.
 - b) The Interns shall have an opportunity of exposure to government functioning in general and urban and regional planning and developmental policy issues and contribute to policy formulation by generating inputs such as empirical analysis, briefing reports, urban reform agenda, policy papers, etc.
 - 3.2 Availability: Internship shall be available throughout the year based on the requirements of students.

- 3.3 Eligibility: Bonafide students of any recognized University/ Institution within India or abroad, 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.
 - b) Graduate students having completed/ appeared in the term end exams of first year/ 2nd semester of their post graduate programme or pursuing research.
 - c) 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:
 - d) 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 if declared in the month of June then he/she can apply for the internship beginning till the month of December.
- 3.4 Period: the period of Internship shall be atleast six weeks but not exceeding eight weeks. Interns not completing the requisite period will not be issued any certificate.
- 3.5 Experience Certificate: A Certificate will be issued on successful completion of Internship by TCPO as per format at Annexure-B.
- 3.6 Logistics & Support: Interns will be required to use their own laptops. TCPO shall provide them working space, internet facility and other necessities as deemed fit.
- 3.7 Procedure to apply:
- a) Interested applicants may apply by email to <cp.tcpo@yahoo.com> during 1st to 10th of every month.
 - b) Application can only be made six months in advance but not later than 2 months before the month in which intern is proposed to join. For example if an applicant wants to join internship commencing in the month of Apr-19 then he/she can apply from the month of Oct-18 to Feb-19.
 - c) Application will be valid for the proposed month only.
 - d) Applicants must clearly indicate the area of interest.
 - e) The applicant has to provide a curriculum-vitae (CV) and “letter of introduction” from the college/ institution with the application (format at Annexure-C), failing which his/her candidature shall not be considered.
 - f) A candidate can apply for Internship only once in a year.
 - g) Applications that do not fulfill the eligibility conditions shall be rejected.

3.8 Procedure for Selection and Other Modalities:

- a) All the applications received will be scrutinized by CRT Division and candidates will be selected with approval of Chief Planner (CP)/ Additional Chief Planner (ACP). The decision of the CP/ACP regarding the suitability of a candidate as intern shall be final and binding.
- b) Each Division may take a maximum of four Interns at a time. This number may be relaxed beyond four with the permission of the CP/ACP.
- c) The concerned division will inform the selected candidates via email.
- d) Depending upon the number of applications received against a particular domain/area, TCPO reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and decide about the mode of screening thereof.
- e) The concerned Advisors 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 about their learning experience. Interns may be requested to make a presentation of their work.
- f) Seminars/ workshops can be conducted by TCPO for Interns.

3.9 Attendance: Attendance record will be maintained by the concerned Division/ Advisor. Interns should have a minimum of 90% attendance and have to mark In and Out time on daily basis. In case of less than 90% attendance no extension of Internship period is allowed and no experience certificate will be issued.

Interns may take leave by giving an application, in writing, with the reason to their concerned Advisor. Medical certificate may be furnished in order to avail leave on medical grounds.

3.10 It may be strictly observed that conduct of the interns and their access to data will be the sole responsibility of the concerned Advisor/ Division Head of TCPO.

4. Review of Policy: TCPO reserves the right to review the provisions of this Internship Policy at any time. The policy so reviewed will be placed on the website of TCPO.

5. Relaxation: CP/ACP will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

Indicative List of Domains/Areas Available for Internship

Urban Missions Division

- Ministry's Mission based projects, AMRUT Reforms, Urban Reforms and E-Governance
- AMRUT Reform Impact Assessment Study
- Planning for Regularisation of Unauthorized Colonies in Delhi
- Project Conceptualisation and Formulation
- Infrastructure Planning Design
- Area Based Development such as Smart City Planning, etc.
- Redevelopment and Retrofitting
- Greenfield area planning and design of new township

Regional Planning Division

1. Peri Urban Areas
 - Peri Urban Areas concept and its impact on metro cities
 - Governance of peri-urban areas
 - Rural-urban interface
2. 73rd CAA (implementation, monitoring and its impacts)
 - Socio-economic and Political impact based on major infrastructure projects
3. Local Area Plan formulation
 - Process of local area planning with reference to master Plan/COP
 - People's participation in local area plan formulation and its implementation
 - Development plan vs local area plan
 - Training programs for sensitization of stakeholders
4. Transport planning issues
 - Micro level issues
 - Air pollution, traffic congestion
 - Development of different interconnected transport modes
 - Hassle free pedestrian movement, promoting education to pedestrian rights
 - Market surveys for assessment of consumers for transport needs
 - Street hawkers - development and issues
 - Environmental friendly mode of transport – bicycle

Environmental Planning Division

- Smart Urban Green Community (SUCG) System for Abatement of Vehicular Pollution in Delhi
- Sustainable Energy-Based Planning for Urban Centres in India
- Guidelines for Sustainable Development Indicators for Urban Areas in India
- Combating Urban Heat Island Effect in Cities through Urban Planning Interventions
- Sustainable Management of Ecologically Sensitive Areas

Urban and Regional Information Systems (URIS) Division

- Master Plan Formulation using GIS technologies
- Drone Technology
- Design and Standards
- Urban Statistics

Metropolitan and Union Territories (MUT) Division

- Ease of Doing Business – Construction Permits
- Rurban Mission
- Livability Index
- New energy sources
- Third Party Audit of Online Building Plan Approval System (OBPS)
- Streamlining the Building Plan Approval System

Coordination, Research and Training (CRT) Division

- Issues & Challenges in Urban and Regional Planning
- Urbanisation and Urban Policy in India
- Planning Process in India

Special Projects Division

- Urban Design/ Architectural Projects
- Redevelopment or urban renewal projects
- Town Planning Scheme/ Land Pooling
- Local Area Plans

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

File no.....

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms..... student of University / Institution has successfully completed his/her Internship with Town and Country Planning Organisation, Ministry of Housing and Urban Affairs, Government of India from to During the Internship period, he/she was deputed to work in Division, under in the following areas.

- (i)
- (ii)

2. He/she has shown special aptitude for and his/her performance has been rated as

3. During her period of internship he/she has worked diligently and has completed the assigned task successfully and submitted a report. He/she has been found to be sincere and hardworking. Her performance has been found to be satisfactory. During the period of his/ her Internship programme he /she was punctual.

4. I wish him/her every success in his/her life and career.

.....
TCP (CRT)

.....
CP/ ACP

INDICATIVE FORMAT OF LETTER OF INTRODUCTION FROM COLLEGE/INSTITUTION

To be given on Letterhead/ To be signed by HOD/Principal

File no.....

Dated:

To,

The Chief Planner
Town & Country Planning Organisation
Ministry of Housing and Urban Affairs, Govt of India
E-Block, Vikas Bhawan, Indraprastha Estate
New Delhi – 110002.

Sub: Letter of Introduction for TCPO Internship Programme

Sir,

Mr/ Ms..... is a bonafide student <college ID No.> of <Semester/ Year> of <name of the programme> of this < Institution/College>.

The <Institution/College> wishes to apply for the internship programme at TCPO for the period from to His/her CV is attached. His/ her area of interest is indicated in the CV.

It is also certified that <he/she> is not registered for any course requiring <his/her> attendance in 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)