

**KALAKSHETRA FOUNDATION
CHENNAI**

Kalakshetra Foundation Internship Scheme

1. Kalakshetra Foundation (KF) an autonomous body under Ministry of Culture, Government of India announces the “KF Internship Scheme”.
2. This Scheme seeks to engage Kalakshetra Foundation/RDCFA’s Post Graduate Diploma holders in Bharatanatyam/Music and KF Diploma Holders in Visual Arts as “Interns”.
3. These “Interns” shall be given exposure to teaching for First/second year diploma students of RDCFA for few hours in a week as per the decision of the respective HoDs and would be expected to function as student guide the students of first/second year students. Interns in Visual Arts Department of RDCFA may be required to assist in organizing workshop/seminars/exhibitions during the course of their internship.

For the “Interns in Dance department”, they may be asked to perform in the KF programmes as per requirement. There will be a remuneration of Rs.500/- for KF/MoC own programme in Chennai. For KF’s own programme outside Chennai city limits and KF’s performance for outsiders, they will be provided a remuneration of Rs.1500 per programme besides travel and other facilities. This will provide a exposure to the candidates to further their future interests.

4. The Interns may be given a stipend of Rs.10,000/- per month necessary to make the conveyance and other daily needs. If they require boarding/lodging in KF premises, a nominal amount of Rs.2,500/- will be charged. This will also be subject to availability of lodging facility in the hostel.

The “internship” is neither a job nor a promise for job in the future.

5. The Scheme

- (i) **Name of the Scheme:** The Kalakshetra foundation Internship Scheme.
- (ii) **Purpose:** To provide short term exposure of “selected candidates” to the teaching environment and on the field experience at Kalakshetra Foundation as “Interns”. The interns will also have the scope to attend classes of Mentors so as to expand their repertoire.
- (iii) **Objectives of the Scheme:** The Scheme has the following stated objectives.
 - a) To allow young academic talent who have completed their diploma in VA/Post diploma in Bharatanatyam/Carnatic Music to be associated with KF’s work for mutual benefit.

(b) The “Interns” shall have an opportunity to work in KF in the teaching environment of KF and on the field experience while performing for Kalakshetra Foundation.

(iv) **Internship:**

a) Opening for Internship shall be available only at the beginning of the academic year or based on the requirements of KF.

b) **Eligibility:** The following category of applicants are eligible to apply for the Internship for the year 2023-24. The applicant should be a holder of Kalakshetra diploma in Visual Arts/Post diploma in Bharatanatyam and Carnatic Music. Those who have completed diploma in VA /Post diploma in Carnatic Music/Bharatanatyam in April 2021/2022/2023 are eligible to apply for the academic year 2023-24.

c) **Period:** The period of Internship shall be for a period of one year from the date of joining and can be extended upto 3 months by the Director. Interns not completing the requisite period will not be issued any certificate.

d) **Experience Certificate:** A certificate regarding successful completion of Internship shall be issued by the Director of Kalakshetra Foundation in the enclosed format at Annexure ‘B’.

(v) **Logistics & Support:** Interns will be required to have their own laptops/other required material/instruments. KF shall provide them working space, internet facility and other necessities as deemed fit.

(vi) **Procedure for Applicants:**

a) **Interested students may apply in the prescribed format given in Annexure-A.** Application in any other format will not be entertained.

b) **Applications in the prescribed format complete in all respects may be sent by post to reach- The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai – 600 041 on or before 17th July 2023.** Envelope carrying applications should be superscribed “**Application for Internship**”.

The applicants may fill up the application sign and scan the same with attachments and send it to aa@kalakshetra.in also. But they should bring the original application at the time of interview by Selection Committee.

c) Internship is a full-time engagement and the selected candidate should not engage in any other employment. However, KF may engage them as faculty for Part time course “Pratama” for which a nominal fee will be paid per class taken in a month.

- d) Interns are required to observe working hours of RDCFA. Any absence during working hours may result in extension of the period of internship without any honorarium. In case of discontinuance in the middle of the internship period, no certificate will be issued.
- e) KF reserves the right to terminate the internship at any point of time in case of misconduct/misbehavior /non-performance of the candidate without assigning any reasons.

(vii) **Procedure for Selection and other Modalities of the Scheme:**

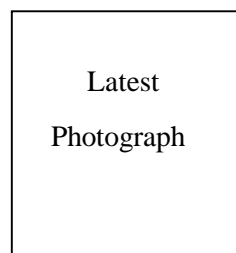
- a) Every year, Kalakshetra Foundation will decide about the no. of interns required for each department.
- b) All the applications received will be scrutinized by a selection committee constituted for each department.
- c) After selection of the candidates, Admn. Section will send the offer of internship to the applicants.
- d) Based on no. of applications received for each department, KF 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.
- e) The concerned heads of Division/ Units 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 every month about their assignments during the month to the Heads of the concerned Divisions/Units about their learning experience.
- f) The attendance record for every month and the details of work supervision shall be maintained by the HoD of the concerned division and sent to Admn. Section on the 1st week of next month for payment of stipend.
- g) The concerned heads of department may strictly observe the conduct of the interns.
- h) Scheme Review: KF reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of KF.
- i) Relaxation: Director, KF will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate. A report on any such relaxation made will be submitted to the Governing Board.

4. This issues with the approval of Chairman, KF

Director (KF)

ANNEXURE - A

APPLICATION FOR INTERNSHIP



1	Name	
2	Date of Birth	
3	Gender (Male / Female)	
4	Mother's/Father's Name	
5	Permanent Address	
6	Current Address	
7	E-Mail Address	
8	Tel. No./Mobile No.	

9. Educational Qualifications

Name of the Course	Year of Completion (Enclose copy of Diploma/PD certificate)	Percentage of Marks obtained (enclose copy of consolidated mark sheet)
10. Internship/ Work experience, if any		
11. Areas of interest		
12. Awards/ Achievements		
13. Details of extracurricular activities		

<p>14. 'Statement of Purpose' For your applying for internship in about 200 words broadly covering a brief introduction of the topic and objectives of the study ?</p>	
<p>15. Any other additional relevant Information (attach extra sheet if required)</p>	

I have carefully read the KF Internship scheme and hereby undertake to abide by them and understand that if at any stage of found to be ineligible or commit misconduct, my candidature will be cancelled forthwith.

Place

Date:

(Signature of the Applicant)

ANNEXURE - B

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE
(IN KF'S LETTER HEAD)

Dated:

To whomsoever it may concern

This is to certify that (Mr./Ms.....)has successfully completed (his/her) internship in Kalakshetra Foundation, Government of India from.....to.....During the period of internship he/she worked in.....Department and participated/associated inprogrammes/ exhibitions/seminars.

2. He/She has shown special flair for.....and his/her performance inhas been rated as

3. During the period of his/her internship programme he/she was punctual and hardworking.

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

(Signature)

DIRECTOR/KF