

JOINING INSTRUCTIONS FOR INTERNS

1. On being selected to undergo Internship at the NJA, the intern should report to the office of the Additional Director (Research & Training) on specified date mentioned in the office order at 10.30 AM.
2. Outstation interns would be provided shared accommodation subject to availability. The Academy will not entertain any special request regarding accommodation from the Intern.
3. Interns are required to adhere to the office timings and report on a daily basis to the competent authority. In case the Intern wants to work overtime in the office, the Intern has to obtain prior permission of the competent authority.
4. Interns shall observe the formal dress code during the internship period and maintain the ethics, integrity and discipline which are vital to maintain the decorum of the workplace. The Interns should follow the instructions given to them from time to time as necessary for the completion of the internship.
5. The Interns will attend any programme/event organised at NJA only on the instruction of the competent authority.
6. If instructed to attend a programme, the Intern should report in the Conference Hall half an hour before the commencement of the programme. The Interns are prohibited from bringing their phones and electronic devices in the Conference Hall.
7. Interns are not allowed to interact with participants and resource persons. Any inadvertent interaction should be reported by the Intern to the Programme Coordinator immediately.
8. The computers, internet, databases and office facilities are made available to the Intern for research purposes only. The Intern is advised not to use the internet or computer devices for personal purposes.
9. Interns shall use the Library and Reading Room facility with the prior permission of the Librarian. The computer system assigned to the Intern will be password protected. The Interns are not allowed to modify or tamper with the computer system.
10. Interns will be responsible for the upkeep of the office facilities and residential accommodation allotted to them. In case of any damage to NJA property, the Intern would be liable for the damage caused.
11. Interns should not loiter in the campus unnecessarily.
12. Interns are not allowed to use the Recreation Centre or attend the Yoga classes in any circumstances.
13. Interns are not allowed to take leave on working days of the office.
14. Interns are required to take written permission from the competent authority if any outsider wants to meet the Intern in the NJA Campus. In any case, the outsiders are not allowed to stay with the Intern overnight. In case of emergency or exigent circumstances, a written permission of the competent authority is required to be taken.

15. Interns residing in the NJA Campus may go outside after office hours but should return latest by 8.30 pm. In case the Intern wishes to return late or stay outside overnight, he/ she must obtain prior written permission of the competent authority.
16. Any complaints against or misconduct by an Intern may result in disciplinary action including termination of the internship.
17. Interns may be asked to make a presentation on the research work done at the end of the internship period.
18. Interns are required to submit a written report of the work to the office of the Director for assessment and successful completion of the internship.
19. Interns shall treat all information pertaining to the work of NJA as privileged and confidential, and shall in no circumstances remove or pass on to third parties any such information/data/document, whether in tangible or intangible form.
20. Interns should not at any point of time misuse any information pertaining to the work of NJA that the Intern is privy to in the course of his/her internship.

Important Contacts

For Accommodation related Issues (Residential Interns)

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| 1. Manager (Hospitality) | - | 0755-2432763 / 1260 |
| 2. Assistant Manager (Hospitality) | - | 0755-2432569 / 1210 |

For Maintenance Issues (Residential Interns)

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| 1. Maintenance Engineer | - | 0755-2432553 / 1205 |
| 2. Assistant Maintenance Engineer | - | 0755-2432552 / 1265 |
| 3. Maintenance Supervisor cum Technical Assistant | - | 0755-2432574 / 1241 |

For other issues-

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| 1. Mr. Nishant Sharma (Internship Coordinator) | - | 0755-2432568 |
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