



# सहकार मित्र

## Sahakar Mitra



**NCDC**

**Assisting Cooperatives. Always!**

[www.ncdc.in](http://www.ncdc.in)

# Guidelines on “सहकार मित्र” SAHAKAR MITRA: NCDC’s Scheme on Internship Programme (SIP)

## BACKGROUND

**1.1** The Corporation had introduced Summer Internship Programme (SIP) in the year 2012-13 with an objective to provide work related learning experience in the core and special fields of functioning of NCDC to students of professional courses and to project contribution and achievements of NCDC in the development of cooperatives. Subsequently, the scheme was expanded to cover different states by offering SIP to students (in 2nd year of MBA Agri-Business) from State Agricultural Universities in the states where NCDC’s Regional Offices are located. Interns have gained valuable knowledge and experience in cooperative sector over the years.



**1.2** Considering the focus of the Government of India on skilling the youth and also in the light of changed scenario of NCDC’s growth path, the internship programme has been made more broad based with required modifications.

## INTRODUCTION

**2.1** The “SAHAKAR MITRA Scheme on Internship Program” (SIP) is an arrangement where NCDC will provide short term (not exceeding four months) opportunity to young professionals acquire learning experience by applying skills and knowledge in organizational context to facilitate professional development.

The programme aims at providing an opportunity to professional graduates to get experience in areas of functioning of NCDC and related aspects of cooperatives.

## OBJECTIVES

**3.1** To provide a deep immersion opportunity to professional graduates on the role, contribution and impact of NCDC and also cooperatives.

**3.2** To enable the professional graduates, learn the context and practical working of NCDC and cooperatives.

**3.3** To orient professional graduates to the cooperative business model and engage themselves in start-up cooperatives.

**3.4** To enable professional graduates take up leadership and /or entrepreneur roles in FPO organized under Cooperative Acts.

**3.5** To assist needy cooperatives in preparation of business plans and projects.



## ELIGIBILITY

**4.1** Person with any of the following qualifications will be eligible for consideration:-

**a.** Professional graduates with minimum qualification as Bachelor's degree in Agri/ Dairy/ Animal Husbandry/ Veterinary Sciences/ Fisheries / Horticulture/ Textiles/ Handloom / IT duly recommended by the Head of the Department of the UGC / AICTE / ICAR recognized Universities / Institutions as applicable.

**b.** Professionals (pursuing or completed) MBA Agri-Business / MBA Coop / M.Com / MCA / MBA Fi-

nance / MBA International Trade / MBA Forestry / MBA Rural Dev / MBA Project Management / Inter ICAI / Inter ICWA qualification duly recommended by the Head of the Department of the UGC / AICTE / ICAR recognized Universities / Institutions as applicable.

## **NUMBER OF INTERNS AND LOCATION**

**5.1** As per the requirement of NCDC, not more than sixty interns at a time, round the year can be at its Regional Offices, LINAC and Head Office. At a time maximum of two interns can be in a Regional Office. Maximum of two interns can be recommended from a particular institution in a year.



## **PROCESS OF SELECTION**

**6.1** Internship period shall not exceed four months for a person. A person cannot be taken as an intern more than once.

**6.2** Recommendation can be done by Head of the Department of the UGC / AICTE / ICAR recognized Universities / Institutions as applicable, to the Regional Director NCDC or Chief Director LINAC or Head of HR Division in HO of NCDC. Online application only shall be received. The portal is <http://sip.ncdc.in>

**6.3** Prospective interns will be shortlisted by committees, as may be prescribed by MD from time to time, on the basis of screening of their bio-data and recommendations of the sponsoring institutions.

**6.4** Placement of interns will be made at HO / LINAC / ROs depending upon the preference of the interns and requirement of NCDC.

**6.5** The intern will be supervised by an officer designated as ‘Mentor’ for the purpose of providing orientation, guidance, special assignment and other SIP related activities.

**6.6** In case of interns at RO, he /she would be expected to focus on a cooperative and prepare a business plan / project report on expansion of business of the cooperative society. The intern will submit a written report, within two weeks of completion of his / her internship, giving detailed description of the work completed. He/she will highlight the experience gained and how he / she plans to use it further.

**6.7** The business plan / project report / detailed report submitted by the intern will be the property of NCDC and the intern would have no claim on its use in any manner.

**6.8** Findings of study, research and analysis by intern shall not be used for publication by the intern.

**6.9** There shall be no liability, whatsoever, on NCDC on account of action or inaction or on findings of the business plan / project report / detailed report submitted by the intern or action taken by him/ her during SIP.

## **FINANCIAL SUPPORT FROM NCDC**

**7.1** The intern will be offered the following financial benefits during the course of SIP (4 months):-

Consolidated monthly amount of Rs. 10,000/- for 4 months towards partly meeting his/her out of pocket expenses	Rs. 40,000
Expenses related to report preparation (lumpsum amount towards data collection, analysis and preparation of report)	Rs. 5,000
Total	Rs. 45,000

## **SUBMISSION OF REPORT**

**8.1** The intern shall submit 5 copies of fair typed report in bound form along with soft copy, to NCDC as a part of SIP. Last month’s consolidated amount of Rs. 10,000/- shall be paid upon successful completion of internship which includes submission of reports etc.



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