

Women Internship Program: Memorandum of Understanding (MoU)

Rajasthan Urban Drinking Water Sewerage & Infrastructure Corporation Limited
(RUDSICO)- EAP, having its address at AVS Building, Jawahar Lal Nehru Marg,
Jaipur-302017, Rajasthan, India.

(Hereinafter called First Party or RUDSICO (Which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors, affiliates, administrators and assigns the party) of the first part.

AND

Birla Institute of Technology, Mesra, Ranchi, Jaipur Campus
27, MIA, Malviya Nagar, Jaipur 302017

Hereinafter referred as "Second Party" or ***Birla Institute of Technology*** (Name of college/university/ITI), (Which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors, affiliates, administrators and assigns the party) of the second part.

The First Party & Second Party hereby establish a Memorandum of Understanding (MoU) with regard to a Women Internship Program (hereafter Internship Program) facilitating the First Party acceptance of students as Interns from Second Party.

About the Project

Rajasthan Secondary Towns Development Sector Project (RSTDSP), Phase-IV of RUIDP seeks to improve water supply and Sanitation (WSS) services in Secondary Town¹ and heritage towns with population between 20,000- 1,15,000 through a sector loan from Asian Development Bank (ADB).

¹ Secondary Towns means class 02 and class 03 cities



Details of the Internship Program

Internship Program is designed to allow women who have recently completed their studies or will soon complete their studies to gain valuable work experience in their respective technical fields and explore a career path in urban development, including the urban water supply and sanitation sector. Women from Scheduled Caste and Scheduled Tribes are encouraged to apply.

The internship would be of about 6-week duration in line with the typical internship requirement of the engineering colleges. The exposure gained during the six-week internship would give them an edge in the job market, a professional network, an opportunity to apply and gain new skills, confidence while starting their job search or deciding on further degrees to be pursued.

The students shall be engaged as per expertise and educational stream. RUDSICO-EAP has identified few key areas of engaging the students. Each Intern would be allocated a mentor at the time of induction in line with their respective field. She has to work under the direct supervision of mentor.

Location for Internship shall be 14 project towns of Tranche-I (Abu Road, Banswara, Didwana, Fatehpur, Khetri, Kuchaman City, Ladnun, Laxmangarh, Makrana, Mandawa, Pratapgarh, Ratangarh, Sardarshahar & Sirohi), 10 project towns of Tranche-II/Additional Financing towns (Balotra, Barmer, Bharatpur, Bundi, Dungarpur, Jodhpur, Nathdwara, Nimbahera, Nokha and Sagwara) and RUIDP HQ Jaipur or as decided by first party.

This is purely an internship program and does not provide any type of employment or guarantee for any employment in future.

Roles & Responsibilities of Parties

First Party-RUDSICO-EAP

1. Any expenses made for making a MoU a formal or legal document shall be made by RSTDSP.
2. Dy. Project Director (T) shall be the focal point for Women Internship Program.
3. A token lump sum honorarium shall be paid to each student by RUDSICO-EAP on completion of the 6-week internship. A total sum of Rs. 24000 (Twenty-four thousand) which will cover the cost of accommodation, transport, food and other basic logistics.
4. Each Intern would be allocated a mentor from PIU/PMU like Ex. Engineer or above of respective town at the time of induction in line with their respected field.
5. Internship Honorarium shall be paid on successful completion of the Internship period mentioned in the document and after submitting vetted final report by the mentor.

6. RUDSICO-EAP shall provide sitting/ workplace in PIU/PMU for the period of 42 days and shall provide office support expenses of stationery etc.
7. RUDSICO-EAP shall share the project data required in order to attain the desired outcome on interns.
8. For each batch, RUDSICO-EAP will organise a 1-day orientation session during the induction week to orient and familiarize the interns about the project and expectation during the Internship.
9. A completion workshop will also be organized with each batch of interns where the interns will present their work with key lessons learned and recommendations to further strengthen the project and the internship program. Interns will be encouraged to make the presentation at their respective schools too.
10. Apart from pre and post learning assessment, a test will be conducted at the time of completion workshop to judge the learning's of the interns in RSTDSP
11. Upon successful completion of the internship, RUDSICO-EAP will provide interns with a completion certificate.

Second Party-Colleges/ Universities/ Institutes

- a) The selection of students for Women Internship Program rests with the College/ University/ Institutes/ITI's. Women interns from scheduled caste and scheduled tribes will be encouraged to apply.
- b) The institutions will shortlist 5 (or mutually agreed number) meritorious women interns in the prescribed format and final decision. List of selected interns will be displayed on the website of RUIDP.
- c) Colleges/ University/ITI's shall refer the students on prescribed college letter head. Only those students who are recommended by college/ university on authorised letter head shall be considered for Women Internship Program.
- d) Colleges/ University shall appoint a senior teacher as focal point from college for coordination on Internship Program.
- e) College/University/Institutions shall provide college Identity cards to each student recommended for Internship program.
- f) College/ University/ITI shall take full responsibility of confidentiality of data, that no data shall be used other than academic purpose.
- g) College/ University shall take full responsibility for student's behaviour at the workplace and issue the following instructions in writing to students before Internship:
 - The Interns would work with their mentor to finalise a work plan/scope of work for the 6 weeks, ideally identifying the main output for the final report.
 - Additional tasks can be assigned to interns depending on need and interns' interests.
 - The interns can work at any of the all the project towns of RUIDP Phase-III & Phase-IV.



- Interns shall report daily to the allocated mentor and keep him in the loop of day-to-day activities.
- The intern shall maintain a daily timesheet and shall submit the approved Timesheet with the final report for obtaining an honorarium.
- Interns are expected to adhere to the code of conduct of the office and maintain the office decorum.
- Interns are expected to maintain the discipline in office and adhere to office timings.
- Interns should attend the office in formal attire.
- Interns should apply in the prescribed format.
- Name of Focal Point teacher with mobile number.

Signed and Delivered By:

On behalf of Rajasthan Urban Drinking Water Sewerage & Infrastructure Corporation Limited (RUDSICO-EAP)

Name:

Kapil Gupta.

Designation:

(For First Party)

*(Kapil Gupta)
Dy. PD (T)*

Signed and Delivered By:

Peeyush

On behalf of College/ Institute/ ITI/University

*BIRLA INSTITUTE OF TECHNOLOGY
JAIPUR OFF CAMPUS*

Name: *Dr Peeyush Tewari*

Designation: *Director*

(For Second Party)

Director
Birla Institute of Technology Mesra
Off Campus, Jaipur
27, Malviya Industrial Area
JAIPUR-302017

Witness-1

[Signature]
29/11/2024

Name *SANJAY TAMBI*

Designation *T&P OFFICER*

Training & Placement Officer
Birla Institute of Technology
B.I.T. Jaipur Campus
27-Malviya Industrial Area
Jaipur-302017 (Rajasthan)

Witness-2

Bh

Name

Babulal Sharma

Designation

*Team Leader
Capp-Ruidp*

[Signature]