



Indian Institute of Corporate Affairs

Partners in Knowledge. Governance. Transformation.

An autonomous body under the aegis of Ministry of Corporate Affairs, Govt. of India

GUIDELINES FOR INTERNSHIP

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India, to act as a think-tank and a centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The Hon'ble Minister for Corporate Affairs is the President of IICA. The Secretary, Ministry of Corporate Affairs, is the Chairperson of the Board of Governors, which also has many eminent personalities drawn from different fields. IICA has been mandated to offer capacity building and advisory solutions to the government, statutory authorities, the private sector, etc.

These Internship Guidelines provide full-time internship opportunities to deserving applicants selected by the Internal Selection Committee at IICA based on their application and available internship opportunities with any of the following verticals of IICA (hereinafter referred to as "**IICA Verticals**"):

Schools	Centres	Departments
i. School of Corporate Law	i. Centre for MSME	i. Administration
ii. School of Competition Law & Market Regulation	ii. Centre for Institutional Partnerships & Corporate Communications	ii. Human Resources
iii. School of Corporate Governance & Public Policy	iii. Centre for Insolvency & Bankruptcy	iii. Finance
iv. School of Finance & Management	iv. Centre for Independent Directors	iv. Information Technology
v. School of Business Environment	v. Centre of Excellence in CSR & Corporate Citizenship	
	vi. Centre for Business & Human Rights	
	vii. Centre of Excellence in Alternative Dispute Resolution	
	viii. Forum of Indian Regulators (FOIR) Centre	

Schools	Centres	Departments
	ix. Centre for Regulatory Governance	
	x. Centre for Responsible Business Advisory	
	xi. Knowledge Resource Centre (KRC) / Library	
	xii. Centre of Board Excellence and Leadership	

1. OBJECTIVE OF INTERNSHIP

To provide an opportunity to college students and young professionals (not in any other employment) in the broad areas of Law, Science, Social Sciences, Humanities, Management, Technology, and other related disciplines to assist and learn in the process about Corporate Laws, Competition Policy and Market Regulation, Corporate Social Responsibility (CSR), Environmental and Social Governance (ESG), Sustainability, Carbon Accounting and Financing, Corporate Governance and Public Policy, Corporate Finance, E-Governance, Insolvency law, Business and Human Rights, Information Technology, AI Governance, Micro Small and Medium Enterprises (MSMEs) and any other areas related to "Corporate Affairs".

2. ELIGIBILITY CRITERIA AND EDUCATIONAL QUALIFICATIONS

A full-time student who is pursuing any of the following courses from a recognised College / Institute / University, or a young professional who has completed their studies within the last six months on the date of making an application and is not currently engaged in any other employment:

- a. A Five-Year or Three-Year degree course in law (final year students would be preferred), and the selection committee shall take its decision on an institutional need basis.
- b. Undergraduate / Post-Graduate/MBA/PGDM Courses in Social Sciences, Economics, Commerce, Finance, Management, Library Science, Mass Communication, HR, Social Work, Environmental Sciences, Business Environment, Information Technology / Computer Science, Development Studies, Public Administration, AI, Cyber Security, Audit, Public Policy and other related disciplines.
- c. Professional Course of Chartered Accountant (CA), Cost and Works Professional (CWA) or a Company Secretary (CS).
- d. Any other course recommended by the Internal Selection Committee and approved by DG&CEO.
- e. Students in their final semester undertaking **applied research projects, capstone studies, or dissertations** over a minimum period of 20 weeks.

- f. Young professionals who have completed their studies within the last 6 months on the date of making an internship application and are not currently engaged in any other employment are eligible.

3. DURATION OF INTERNSHIP

- a. **The minimum internship period shall be for 1 month and may be extended for a maximum period of 6 months on the recommendation of the Internal Selection Committee.**
- b. Internship may commence on any day of a calendar month, depending upon need and the requirement of the School/Centre/Vertical of IICA.
- c. IICA, at its discretion, may terminate the internship at any time without assigning any reason.
- d. **The internship may be conducted in hybrid mode, subject to the sole discretion of the competent Authority.**

4. APPLICATION AND ITS CONSIDERATION

- a. Eligible students interested in pursuing an internship at IICA may apply online through the official website (https://iica.nic.in/Online_Internship.aspx) or submit the prescribed **Form A** along with a recommendation from the Head of the Institution, issued on the official letterhead sent through the official institution's email ID to the HR Department at hr@iica.in or by post to: **The Chief Administrative Office (CAO)/Manager (HR), Indian Institute of Corporate Affairs, Plot No. 6, Sector 5, IMT Manesar, Gurugram, Haryana 122052.** Super-scribe the envelope with: *"Application for Internship for the month of"*
- b. However, young professionals who are eligible to apply and are not part of any academic institution as bona fide students can directly apply through the website/email as mentioned above.
- c. Applications directly sent to the IICA Verticals shall not be entertained.
- d. Incomplete applications shall not be considered

5. EVALUATION PARAMETERS

At the end of the successful completion of the internship, the interns will be awarded a "Certificate" along with a grade based on their performance. A high-quality project work, which is awarded a grading "A+" (Excellent) or "A" (Very Good), may be displayed on the website of IICA and/or considered for publication in the IICA Publications. The Evaluation criteria is provided as under:

Evaluation Criterion	Weightage
Quality of work and research output	50%
Initiative, creativity, and problem-solving	20%
Communication and presentation skills	20%
Professionalism, punctuality, and conduct	10%

6. CERTIFICATE AND HONORARIUM/STIPEND

- a. **Interns shall be entitled to an honorarium of Rs. 10,000/- per month.**
- b. Intern shall make a claim of honorarium each month to the HR Department, duly recommended by the Guide/Supervisor and/or Head of the IICA Vertical.
- c. Intern would also be eligible for a certificate at the completion of her/his internship.
- d. In certain circumstances, the Internal Screening Committee (ISC) may also recommend a candidate for an unpaid internship.

7. ACCOMMODATION

Rent-free accommodation within the campus may be provided on a shared basis, subject to availability. However, food charges will have to be borne by the intern. Interns availing accommodation will be entitled to a consolidated honorarium of ₹5,000 per month.

8. INTERNAL SELECTION COMMITTEE ("ISC")

The Internal Selection Committee shall comprise the following:

- CAO, IICA
- One Faculty member (nominated by DG&CEO)
- HR Division representative.

9. MEETINGS OF ISC AND PROCEDURE

- a. HR Division at IICA would scrutinise the applications for their completeness and put them up before the Committee for consideration.
- b. The **IT Department** shall also scan the applications received through the IICA website and share the consolidated list with the HR Division at the end of each month.
- c. Ordinarily Internal Selection Committee would review the applications in the first week of each month. In exigencies, the Committee may decide to complete the process by circulation.
- d. ISC would make recommendations unanimously for the final decision of the Competent Authority, i.e. DG&CEO, IICA.

10. NUMBER OF INTERNS

The total number of internships to be offered by IICA shall be limited to 10 per month. This may be extended to a maximum of 15 per month with the approval of the Competent Authority.

11. DUTIES OF AN INTERN

- a. Interns shall be engaged in ongoing research, capacity building endeavours, programmes and projects of IICA.
- b. The Interns shall be attached to one of the IICA Verticals as per the recommendations of ISC.

- c. A faculty member or senior staff of IICA will be assigned to each intern as "Guide / Supervisor". The intern will work under the guidance of her/his Guide / Supervisor.
- d. The intern will submit the project deliverables/assignments to the guide/supervisor in accordance with the **weekly timesheet** assigned by the Guide/Supervisor.
- e. The draft report of the internship shall be submitted 3 days before the completion of the internship.
- f. The intern is required to make a presentation before the ISC in the presence of the respective IICA Vertical and other faculty members of IICA.
- g. Intern shall be subject to IICA disciplinary requirements during the period of internship and is expected to observe its working hours. The internship may be terminated without notice if the performance of the intern is not satisfactory or remains absent without the authorisation of the Guide/Supervisor.
- h. Intern shall conduct himself/herself in such a manner that does not bring any disrepute to the IICA. An intern shall not represent themselves anywhere as an employee of IICA. **An intern shall have no right/claim for employment with IICA by virtue of this internship.**
- i. No leave will be allowed during the internship. If Guide/Supervisor is convinced that the absence of an intern is due to unavoidable circumstances, the period of internship may be extended by the period of absence.

12. LOGISTIC SUPPORT

- a. Each Intern will be provided with minimum logistical support.
- b. The intern may work in the hybrid mode as per guidelines issued by the respective School/Centre Head and may utilise the reference books and other materials available in IICA's knowledge resource centre (Library).
- c. The intern is also free to access other libraries in the city with prior permission of the Guide / Supervisor.

13. INTELLECTUAL PROPERTY

The final product (report/article/research) of the internship will be the intellectual property of IICA, and the intern may use it with prior approval of IICA, and adequate citations in their upcoming research work.

14. CONFIDENTIALITY

The interns shall give an undertaking that "He/she" shall strictly maintain full confidentiality and secrecy of any information/matter relating to IICA obtained during the course of the internship and for six months after completion of the internship.

15. INTERNSHIP REQUIREMENT IDENTIFICATION AND APPROVAL PROCESS

- a. School/Centre Heads shall identify internship requirements based on ongoing projects, research needs, and capacity-building initiatives within their respective verticals.
- b. The Head shall prepare a detailed internship proposal including:

- Topic/Area of internship
 - Specific eligibility criteria (educational qualification, year of study, skills required)
 - Number of interns required (maximum 3 per vertical at a time)
 - Duration of internship
 - Expected deliverables and timeline
 - Name of Guide/Supervisor
- c. The internship proposal shall be submitted to the HR and Administration Department for processing.
 - d. The Administration Department shall forward the proposal to the DG&CEO, IICA for approval.
 - e. Upon approval by the DG&CEO, the Administration Department, in coordination with the HR Department, shall float the advertisement on the official website and other appropriate platforms.
 - f. School/Centre Heads shall ensure compliance with the maximum limit of 3 interns per vertical.

16. MONITORING AND EVALUATION

The internship program follows a hierarchical monitoring framework with weekly presentations and regular reviews at the School/Centre, ensuring quality and continuous learning.

Director General & CEO, IICA

Overall Program Oversight & Strategic Direction



Head of Schools/Centres (Strategic Academic Units)



Direct Supervisors & Mentors

Principal Researcher/Senior Research Associates

- a. School/Centre Heads shall ensure weekly monitoring of intern performance through the designated Guide/Supervisor.
- b. Mid-term review shall be conducted for internships exceeding 2 months in duration.
- c. The intern shall submit the final internship report in **soft copy (PDF format)** to the Head of the School/Centre and the DG Secretariat.
- d. The IT Department shall create and maintain a **centralised internal repository** for the same, accessible **internally within IICA**.

- e. The final evaluation report shall be submitted by the Head of the School/Centre to the HR Department in hard copy and to the DG Secretariat in soft copy within **seven (7) days** of completion of the internship.

17. WINTER AND SUMMER CYCLE INTERNSHIPS

- a. IICA conducts its **Winter and Summer Cycle Internship** Programs on specific thematic areas of national importance and emerging relevance in Corporate Affairs.
- b. These winter and summer internships are designed to address priority research areas and policy development needs identified by IICA and the Ministry of Corporate Affairs (MCA).
- c. The duration of these internships shall not exceed 6 weeks for the Winter Cycle and 12 weeks for the Summer Cycle.
- d. **The DG&CEO, IICA, has the authority to:**
- Decide the thematic topics for Winter and Summer Internships
 - Allocate topics to respective Schools/Centres/Departments
- e. The winter and summer internships shall follow a structured format with:
- Clearly defined research questions or project objectives
 - Specific target streams for applicants
 - Predetermined allocation of intern positions per topic
 - Defined deliverables and evaluation criteria

18. SUMMER CYCLE INTERNSHIP 2026: THEMATIC AREAS

For the upcoming Summer Cycle, IICA is offering internships in the following thematic streams:

Stream	School/Centre	Target Stream	Allocation
Corporate Governance & Public Policy	School of Corporate Governance and Public Policy	All streams	1-3 interns
Corporate Law & Compliance	School of Corporate Law	Law	1-3 interns
	Centre for Insolvency & Bankruptcy		
CSR, ESG & Sustainability	School of Business Environment	All streams	1-3 interns
	Centre for Excellence in CSR and Corporate Citizenship		
Institutional Partnerships and Corporate Communication	DG & CEO Secretariat	Mass Communication and Management	1-3 interns

Stream	School/Centre	Target Stream	Allocation
Finance & Financial Reporting	School of Finance and Management	Management	1-3 interns
Innovation & Entrepreneurship (MSMEs)	Centre for Micro Small & Medium Enterprises	All streams	1-3 interns

19. APPLICATION PROCESS FOR WINTER AND SUMMER INTERNSHIPS

- a. Applications for Winter and Summer Cycle Internships shall be invited through a separate advertisement specifying:
 - Thematic areas and specific topics
 - Eligibility criteria for each stream
 - Application deadline
 - Selection process and timeline
- b. Selection for Winter and Summer Internships shall be more competitive and may include:
 - Cover Letter
 - Resume, Certificates and Marksheets
 - Writing sample or previous research work (if applicable)
 - Interview (if required)
- c. The Internal Selection Committee for Summer and Winter Internship programs may include subject matter experts in addition to the regular ISC members.

20. RELAXATION

DG&CEO, IICA may relax any provision of these Guidelines in respect of any deserving candidate or in exceptional circumstances, in the interest of IICA.

21. REVIEW

IICA will review these Guidelines from time to time to ensure alignment with institutional objectives and evolving requirements.

*****END OF DOCUMENT*****

FORM A

APPLICATION FOR INTERNSHIP AT IICA

<i>For Official Use only</i>	PHOTO			
Application for the Month(s) of (duration)				
Application for IICA Vertical (name of the School/Center/Vertical) <i>ISC at its discretion may recommend for another vertical</i>				
Category Details	(a)	(b)	(c)	(d)

1	Full Name (Surname First)	
2	Date of Birth	
3	Gender	
4	Permanent Address	
5	Present Address / Address of Correspondence	
6	E-mail ID	
7	Mobile No.	

8. Educational Qualifications (+2 onwards)

Sl. No.	Name of the Course	School / College / Board	Year	Subjects	% of marks/ Grade

9	Computer Skills	
10	Knowledge/experience of statistical/Economic/Project Management packages or tools (please specify)	
11	Internship/Work Experience, if any (attach extra sheet if required)	
12	Areas of Interest	
13	Awards/Achievements/papers Presented/Published (attach extra sheet if required)	

14	Any other additional relevant information (attach extra sheets if required)	

15. Suggested topic(s)/Project(s) on which Internship is proposed

15.1 Applicants are required to submit along with the Application Form a synopsis of the proposed work of not more than 1000 words. The synopsis should broadly cover overview of the sector, methodology proposed to be followed, issues to be researched and probable outcomes or conclusions.

15.2 The final topic of dissertation/project assignment will be decided after discussion and keeping in view the relevance to IICA.

15.3 Whether Synopsis attached (yes/No)

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

I understand that I may be considered for unpaid internship and I am not eligible for any honorarium.

Date: _____ Signature of the Candidate

Place: _____ Name: _____

RECOMMENDATION

CERTIFICATION AND RECOMMENDATION BY INSTITUTION

Certified that Ms./Mr. _____ is pursuing _____ course and is presently in _____ year/ semester in the Institute/College/University. She / He is eligible for internship in IICA as he/ she has fulfilled the eligibility criteria prescribed by the Indian Institute of Corporate Affairs (IICA) vide IICA Internship Guidelines. She / He has also attached the synopsis on her/his proposed topic of research during internship. Hence, She /He is recommended for internship at IICA.

Place:

Date:

Signature with Name

Designation

Office Address,

Tel.No. &

Office Seal

Application complete in all respects shall be sent to the HR Department at hr@iica.in or by post to: **The Chief Administrative Office (CAO)/Manager (HR), Indian Institute of Corporate Affairs, Plot No. 6, Sector 5, IMT Manesar, Gurugram, Haryana 122052.** Super-scribe the envelope with: *"Application for Internship for the month of"*