

Department of Art, Culture and Youth

Government of Bihar

Internship Guideline for Directorate of Archaeology

1. INTRODUCTION/RATIONALE

The Department of Art, Culture, and Youth is committed to fostering a deeper connection between the youth of Bihar and the state's rich cultural heritage. Through its well-established directorates, namely the Directorate of Archaeology, the department endeavours to preserve, promote, and celebrate Bihar's cultural legacy.

Internship opportunities within the department are designed to serve as a bridge between academic learning and practical experience for students pursuing degrees in archaeology, history, conservation and related fields. These internships offer students a unique chance to immerse themselves in the diverse facets of cultural heritage management while contributing to the department's ongoing projects and initiatives.

The rationale behind offering internship programs is multi-faceted. Firstly, interns provide invaluable support in research activities, data collection, and documentation efforts, thereby bolstering the department's capacity for scholarly inquiry and conservation work. Secondly, interns play a pivotal role in enhancing public engagement and awareness through outreach programs and educational initiatives, thus ensuring the sustainable preservation of Bihar's cultural heritage for future generations.

To facilitate the effective implementation of internship programs, this document serves as a guideline for the department. It outlines the procedures for intern selection, onboarding, and supervision, as well as the expectations and responsibilities of both interns and the department. By adhering to these guidelines, we aim to create a structured and enriching experience for interns while advancing our collective mission of safeguarding Bihar's cultural heritage.

1.1. Objectives of the Internship Programme:

2. **Educational Enrichment:** Provide students with practical, hands-on experience in the fields of archaeology, history, conservation and cultural heritage management, complementing their academic learning.
3. **Skill Development:** Equip interns with essential skills and competencies relevant to their chosen fields, including research methods, documentation techniques, conservation practices, and public outreach strategies.

4. **Contribution to Departmental Projects:** Engage interns in ongoing departmental initiatives, allowing them to contribute meaningfully to research, data collection, documentation, and conservation efforts.
5. **Professional Growth:** Offer interns opportunities for professional growth and networking within the cultural heritage sector through exposure to diverse projects, mentorship from experienced professionals, and participation in workshops and seminars.
6. **Public Engagement:** Empower interns to become ambassadors for Bihar's cultural heritage by actively participating in outreach programs, educational activities, and community engagement initiatives aimed at fostering public interest and appreciation.
7. **Capacity Building:** Strengthen the department's capacity for research, documentation, conservation, and public outreach by leveraging the skills, energy, and enthusiasm of interns to support and supplement existing staff efforts.
8. **Promotion of Cultural Heritage:** Promote awareness, understanding, and appreciation of Bihar's rich cultural heritage among interns and the broader community, emphasizing its significance, diversity, and relevance to contemporary society.
9. **Long-term Impact:** Cultivate a pipeline of talented and passionate individuals who are inspired to pursue careers in cultural heritage preservation, ensuring the continuity and sustainability of efforts to safeguard Bihar's cultural legacy for future generations.

2. FORMATION OF INTERNSHIP COMMITTEE:

An internship committee chaired by Additional Chief Secretary/Principal Secretary/Secretary of the department with the following members would oversee the interns:

1. Director of Archaeology, Art, Culture and Youth Department, GoB (Secretary)
2. Executive Director, Bihar Heritage Development Society (Member)
3. Deputy Secretary, Art, Culture and Youth Department, GoB-(Member)
4. Financial Advisor, Art, Culture and Youth Department, GoB-(Member)
5. Two members (As nominated by the department as Internship Coordinator)- (Member)

3. ROLE AND FUNCTIONS OF THE INTERNSHIP COMMITTEE:

The internship committee plays a pivotal role in the design, implementation, and oversight of internship programs within the Department of Art, Culture, and Youth. Its members bring diverse expertise and perspectives to ensure the success and effectiveness of internship initiatives aimed at fostering the next generation of cultural heritage custodians and advocates.

- Oversee the overall functioning of the internship committee, providing guidance and strategic direction for internship programs while ensuring alignment with departmental goals and objectives.
- Offer expertise in archaeological projects, exploration, documentation, report writing work and other resources for interns.

- Liaise with academic institutions, research organizations, and local communities to identify potential internship opportunities and coordinate regional cultural heritage preservation efforts.
- Review and approve internship proposals and project plans, assisting in the development of educational programs and public outreach initiatives.
- Bring insights from heritage conservation and preservation projects, collaborating with interns on heritage restoration and conservation efforts, and supporting the integration of traditional craftsmanship and indigenous knowledge into projects.
- Serve as primary points of contact for interns, coordinating logistics such as placement assignments, accommodation, and transportation, while monitoring progress, providing guidance and support, and addressing any issues or concerns.

4. ELIGIBILITY CRITERIA FOR INTERNSHIP:

Following criteria may be applied to define eligibility of the intern students. The criteria can be modified, changed as per the requirement of the department with the approval of Internship Committee.

- Applicants who has completed their Master degree/Postgraduate degree in academic session 2024-2025 in Ancient Indian History Culture and Archaeology, Anthropology, Architecture, History of Art, Conservation, Heritage Management, or a similar field.
- Applicants must have a strong interest in archaeology and demonstrate academic excellence (aggregate 70% and above in Master degree)
- Preference may be given to students with a demonstrable interest in Bihar's archaeology and cultural heritage.
- Applicants must be minimum 18 years old and maximum 30 years while applying for internship programme

5. APPLICATION PROCESS:

- Internship Requirement/ Vacancies/ Internship opportunities will be advertised in the department website and /or local Hindi/English newspaper as per requirement of interns in the department.
- Applicants should submit a cover letter expressing their interest in the internship and a detailed CV highlighting their academic qualifications, relevant skills, and any prior experience in the format mentioned in **Annexure -I**
- Applicants may be required to submit a letter of recommendation from their department/ institute head.
- Shortlisted candidates will be called for an interview by Internship Committee or shortlisted based on their academic score in Master degree
- Upon selection, interns have to provide any Identification document, family details, emergency contact detail and self-declaration as prescribed by the department.

6. INTERNSHIP DURATION AND PROJECTS

- The duration of internships will be based on the nature of work and requirement of the department and will be mentioned in the advertisement. Typically, the internship may last for a period of 3-6 months.
- Interns will be assigned to ongoing departmental projects based on their skills and interests. These projects may involve:
 - Assist archaeologists and researchers in fieldwork, laboratory analysis, and documentation.
 - Archival research and data management
 - Public outreach and education programs
 - Research projects on specific aspects of Bihar's archaeology and cultural heritage
 - Contribute to research papers, reports, and presentations.
 - Attend departmental meetings, workshops, and training sessions if required.

7. SUPERVISION AND MENTORSHIP:

- Each intern will be assigned a supervisor or mentor from the Department, who will provide guidance, feedback, and support throughout the internship.
- The Interns will report to their supervisor for day-to-day reporting.
- Interns are encouraged to seek advice and ask questions to enhance their learning experience.

8. RESPONSIBILITIES OF INTERNS

- Interns are expected to be punctual, professional, and respectful towards colleagues and supervisors.
- They will be required to complete assigned tasks diligently and meet deadlines.
- Interns are encouraged to take initiative, ask questions, and actively participate in project discussions.
- Adhere to departmental policies, safety guidelines, and ethical standards.
- Maintain confidentiality regarding sensitive information and archaeological sites.
- Submit an internship report to the department before certification.

9. EVALUATION AND CERTIFICATION:

- Interns will be evaluated based on their performance, attendance, and contributions to the project.
- Interns may be requested to deliver presentations showcasing their contributions and accomplishments during the internship as a means of assessing their performance.
- Upon successful completion of the internship and submission of internship report to the supervisor, interns will receive a certificate of internship from the DOA.

10. COMPENSATION AND BENEFITS:

- Internships with the Department of Archaeology do not offer a monthly salary.
- However, interns will be given stipend of Rs. 25,000/- (Rupees Twenty five Thousand) per month consolidate depending upon the availability of funds in the project to meet the travel and logistic costs.
- Interns will have access to departmental resources, such as libraries, laboratories, and equipment, to support their research and learning activities.

11. ATTENDANCE AND PUNCTUALITY:

- Interns are required to maintain regular attendance and punctuality as per the department's schedule.
- Any planned absences must be communicated in advance to their supervisor.
- Interns will avail leave on Public Holidays and Sundays throughout the internship, exempt from any additional secretariat leave regulations.

12. CODE OF CONDUCT:

- Interns are expected to adhere to the department's code of conduct, including professional ethics, confidentiality, and respect for cultural heritage and artefacts.
- Respect for colleagues, supervisors, and archaeological sites is paramount.
- Any instances of misconduct, harassment, or unethical behaviour will not be tolerated and may result in termination of the internship.
- The department may terminate internship of any candidate if information provided by the intern is found to be false and or non-adherence to the rules and regulation of the department.
- Legal action will be pursued against interns in case of any misconduct during the internship.

Annexure –I
INTERNSHIP SEGMENT.....
CANDIDATE INFORMATION FORM

PLEASE AFFIX
YOUR RECENT
PASSPORT SIZE
PHOTOGRAPH

Sr.No.	Particulars				
1	Name of the Candidate				
2	Date of Birth				
3	Father's Name				
4	Residential Address				
5	Email ID				
6	Phone Number				
7	Emergency Contact Number				
8	Permanent Address				
	Educational Background	Degree/Diploma	College/Ins titute	Year of passing	%
		Intermediate			
		Graduation			
		Master degree			
		Others			
9	Name of the Institute				
10	Enrolment Number				
11	Contact number of the institute	Contact person details			
12	Course/Specialization				
13	Address of the Institution				
14	Bank Name & Account Number				
15	IFSC Code				
16	Branch				
17	Date of Joining				

18	Duration		
19	Thematic Areas of Interest		
20	Please tick on Multiple Options (Minimum five)		
	Fieldwork Excavation Work	Archaeological Conservation	
	Documentation and Reporting	Public Archaeology and Outreach	
	Archaeological Research and Analysis	Cultural Heritage Management	
	Education and Public Programs	Exhibition Development	
	Conservation and Preservation		
21	Please Mention Choice of Districts		
i.		iii.	
ii.		iv.	

Declaration:

I hereby declare that all of the information stated above is true to the best of my information and knowledge, my candidature is subject to the verification of the information, failing which my candidature may be cancelled by the organization.

Name:

Signature:

Date:

Place:

FOR DIRECTORATE USE (ARCHAEOLOGY)

Name of the Intern:

Theme:

Assignment:

Duration:

Name of the reporting officer:

Signature of the Internship Coordinator