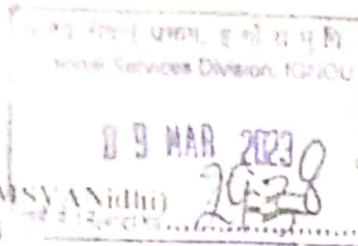


Rahul Kapoor
Joint Secretary,
(DAY-NULM & PMSVANidhi)
Tele: 011-23062194
Email: rahul.kapoor@gov.in



भारत सरकार
आवासन और शहरी कार्य मंत्रालय
निर्माण भवन

GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
NIRMAN BHAWAN

D.O. No. K-13011(1)/2/2023-UPA-II (1-9151174)

नई दिल्ली-110011, तारीख 24.02.2023
New Delhi-110011, dated the 20

Dear Sir,

Ministry of Housing and Urban Affairs (MoHUA), in collaboration with Ministry of Education (MoE) and All India Council of Technical Education (AICTE) has developed 'The Urban Learning Internship Program (TULIP)', a platform to provide internships to students and Graduates/Post Graduates/Diploma holder in ULBs, Smart Cities, Parastatals of States/UTs. The internship has benefitted more than 5 thousand students across the country. Under the Missions for urban poor i.e. DAY-NULM and for Street Vendors i.e. PMSVANidhi respectively, the States/UTs have been advised to engage interns under the TULIP programme. (Copy attached)

2. Both the Missions strive to improve the livelihood of the most vulnerable and poor population in urban areas, who need constant handholding / financial support. In this regard, the students from elite institutions including *inter alia* IIMs, IITs, and NITs, if engaged to work as interns with States/Urban Local Bodies, will get an excellent understanding and exposure in social sector, that may go a long in solving the myriad problems of this vulnerable group. Moreover, the energy and ideas that these youths bring in may catalyse the endeavour of field level functionaries under both the Missions.

3. In view of the above, I will be grateful, if the elite Institutions under Ministry of Education are requested to share this information with their students so as to encourage them to join the TULIP programme and be a partner in the movement of poverty alleviation. They may get the details of scheme from https://internship.aicte-india.org/module_ulb/Dashboard/TulipMain/. The contact details of both Missions are available at https://nulm.gov.in/PDF/ContactUs_Details_NULM.pdf and <https://pmsvanidhi.mohua.gov.in/Home/Contact>.

with high regards,

Yours sincerely,

(Rahul Kapoor)

Shri K. Sanjay Murthy,
Secretary, Department of Higher Education,
Ministry of Education
Room No- 127-C, Shashtri Bhawan,
New Delhi-110001

MAHESHWAR RAO
Vice Chancellor
IGNOU, N. Delhi

- 6 MAR 2023

Copy to:
Directors, IIMs/IITs/NITs/Central Universities

Copy for information to:

1. Joint Secretary, Smart Cities Mission, MoHUA

2. State Mission Directors, DAY-NULM with a request to promote the TULIP programme in the Institutions concerned in the State.

Director (ASD)

Dr. Shikant Mohapatra
Pro-Vice Chancellor, IGNOU

Rahul Kapoor
Joint Secretary
(DAY-NULM & PM SVANidhi)
Tele: 011-23062194
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भारत सरकार
आवासन और शहरी कार्य मंत्रालय
निर्माण भवन
GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
NIRMAN BHAWAN

नई दिल्ली-110011, तारीख 22.02.2023
New Delhi-110011, dated the 20

DO No. K 13011/1-2/2023 (PA III)-915(174)

Dear Principal Secretaries/Secretaries,

Please refer to Secretary, Ministry of Housing and Urban Affairs (MoHUA) DO letters no. K 15016/66/2020 SC-I dated 1st June and 3rd July, 2020 to Chief Secretaries/Administrators of all States/UTs and letter no. N 11025/13, 2021-LSG dated 12.02.2021 from Joint Secretary, MoHUA (copies enclosed) regarding "TULIP- The Urban Learning Internship Program."

2. TULIP has been launched by MoHUA in collaboration with Ministry of Education and All India Council for Technical Education (AICTE) to act as a bridge between fresh graduates and ULBs Smart Cities. The aim is to engage fresh graduates from academic and technical institutions for supporting cities in programmatic interventions under Urban Missions including *inter alia* DAY-NULM and PM SVANidhi of this Ministry. TULIP portal is a comprehensive solution for onboarding of interns and the entire process right from registration, advertisements, broadcasting interests, selection procedures, appointments and issue of completion certificates, is end-to-end digital. Details of the programme can be accessed at:

https://internship.aicteindia.org/module_ulb/Dashboard/TulipMat/index.php.

3. Through this programme, the interns would be engaged directly with State and City administration to undertake activities under DAY NULM and PM SVANidhi, viz. facilitating community engagements, entrepreneurship development, supporting emerging enterprises through analysis, research and handholding, monitoring of projects, development of knowledge products and best practices, digital innovations and providing contextual solutions. The number of interns to be engaged at the City and State level along with duration and stipend can be decided by the State and will be paid through funds available under A&OE provided to ULBs SIDA under DAY-NULM. States/UTs and larger cities may also engage additional number of interns through other sources of funding.

4. A program such as TULIP has the potential of not only to engage the youth in urban governance, but also inculcate and develop future leadership in the urban sector. It brings fresh energy, new thought, and innovation in the Mission, that supports our agenda of improving the livelihoods of the urban poor, thereby enhancing their quality of life. For effective implementation of TULIP, detailed guidelines has been prepared and is enclosed

for reference. It is therefore requested to initiate necessary action in a time bound manner to onboard interns under the TULIP programme in your State/UT cities.

With regards,

Yours Sincerely,

Rahul Kapoor

22/2/22
(Rahul Kapoor)

To,
Principal Secretary/ Secretary (UD),
All States/UTs.



Ministry of Housing and Urban Affairs
Government of India



TULIP

The Urban Learning Internship Program

GUIDELINES

The Urban Learning Internship Program (TULIP)

Introduction

Rapid paced urbanization and urban ecosystems could provide a high valued exposure to the students on the functioning and governance of cities and can develop/groom budding human resources equipped to address the complex challenges that cities face. The graduates/undergraduates functionally equipped with skills to manage the emergent challenges of urban areas and motivated to experiment new solutions would be a great resource for the cities and its citizens, and in turn which may expand the career horizons for these students.

'The Urban Learning Internship Program (TULIP)' launched by MoHUA in association with All India Council for Technical Education (AICTE) is designed to match opportunities in Urban Local Bodies (ULBs)/ State Urban Development Agency (SUDA)/ other parastatal bodies with learning needs of graduates/undergraduates for grooming them to explore career opportunities in urban sector and devise high-impact solutions to key urban problems. MoHUA will provide programmatic guidance, facilitation of stakeholders and jointly coordinate with AICTE in managing and operationalising the TULIP portal that facilitates the aspiring graduates/undergraduates in undertaking this journey.

States & UTs having deeper understanding of the emerging challenges of urbanization and city management are well placed to effectively implement TULIP by matching needs of the ULBs /SUDA with skills developed through such internships. It is envisaged that TULIP interns would get exposure in a large number of areas, viz., including but not limited to urban planning, urban design, different branches of engineering, information and technology, mobility, finance, social sector issues and environmental issues etc. Moreover, these graduates/undergraduates will get first-hand experience of working with city officials, civil society and multiple stakeholders that will help in their future endeavour. They will be oriented towards best practices, knowledge sharing and project implementation on ground. The interns will carry with them a rich experience in urban governance which will help them in their future endeavours.

Internship under TULIP

An internship may be considered as educational and career development opportunities, providing practical learning experience in a field or discipline. It gives an opportunity for career exploration and development and to learn a new skill. On the other hand, it offers the employer (ULBs/SUDA) the opportunity to bring new ideas and energy into the workplace.

As part of TULIP, the intern gets an opportunity to apply their academic learnings in the complex dynamics of urban India, with excellent potential for professional development. The program is designed such that ULBs/SUDA have incentives to offer a structured working and learning experience for their own benefit and have complete flexibility in offering competitive stipends to deserving interns.

Key benefits of the Programme

Interns bring knowledge, skills, and enthusiasm that augments capacity and rejuvenates the ULBs. Interns can both be engaged in existing projects of the ULB as well as tasked with scoping or analyzing problems on the urban agenda of the city. Thus, an internship program can bring numerous benefits to the ULB/SUDA including:

- Gaining short term talent to assist current employees and increase productivity.
- Attracting enthusiastic workers who can contribute new ideas and bring fresh, innovative, perspectives.
- Evaluating a potential future employee and create a pipeline for candidates
- Increasing diversity in the ULB/SUDA and access candidates with special skills and/or knowledge
- Offering management experience to mid-level employees working as intern supervisors and mentors
- Providing full-time employees more time to focus on other essential tasks
- Building local community capacities by building local workforce and helping young graduates develop their career path goals
- Strengthening relationships with local universities and colleges.

Objective (s)

The primary objectives of the program are to

- Provide an opportunity to the graduates/undergraduates in social science, Economics, law, management, arts, commerce, finance, social work, etc. to enhance their professional development through experiential learning directly engaging them with community, ULBs and SUDA.
- Harnessing fresh energy and ideas towards ULBs and SUDA endeavors to solve critical challenges.

Eligibility Conditions

- Applicable to Indian Nationals only.
- All the students pursuing Higher Education (UG/PG/MPhil/PhD) are eligible subject to no objection from their respective universities and fulfilling the terms and conditions set by respective employer.
- Degree holders (UG/PG/Diploma/MPhil/PhD) are also eligible to apply. However not more than 36 months should have passed from the date of declaration of final year results to the date from which the internship is sought.
- Internship is open to students from recognized Institutions and Universities.
- Students with a placement in hand are not eligible.

Duration & extension of engagement

The duration of the internship will be for a period of 8 weeks to 12 weeks.

How to Apply

- After a detailed needs assessment by city or state officials, Details of internship positions will be made available on the TULIP Portal (MoHUA – AICTE portal). Applications for internship will be accepted through the portal only.
- Applicant is required to register themselves on the portal first and then upon filling the profile with details including background and identification documents, the list of eligible vacancies will be listed on their dashboard to apply.
- Applicant may be required to submit a synopsis on urban development issues in (not more than 1,000 words) along with his/her application. Synopsis should broadly cover a brief about the applicant's areas of interest, proposed area of work and objectives for undertaking the internship.

Terms of Engagement

- The intern will be required to submit a digital undertaking to the ULB/ SUDA certifying his/her credentials, professional conduct and character before the commencement of the internship.

- The interns will be tasked with projects as per the discretion of the ULB or SUDA. An indicative list of domains/ areas available for internship is indicated in **Annexure-I**.
- Outside of the illustrative list of domains/ areas, additional domains/ areas may be determined and advertised by the ULBs and SUDA at their discretion.
- The workplan may be created with input from municipal professionals in the ULB/SUDA. It may include key tasks and topics in functional areas of ULBs/SUDA to help interns understand municipal government. The sample internship workplan is at **Annexure – II**.
- An engagement format (including orientation program) shall be outlined between the ULB/SUDA and the intern on aspects of learning during the internship period aligned with the tasks assigned. This shall ensure that the intern is 'learning while doing' and not engaged in any unskilled tasks. A sample offer letter is at **Annexure -III**.
- The intern will be eligible for an internship certificate only upon successful completion of the internship period, which may be relaxed as per the discretion of the ULB/SUDA under special circumstances.
- Selected interns will be deputed in NULM / PM SVANidhi division, where work will be allocated to them under the guidance/ supervision of Municipal Commissioner/ Executive officer. At the end of internship each intern shall make a presentation/ submit a report on the work done by her/him during the period of internship failing which no certificate and stipend will be released. Interns are expected to maintain discipline, punctuality and integrity, noncompliance whereof shall result in termination of internship.
- Dispute of any kind arising between the ULB/SUDA and the intern should be resolved amicably through grievance redressal channels or as per law of land at the level of incidence, and neither MoHUA nor AICTE will be a party to that dispute.
- The interns shall be required to maintain confidentiality of all the documents/ reports, or any information received by him/her during his/her internship period. The interns shall not reveal to any person or organization any information relating to the ULB or SUDA, its work and policies. The interns may also be required to sign a confidentiality agreement mentioning appropriate terms and conditions as per **Annexure – IV** prior to the commencement of the internship.

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- Notice period of one week will have to be given prior to leaving the internship and the intern shall not leave the internship without being relieved by the ULB/SUDA. The intern will provide an undertaking stating that he/she will complete the tenure of internship stated in the same. In the event that the internship is not completed without a genuine cause, the intern will be held liable to return the stipend amount availed.
- This internship is neither a job nor an assurance of a job in the ULB/ SUDA.
- Mission Director, NULM/PM SVANidhi will have the discretion power to relax any of the conditions mentioned above, in respect of any deserving candidates.

Stipend and other Allowance

Stipend is not the norm in internships. Most internships programs are short-term learning opportunity wherein the prime concern of interns is the opportunity to learn real life skills and not the stipend per se. However, state governments and ULBs, at their discretion, may pay stipends/subsistence allowance, etc. to the interns which may be in the range of ₹5,000/- to ₹10,000 per month. This is not a mandatory range and is just a guidance. Lesser or higher stipends can be paid depending upon requirements of functional needs, institutional standing and skill level etc.

ULBs/ SUDA may meet these expenses out of the own funds or those provided specifically by the state government/UTs for this purpose or out of A&OE funds provided to ULBs/SUDA under DAY-NULM.

Logistics

Interns shall normally bring own laptops/ mobile internet connectivity/ other devices etc. as needed by them. However, ULBs/SUDA may provide them working space, and other necessities as deemed fit by the competent authority.

Interns shall normally arrange their own boarding/lodging/transport to and from their place to stay to the place of internship. However, the ULBs/SUDA may reimburse transport/travel expenses incurred by the intern during the course of any assignment, which shall be at the sole discretion of the ULBs/ SUDAs.

Certificate of Internship

A digitally signed and shareable certificate regarding successful completion of internship shall be issued jointly by MoHUA, AICTE, state government and the ULBs/ SUDA in the indicative format in **Annexure- V**.

Revision of the Guidelines

MoHUA may review and revise the Guidelines as required from time to time. However, such a revision may only be applicable to interns engaged in future, unless so explicitly decided.

Indicative Domains/ Areas available for Internship

1. Mobilization of urban poor and building community institution viz. SHGs/ALFs/ CLFs
2. Urban livelihood
3. Financial inclusion of urban poor
4. Mass Communication and social media
5. Skill Development and Employment – Skill gap analysis
6. Support to Street vendors
7. Self-Employment Programme viz. Individual and SHG Bank Linkage
8. Safety Net for Urban poor
9. Migration
10. Shelter for Urban Homeless
11. Microfinance service to urban poor
12. Enterprise Development of urban poor
13. Enumeration/ base line study of poverty
14. City Livelihood Centre (CLC) under DAY-NULM
15. Financial management of SHGs and its federation
16. On-boarding of SHGs product through e-commerce platform
17. On-boarding urban street food vendors on digital platform
18. Designing Vending market/zone and vending cart
19. Local Self Governance Development (LSGD)

Sample Internship Work Plan

Name of the ULB: _____

Intern's name: _____

Start date: _____ End date: _____

Expected work schedule: _____

Course: _____

Graduation date: _____

Supervisor name: _____

Days per week: _____ Hours per week: _____

Goals

- 1: _____
- 2: _____
- 3: _____

Short term assignments

- 1: _____
- 2: _____
- 3: _____

Long term assignments

- 1: _____
- 2: _____
- 3: _____

Suggested topics for follow up conversations

- 1: _____
- 2: _____
- 3: _____

Final evaluation due date: _____

Intern's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

1. /
Wx

Supervisor's signature: _____ Date: _____

[illegible]

Supervisor's signature: _____ Date: _____

Sample Offer Letter

Annexure -III

I, _____ son/daughter of _____
who is undergoing an internship at _____
Urban Local Body/State Urban Development Agency, do hereby undertake on this the ____
(day), of ____ (month) ____ (year), the following:

1. I will be present at the premises of the Urban Local Body/State Urban Development Agency or any other venue, as notified by the nodal officer/authorized officer of ULB/SUDA, to undertake tasks assigned to me for the duration of the internship. I will communicate to the nodal officer/authorized officer should there be any reason or inability to be present.
2. I will communicate regularly with the said nodal officer/authorized officer on the progress of the tasks undertaken and furnish the monthly progress report to be evaluated by the said nodal officer/authorized officer.
3. I understand that any work products/IPR produced during the internship is a property of the ULB / SUDA and the terms of its use shall be decided at the discretion of the ULB / SUDA.
4. I declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the concerned authorities to solve any problem, but amicably resolve the same through the nodal officer or appropriate grievance redressal mechanisms.
5. I will adhere to workplace norms and abide by ethical standards followed in the ULBs / SUDA. In the instance of a professional misdemeanour or misconduct I understand that the concerned authorities shall terminate my internship and may take appropriate legal recourse as provided under the law of land.
6. I declare that, I shall be solely responsible for any act/actions of disrepute and shall be liable for punishment as per the law of the land. I further understand that the ULB /SUDA or concerned authorities shall in no way provide any legal support to me and will not be held responsible.
7. I declare that I have not been convicted or found guilty of any criminal offence or associated with or accomplice to an ongoing criminal investigation.
8. I declare that I am not suffering from any serious/contagious ailment and/or psychiatric/psychological disorder which may hinder my performance as intern.

9. I further declare that, my internship shall be terminated forthwith at any stage, if I am found to be ineligible and/or the information provided by me are found to be incorrect or on grounds of misconduct etc. as came to the notice of ULB/SUDA.
10. I hereby undertake to inform the ULB or SUDA and concerned authorities, about my changes in information submitted by me, in the application and any other documents, including changes contact details/addresses/phone nos. etc., from time to time.

Date:

Signature of Candidate:

Confidentiality Agreement for Interns

I, _____ son/daughter of _____
who _____ is _____ undergoing _____ an _____ internship at _____
_____ Urban Local Body/SUDA, do
hereby undertake on this the ____ (day), of ____ (month) ____ (year), understand
that "Confidential Information" means any information of a secret or confidential
nature relating to the internship workplace, which may include methods, documents,
data, drawings, manual, notebooks, reports, processes, software, information
systems, contracts, proposals and training materials. I agree to the following:

I have read and understood the above definition of "Confidential Information". I
agree that I will not at any time, both during and after completion of internship,
communicate or disclose confidential information to any person, corporation or entity
unless required by applicable law or legal process failing which I shall be liable to
legal remedies as per law.

Date

(Signature)

Full Name

Certificate of Internship

This is to certify that <Mr./Ms.> _____, a
graduate/undergraduate _____ of
_____ has successfully
completed <his/her> Internship with <Urban Local Body/SUDA> from
_____ to _____. During the period of Internship, he/ she worked
and assisted the ULB/SUDA in research/design/fieldwork related to _____
with due diligence and commitment.

Date: (Signature)

Place: <Municipal Commissioner/CEO>

DAY-NULM

Deendayal Antyodaya Yojana - National Urban Livelihoods Mission

About DAY-NULM

Ministry of Housing & Urban Affairs (MoHUA) is implementing, since 2014-15, a Centrally Sponsored Scheme viz. Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM) to reduce poverty and vulnerability of the urban poor households by enabling them to access self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis. Mission, *inter-alia*, aims to enable urban poor to access gainful self-employment and skilled wage employment opportunities. Also, financial assistance is provided to individuals/ groups/ Self Help Groups (SHGs) of urban poor for setting up gainful self-employment ventures or micro-enterprises.

PM SVANidhi

About PM Street Vendor's AtmaNirbhar Nidhi (PM SVANidhi):

MoHUA is implementing a Central Sector Scheme viz. PM SVANidhi, since June 2020, to facilitate working capital loan to Street Vendors Vendors to help them restart their business adversely impacted due to the pandemic. The Scheme is also promoting beneficiaries to undertake digital transactions, build sound credit history and conduct online business to ultimately climb up the economic ladder. Under 'Svanidhi se Samridhi' component beneficiary street vendors' family is being facilitated to access benefits of 8 welfare schemes of Government of India for their holistic development.

The scheme envisages to target 40 lakh street vendors in 1st tranche loans of upto ₹10,000, upto ₹20,000 as 2nd tranche and upto ₹50,000 as 3rd tranche, on repayment of the earlier loan. To incentivize regular repayment of the loans, an interest subsidy of 7% is paid and to encourage adoption of digital transaction, an amount of upto ₹100 per month is paid as cash-back. To encourage the lending institution to lend to this section of the urban informal sector, a graded credit guarantee cover administered by the CGTMSE has been offered. To provide a sense of identity to and protection from undue harassment, a 'SVANidhi Beneficiary Parichay Board' is being issued to every beneficiary to prominently display at his place of vending.

Contact Us



Ministry of Housing and Urban Affairs
Government of India

Ministry of Housing and Urban Affairs
Nirman Bhavan, Maulana Azad Road,
New Delhi - 110001

Website: www.mohua.gov.in



AICTE, Nelson Mandela Marg,
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