

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI- 110002
(RESEARCH, TRAINING AND EVALUATION BRANCH)**

F.1 (6) Trg. (Internship)/RTE/DSW/2024-25 687-732 Dated: 22-07-2026

CIRCULAR

It is hereby informed that the "**Guidelines for Internship Programme in the Homes/Institutions of the Department of Social Welfare, GNCTD**" have been approved by the Competent Authority.

Accordingly, a copy of the approved Guidelines is enclosed herewith for information and necessary compliance.

All Branch In-charges, District Social Welfare Officers (DSWOs), Superintendents/In-charges of Homes/Institutions and Heads of Offices are requested to ensure that all internship/fieldwork shall be carried out as per enclosed Guidelines with immediate effect.

This issues with the approval of the Competent Authority.

Enclosure: As Above.

N. Z.
Dy. Director (RTE)

F.1 (6) Trg. (Internship)/RTE/DSW/2024-25

Dated: 22-07-2026

Copy circulated to:

1. ✓ All Branch In-charges of Hq, DSW, 7th Floor, MSO Building, I.P. Estate, New Delhi-110002.
2. All District Social Welfare Officers(DSWOs), DSW.
3. DD (Asha kiran), DSW, Rohini, Delhi-110085.
4. Chief Medical Officer (CMO), Asha kiran, Rohini Delhi -110085.
5. Supdt (Asha kiran Home), DSW, Rohini Delhi -110085.
6. Supdt (Asha Deep), DSW, Khadi Ashram Road, Narela, Delhi -110040.
7. Supdt (Home for Aged and Infirm Persons), DSW, Bindapur, Pocket- 3, New Delhi -110059.
8. Supdt (Old Age Home, Leprosy Colony), DSW, Kusth Asharam, Tahirpur, Delhi -110095.
9. Supdt (Mahatma Jyotiba Phule Memorial Old Age Home), DSW Wazirpur, Ashok Vihar, Delhi -110052.
10. Supdt (Dr. B.R. Ambedkar Sr. Citizen Home), DSW, Kanti Nagar, Delhi-110051.
10. Supdt (Nav Chetna run under Nav Rachna Halfway/ Long stay Home), DSW, Sector -3, Dwarka, Delhi-110075.

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22/07/2026

and uploaded on
website
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11. Supdt (Navkiran-I-II, Halfway/ Longstay Home), DSW, Rohini, Sector-3, Delhi
12. Supdt (Timarpur, Hostel for College Going Visually Impaired Students female), DSW, Delhi-110054.
13. Supdt (Hostel for College Going Blind Student), DSW, Sewa Kutir Complex, Kingsway Camp, Delhi.
14. Supdt (Asha Jyoti), DSW, Nirmal Chaya Complex, Hari Nagar, Delhi.
15. Supdt (Atal Asha Home), DSW, Narela, Delhi.
16. **Asst. Director (IT), DSW with a request to upload the same on the website of Deptt. Of Social Welfare, GNCTD.**

Copy for information to:

1. PPS to Addl. Chief Secretary (SW), 7th Floor, MSO Building, I.P. Estate, New Delhi-110002.
2. PA to Director , Social Welfare ,7th Floor MSO Building , I.P. Estate, New Delhi -110002


Dy. Director (RTE)

GUIDELINES FOR INTERNSHIP PROGRAMME IN THE HOMES/INSTITUTIONS OF DEPARTMENT OF SOCIAL WELFARE, GNCTD

1. Background and Objectives:

The objective of these guidelines is to provide aspiring students with opportunities for internships in the Homes and Institutions of the Department of Social Welfare, GNCTD enabling them to gain practical training as interns. These internships offer hands-on experience, foster empathy towards vulnerable sections of society, encourage research-based learning, and support institutional functioning through active student engagement.

Further, the internships aim to bridge the gap between theoretical knowledge and practical exposure, thereby enhancing the employability and social sensitivity of students.

2. Scope of Internship:

These guidelines shall apply to all Homes and Institutions under the Department of Social Welfare catering to Persons with Disabilities and Senior Citizens. The internship programme shall be open to students from any recognized Universities and Colleges particularly those pursuing courses in Social Work, Psychology, Sociology, Rehabilitation Sciences, Nursing, Law, Special Education, and any other field related to social welfare.

3. Duration for internship:

The duration of the internship shall be determined based on the academic requirements and objectives of the interns subject to the prior approval of the competent authority of Department of Social Welfare, GNCTD.

4. Types of Internship:

Internships may be categorized as follows:

- (a) Field-Based Internship: Involving direct interaction with residents and participation in care, rehabilitation, and daily activities.
- (b) Research Internship excluding Persons with Disabilities (PwDs): Involving case studies, surveys, and evaluation of welfare schemes and institutional services.

5. Eligibility Criteria:

Students enrolled in undergraduate or postgraduate programmes shall be eligible to apply preferably after completion of the second year or fourth semester.

6. Application Process:

Applicants must submit the following documents:

- a) Institutional approval in the form of a "Letter of Recommendation" incorporating/outlining the reason/objective of the internship and explaining

how the internship will benefit the residents of the Homes/Institutions.

b) A formal request letter for internship along with a copy of the college identity card and supporting documents of educational qualifications.

c) An undertaking to abide by ethical guidelines during the internship period (Annexure-I).

7. Selection & Placement:

Applications shall be submitted by the applicant directly or through the head of the college or concerned university. Final approval shall be granted by the Head of Department (SW).

8. Roles & Responsibilities:

a. Department/Institution: To provide a safe and structured learning environment, assign a mentor, and facilitate exposure to institutional functioning and welfare schemes.

b. Intern: To maintain discipline, confidentiality, and adhere to institutional rules while submitting required reports and maintaining records.

c. Mentor/Supervisor from college/institute: In the case of a group of interns, a designated mentor/supervisor shall accompany or be associated with the interns to guide them, monitor their performance, and ensure proper conduct during the internship. The mentor/supervisor shall also submit an evaluation report of the internship to the Department, addressed to the Superintendent of the concerned Home/Institution.

In the case of an individual intern, supervision and guidance may be provided through periodic review and coordination with the concerned officials of the Home/Institution, as deemed appropriate.

9. Areas of Engagement:

Interns shall assist in the day-to-day functioning of Homes/Institutions for Persons with Disabilities (PwDs) and Senior Citizens and any other person as per the mandate of Department of Social Welfare, GNCTD. It includes supporting daily care routines of residents, assisting in health and behavioural monitoring, counselling support, mobility and rehabilitation activities, recreational and therapeutic programmes, vocational and awareness activities, and resident engagement initiatives under the supervision of the concerned staff/officers.

Interns may also assist in documentation, maintenance of records, report preparation, data compilation, outreach and awareness programmes, and other institutional and welfare-related activities as assigned by the concerned authorities of the Department.

10. Ethical & Safety Guideline:

1. Interns are required to carry their college Identity card and the permission letter issued by Department of Social Welfare while visiting the home.
 2. No videography/photography should be conducted without the permission of Official/Officer concerned.
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3. Interns shall not publish or share any report, findings, photographs, videos, experiences, or any other content related to the Homés/Institutions/residents on any social media platform, website, blog, or any other public platform without prior consent/NOC from the Department of Social Welfare, GNCTD.
4. Confidentiality/Anonymity of the residents should be maintained.
5. There is no financial implication on the Department of Social Welfare, GNCTD for providing internship.
6. Internship is provided on No-Cost basis, i.e. Department of Social Welfare is not charging fees from the student.
7. Adequate precautionary measures must be taken to prevent spread of contagious viral diseases.
8. Interns shall abide by all norms and instructions of the concerned Home/Institution.
9. The permission is liable to be withdrawn at any time if found to be against the public interest or cause any type of obstruction in the lives of people residing in the home.
10. Department of Social Welfare, GNCTD will be indemnified against any legal/financial liability that may arise out of the internship.
11. Daily activities of the residents may not be disturbed due to the posting.
12. All interns must comply with relevant legal provisions, including the Rights of Persons with Disabilities Act, 2016, the Maintenance & Welfare of Parents and Senior Citizens Act, 2007 and Mental Healthcare Act, 2017.
13. All interns shall submit their report to the concerned institution, with a copy endorsed to the concerned Deputy Director.

11. Code of Conduct:

Interns shall be decently dressed, maintain official decorum and proper conduct, and comply with all instructions issued by the concerned authorities/Institution. Any violation in this regard may result in termination of the internship and intimation to the parent Institution/College.

12. Health & Safety Measures:

Interns shall be oriented on sensitivity of institution and elder care practices. They must comply with all safety protocols of the institution.

13. Coordination Mechanism:

A Superintendent of the concerned Home/institution shall be designated as Nodal Officer for overall coordination.

This issues with the approval of competent authority.


Dy. Director (RTE)

UNDERTAKING

I, _____, S/o/D/o _____, a student of _____ (Name of Institution), hereby undertake that I have been permitted to undergo internship at _____ (Name of Home/Institution) under the Department of Social Welfare, GNCTD.

I solemnly affirm that during the course of my internship, I shall abide by the following terms and conditions:

1. I shall carry my valid College Identity Card and the permission letter issued by the Department of Social Welfare at all times during my visit to the Home/Institution.
2. I shall not undertake any videography or photography without prior permission of the concerned Officer.
3. I shall not publish, disseminate, or share any report, findings, photographs, videos, experiences, or any other content related to the internship on social media or any public platform without prior approval/NOC from the Department of Social Welfare, GNCTD.
4. I shall maintain strict confidentiality and anonymity of all residents and shall not disclose any personal or sensitive information.
5. I understand that the internship is on a No-Cost basis, and no financial liability shall be borne by the Department of Social Welfare, GNCTD.
6. I shall take all necessary precautions to prevent the spread of contagious or viral diseases during my internship period.
7. I shall strictly follow all rules, regulations, and instructions issued by the concerned Home/Institution and supervising officers.
8. I understand that the permission granted to me is liable to be withdrawn at any time, without prior notice, if my conduct is found to be against public interest or causes any disturbance to the residents.
9. I shall ensure that my presence and activities do not disturb the daily routine and well-being of the residents.
10. I agree to indemnify the Department of Social Welfare, GNCTD against any legal or financial liability arising out of my actions during the internship.
11. I shall comply with all applicable legal provisions, including the Rights of Persons with Disabilities Act, 2016, the Maintenance & Welfare of Parents and Senior Citizens Act, 2007, and the Mental Healthcare Act, 2017.
12. Upon completion of the internship, I shall submit my report to the concerned Home/Institution, with a copy endorsed to the concerned Deputy Director.

I hereby declare that I have read and understood the above conditions and agree to comply with them in letter.

Signature of Intern: _____

Name of Intern: _____

Institution: _____

Date: _____

Place: _____

Countersigned:

Signature of Mentor/Supervisor: _____

Name: _____

Designation: _____