

Annex 4 : Internships at IPH

Introduction

The internship program at Institute of Public Health aims to provide a meaningful learning environment and opportunities to learn about public health in India outside a classroom. This Internship Handbook is a concise guide with information on places, personnel and institution and a quick reference document. We hope that the various opportunities being offered as a part of this program will facilitate understanding of meaningful community engagement and service learning.

“The expert in anything was once a beginner.....”

-Helen Hayes

About us

The Institute of Public Health Bengaluru is a public health research and training institute based in Bangalore, India. We are a non-profit organization established with a vision of creating an equitable, integrated, decentralized and participatory health system within a just and empowered society. IPH is mainly involved in health systems research and is committed to improving service delivery in the government health services with the aim of improving health care for the community. IPH engages in health systems research to strengthen urban and district level local health systems. Through institutional collaborations with other institutes in India and elsewhere, IPH has undertaken research in several areas including health policy (maternal and child health policies), health financing (health insurance and universal health coverage), health services and in urban health. The institute

organizes training programs at the district level and conducts workshops for several state governments in India. IPH organizes a national conference on bringing evidence into public health policy (EHPH conference) once in two years, the largest gathering of public health researchers and policymakers in one place in India. The institute is well known for its advocacy based on their research on issues related to universal health coverage, tobacco control and governance.

An internship is an opportunity to enhance classroom learning through practical field and career-related work experience.

Our aim of offering internships to young public health professionals is to provide them with a meaningful learning environment where we provide opportunities to learn about public health in India outside the classroom. We hope this experience will help an intern learn more about their chosen career path in public health.

The areas that our institute works on are:

- Research and Action
- Education
- Public and Policy Engagement

Each intern will be associated with a team at IPH that are working in projects pertaining to four clusters in public health.

- Chronic Conditions and public policies
- Health equity
- Health Financing and Universal Health Coverage
- Health Services

Internship Process

On receiving the application you will get a reply from the Team Lead (subject to

vacancy) within 30 working days. You will receive an invitation letter (if a foreign national) and TOR from IPH team to which the intern will be assigned and it will have the detailed description of the work to be undertaken by the intern during his/her stay at IPH. On acceptance of the invitation letter, you will have to submit the following documents to our online platform.

- I D Proof
 - Letter of motivation duly signed by the head of the Institute (if applicable) or self motivation letter with the justification for the same.
- On acceptance you may receive a temporary login ID and password and a mentor will be assigned to you and he/she will be the point of contact for any further queries.

Duration and Eligibility

Two months of internship at IPH is mandatory. However this can be discussed with the team lead and modified on a case to case basis.

Students who are currently enrolled in a Master's level program in public health or have completed the program less than 6 months back as on the date of application are eligible to apply. Professionals who have the desire to work in the field of public health can also apply.

Internship Responsibilities

As an Intern, there are certain expectations that are expected to be maintained and fulfilled as per the TOR. Also the candidate needs to abide by the IPH policies during the period of internship. During your internship period, kindly make sure you complete the following institutional requirements and submit a detailed report of the tasks undertaken:

Working Hours:

Monday to Friday - 9:00 am to 5:00 pm*

It is important to be present in IPH Office during these days and maintain the timings. You are required to sign in the register on a daily basis. This register will be referred later during issuance of internship completion letter. You may avail the work from home facility with the prior permission of the Project lead and maintain the timesheets.

*If you would like to take a holiday, you will need to discuss it with your respective project mentor

Field Visits:

You must visit the institute's field stations (if applicable). Interns will be put in touch with the team member in charge for the same by the internship coordinator.

Staff Meetings & Presentation:

You will need to attend the monthly staff meetings held at the institute. During the last month of your internship, you need to present about your work with the respective project and write a short seminar/report/blog about your internship experience at IPH.

Lunch Breaks: Usually most of IPH staff members gather together in the lunchroom between 01:00 - 02:00 pm, if you carry your lunch to work you are welcome to join in!

Short Course

If relevant to your project work you will be asked to pursue a short e learning course at IPH.

Amenities at Workplace

- The temporary login ID and password should be strictly used for official purpose.
- A centralised printing/photocopy/scan and telephone is provided in the office.

Interns are encouraged to use this facility for official purposes.

- IPH has a library with reading space. Do feel free to explore and read the available books. If you would like to borrow a book, then do get in touch with the library team.
- Tea / coffee / Milk / Green Tea will be available at the workplace

Internship Completion

The internship shall be considered complete provided the following conditions are met with following which a Internship Completion Certificate will be honoured:

Project objectives:

TOR (Terms of reference) that he/she is assigned by the team lead is fulfilled.

Institutional objectives:

- Seminar presentation about the work done at IPH (The zoomlink will be sent to the supervisor so that the supervisor knows the outcome of the intern)
- Summary of the Internship Report
- Short e learning course (if applicable)

Administrative objectives:

- Attendance
- Attending the monthly staff meetings and the regular seminars
- Asset and Data handing over
- Filling up of the Internship feedback form. The feedback from the mentor will also be collected.

General Information

Karnataka is a state in South West India with Bangalore as the capital city.

Karnataka is bordered by the Arabian Sea and the Laccadive Sea to the west. With

61,130,704 inhabitants at the 2011 census, Karnataka is the ninth largest state by population, comprising 30 districts. Kannada is the most widely spoken and official language of the state. Karnataka has been home to some of the most powerful empires of ancient and medieval India. Karnataka, like other Indian states, has a parliamentary system of government with two democratically elected houses, the Legislative Assembly and the Legislative Council. The state has three principal geographical zones - the coastal region of Karavali, the Western Ghats, Deccan plateau.

Bengaluru, the capital city is known for its pleasant weather and a relaxed casual atmosphere. Increasing job opportunities and tourism has made the city a melting pot of cultures. It's not uncommon to meet people from around the world living in Bangalore for long durations. The city is an IT hub with the headquarters of Infosys and Wipro – the technology companies that put India on the global economic map. It also has the back office for large corporate giants like Google and Yahoo. The city is amongst the top 10 preferred entrepreneurial locations in the world. Previously known as the 'garden city', Bangalore is now the IT capital of India. Buses, autos, cabs and the metro rail are common modes of transport in the city. It also hosts a wide range of art and food hubs.

Climate:

The city offers a pleasant weather, which is fluctuant between warm afternoons to windy evenings with occasional rains.

Health Precautions:

- Always drink bottled water.
- Always wash fruit well before eating it.
- Avoid eating street food
- Do carry a tube of mosquito repellent with you at all times (Local brands

such as Odomos are available at local pharmacies)

- Always carry a small emergency kit with basic medicines
- Toilets: Public toilet facilities are very few; it is best you use a clean toilet in places such as hotels and restaurants

Clothing:

There is no dress restrictions for men or women. However, during field visits, it is advised to avoid tank tops and or shorts in accordance with local norms.

Food:

Foodwise, Bengaluru has a lot of varieties to offer ranging from local cuisines to microbreweries. (To explore, visit Zomato / Fresh Menu, Bengaluru)
(Please note, all restaurants close by 11:00 pm on weekdays and by 01:00 am on weekends)

Mobile Phones, Sim card & WiFi:

We recommend that you unlock your cell phone so that it can work with any GSM network, in your home country, or anywhere in the world.

To get a local sim card, you can visit any local mobile shop and they will help out with the process (Most common networks are Airtel, Vodafone, Docomo)

Since, aadhar card is mandatory, you can use the Internship contract letter and get a temporary sim card.

General:

- Photography is not always permissible, and at many places it is permitted only at a fee. There is usually a higher fee for using a video camera. Smoking is not allowed at public places.
- All big cities and most small towns have ATMs which accept Visa and Mastercard. American Express is very rarely accepted.
- 220-240 volts (AC), voltage adapters/converters are available with the caretaker at the guest house.

Theatre

RangaShankara

36/2, 8th Cross

JP Nagar, 2nd Phase

Telephone: 2659 2777/ 2649 4656

Cultural Centers in Bangalore

Alliance Française de Bangalore

P.B. 108, Thimmaiah Road,

Vasanthnagar

Telephone: 5123 1340/44

FAQ's

1. Internships at IPH are paid / unpaid

The Internships at IPH are unpaid. IPH will not charge interns any fees irrespective of nationality of interns. However, if project fund allows the travel & accommodation during field visit / data collection expenses during the course of internship will be covered by IPH.

2. How do we reach IPH

IPH is located in the heart of the city, Banashankari II stage.

You can reach using OLA or UBER cab services via:

Air: Kempegowda International Airport

Train / Bus : Krantiveera Sangolli Rayanna railway station / Kempegowda Bus

Terminus (Majestic)

Also kindly note that tipping of taxi drivers is not customary and when in doubt, you

can ask people around, they are friendly and happy to help

3. Will the accommodation be provided

The accommodation cannot be provided by IPH, but however from the contacts that our previous interns have stayed we can assist you to find a safe and economical accommodation. All interns will be enrolled into the IPH alumni mail group and will receive our alumni newsletter about the current events at IPH and job opportunities (if any) available.