

GOVT. OF NCT OF DELHI
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ISBT BUILDING, KASHMERE GATE, DELHI-110006

F-61(2278)/PermissionforFieldWork/DD(CPDU)/DWCD/2023-24

Dated

511-18

26 MAY 2026

GUIDELINES FOR INTERNSHIP/RESEARCH/VISIT IN INSTITUTIONS UNDER
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,
GOVT. OF NCT OF DELHI

Department of Women and Child Development, Government of NCT Delhi grants permission for Research Project/ Internship/ Post-Doctoral Research within Institutions/Branches run by Department of WCD, on the following guidelines:-

1. Provisions of the Juvenile Justice (Care and Protection of Children) Act, 2015 and relevant legislations should be followed in letter and spirit.
2. Details regarding the duration and place of the Internship/Visit/Research, name of institution, participants, detailed address, and Identity proof (Student ID/Aadhaar Card) etc. shall be provided along with the request letter for the purpose of prior approval and permission.
3. Every applicant shall submit a request letter along with a Statement of Purpose clearly indicating the objective of the internship/visit/research, expected outcomes, and relevance of the proposed work.
4. The request shall be accompanied by a Letter of Recommendation/Forwarding Letter issued by the Head of the Institution/Department/University/Organization concerned.
5. Recognized Colleges/Universities/Institutions desirous of placing students for internship in the CPDU Branch, Department of Women and Child Development (DWCD), GNCTD, may submit requests at the beginning of every academic session/semester mentioning the purpose of internship, course details, duration, and number of students proposed to be placed. Requests must be sent at least 40 days prior to commencement of each academic session/semester to facilitate planning and allocation.
6. Institutions shall nominate only bonafide students enrolled in relevant courses such as Social Work, Psychology, Sociology, Law, Child Development, Gender Studies, Public Administration, Criminology, Management, or allied disciplines. Preference may be given to institutions having relevant curriculum requirements, previous satisfactory association, and to students with strong academic background.
7. Educational Institutions shall designate one Faculty Coordinator/Nodal Officer for liaison with the Department and for monitoring the conduct and attendance of the interns.
8. Batches of Interns/Researchers may be created and placed as per availability in the concerned Branch/Institution or as per administrative requirement and convenience, and the number of interns



proposed by each institution for placement in a session may be regulated by the Department depending upon capacity, workload, and child safety considerations.

9. If there is any change in participants, schedule, or duration, the same shall be intimated immediately to the CPDU Branch, Department of Women and Child Development through the proper channel. No changes shall be considered after issuance of the permission letter.
10. Any research work will only be allowed by the Department if it does not involve any potential harm to any participant. All participants shall adhere to child protection, safeguarding, and ethical and privacy norms during interaction with children.
11. The Researcher/Intern will always obtain informed consent from all concerned parties prior to implementation of any research project/activity and shall submit an undertaking to the competent authority.
12. Questionnaires, interview schedules, surveys, or any other data collection tools shall be used by the researcher only after obtaining prior consent of the concerned Branch/Institution In-charge. No intern shall claim direct access to confidential records, children, beneficiaries, or restricted areas without specific permission of the competent authority.
13. Interviews or interaction with children residing in institutions shall be conducted only in the presence of the Welfare Officer/authorized official.
14. The Intern/Researcher shall ensure complete confidentiality of all participants and data, including systematic review of documents, particularly information of a sensitive nature relating to race, ethnicity, religion, political views, health, sexual orientation or any personal matter.
15. Interns/Researchers shall maintain punctuality, discipline, and professional conduct during the entire period of internship/visit/research.
16. Photography, videography, audio recording, or any form of media documentation within institutions is strictly prohibited unless specifically permitted in writing by the competent authority.
17. Interns/Visitors/Researchers shall always carry the permission letter along with their Identity Card/Aadhaar Card during the visit.
18. Interns/Fellows may also be engaged, wherever feasible, with other flagship schemes/programmes and community-based initiatives of the Department to provide wider exposure and interdisciplinary understanding of grassroots-level service delivery systems.
19. In case of collection or compilation of personal data from informants, such data shall be used strictly for the approved study/project only and shall not be used for any unrelated purpose.



20. Reports, findings, processed data, or research outcomes may be used for academic or educational purposes such as publications, conferences, teaching materials, or policy documents only where such use has been included in the written consent of informants and with prior approval of the Department. The report shall first be submitted to the CPDU branch, Department of WCD, GNCTD before sharing elsewhere and shall not be shared with media etc.
21. All participants shall submit an undertaking to abide by the terms and conditions to the concerned Superintendent/Branch In-charge on the first day of the visit. On completion of the internship, evaluation may be conducted by the concerned Head/Superintendent/Branch.
22. The Department shall bear no financial liability regarding travel, accommodation, food, insurance, stipend, injury, or any expense of participants.
23. In case of violation of any of the above conditions is found at any stage, suitable action, penalty, or cost may be imposed upon the individual/institution/organization to whom permission was granted. The Department shall have the right to discontinue or cancel the permission of any student in case of misconduct, indiscipline, violation of guidelines, or administrative reasons.
24. Final internship report shall be shared with the Department, CPDU Branch and RTEG Branch within one week of completion of the internship. Any certificate or completion letter from the Department shall be issued only after final submission of the report and satisfactory completion of the internship.
25. Educational Institutions are encouraged to request placement of interns every academic session so that students may gain structured field exposure while contributing to social welfare initiatives under the Department.

This issues with the approval of the Secretary, DWCD, GNCTD.



Deputy Director (CPDU)

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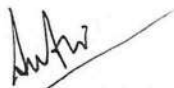
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Copy to:

1. PS to Secretary, DWCD, GNCTD.
2. PA to Director, DWCD, GNCTD.
3. All government and NGO run CCIs, DWCD, GNCTD.
4. All Child Welfare Committees, DWCD, GNCTD.
5. All Juvenile Justice Boards, DWCD, GNCTD.
6. RTEG Branch, DWCD, GNCTD.
- ✓ 7. IT Branch, DWCD, GNCTD for uploading on the department's website.
8. Guard File.



Deputy Director (CPDU)