

**CCRAS GUIDELINES FOR INTERNSHIP, GUIDESHIP,
AND SHORT-TERM TRAINING/EXPOSURE VISITS**



**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES,
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INTRODUCTION

The Central Council for Research in Ayurvedic Sciences (CCRAS), an autonomous organization under the Ministry of AYUSH, Government of India, is an apex body in the country for formulating and coordinating Research in Ayurvedic Sciences on Scientific lines. The research area comprises literature research including the Digitization of Medical Manuscripts and Publication of important Ayurvedic Texts, basic research in Ayurveda, Drug Research and Drug Development (comprising of Survey, Cultivation of Medicinal Plants and Ethno-Botanical Research, Drug Standardization, Pharmacology and Toxicology etc.), Clinical Research including development of Nutraceuticals, Cosmetics and Reproductive Health Care Research and development of Bio-Medical Instrumentation. The research is being executed through 30 peripheral institutes and centers and collaborative research with reputed national and international research and academic institutions.

Most of these peripheral institutes have NABH accreditation for their clinical services, and some institutes have NABL certificates for their laboratory services & some have even been recognized as Drug Testing Laboratories in recent years. Considering the infrastructure and facilities available in these 30 CCRAS peripheral institutes, various academic institutions of Ayurveda and various other disciplines are approaching and requesting these CCRAS Institutes for Internship, Guideship, and training or exposure visits. Some CCRAS peripheral Institutes already offer Internship programs for BAMS students.

Considering this, the Council intends to formulate guidelines for 'Internship, Guideship, and Exposure Training' to ensure uniform standards and methodology in offering such services through CCRAS peripheral Institutes.

Developing guidelines on internship/guideship/training/exposure is essential as it not only assists recent graduates/post graduates/trainees in acquiring practical professional insights but also helps students to improve their competitiveness in the job market and opens doors to opportunities for further education and specialization.

Moreover, hands-on training can help students apply theoretical knowledge to real-life scenarios, deepening their comprehension and skill set. Keeping this in mind, CCRAS has developed this guideline to cultivate practical skills, foster critical thinking, and prepare them for successful careers.

The scope of these guidelines covers internships/guideship and training (s)/exposure visits in diverse disciplines, which can be possible in different institutes under the CCRAS as per their available facilities, such as internships/guideship or exposure visits for BAMS, MBBS, B.VSc., Nursing, Paramedical Courses, Basic Sciences, Engineering, Information Technology, Pharmacy, Physiotherapy, Phytochemistry, Pharmacology, Botany, Biochemistry, Genetics, Molecular Biology, Agriculture, Manuscriptology, Anthropology, History, Statistics including biostatistics or any other domains at graduate, post-graduate PhD and PDF levels.

A. INTERNSHIP FOR AYURVEDA AND OTHER DISCIPLINES

1. SCOPE AND OBJECTIVES

Internship programs aim to provide hands-on clinical training to students and enhance their understanding and practical skills. Internships must be meaningful and mutually beneficial for the students and the hosting organization, with clearly defined objectives and activities.

The intended objectives of the internship include the following:

1. To provide practical, hands-on experience to students or trainees in real professional settings.
2. To offer exposure to diverse practical scenarios to enhance skills and decision-making abilities.
3. To offer opportunities for enhancing professional competence and confidence through supervised clinical practice under the guidance of experts.
4. To provide exposure to an interdisciplinary work environment, improve communication skills by working alongside professionals from different specialties, and foster a deeper understanding of healthcare systems.

2. RESPONSIBILITIES

2.1. Responsibilities of CCRAS institute

- 2.1.1. To provide facility and access to the CCRAS Institutes
- 2.1.2. Medical internees will be permitted to undergo clinical training in the Outpatient and Inpatient departments of the Institute and internees of other subjects in their respective Labs/departments.
- 2.1.3. To impart information on clinical care, health education, and research, strictly adhering to the CCRAS Research Policy
- 2.1.4. Hands-on training in Panchakarma / other procedures will be strictly provided as per the Institute's clinical care policy as per concerned regulatory

bodies. The head of the institute will allot roster duties as per the facilities and services available.

2.1.5. To engage them in various programs and activities in the Institute, including outreach research activities and medical camps.

2.1.6. Assess students' performance and provide a certificate upon completing the internship program.

2.1.7. An ID card will be issued to the intern by CCRAS Institute.

2.1.8. To issue detailed "Call for Applications" aligning with the calendar of regulatory authorities of various courses, mentioning the Terms & Conditions detailing eligibility criteria as well as the application and selection process.

2.1.9. An MoU may be executed between the Academic Institution and CCRAS Institute for this purpose, or a Written Undertaking may be submitted by the intern as well as the Head of the College/Institution as per the format prescribed by CCRAS for this purpose before initiation of the internship.

2.2. Responsibilities of the College/parent institution of the intern

2.2.1. To screen and match qualified students for referral to an internship program at CCRAS Institute.

2.2.2. Provide the details of the qualified students to the Institute as official information, including information on the duration of training to be provided.

2.2.3. Provide appropriate personal and academic information on qualified student applicants with written authorization by the student.

2.2.4. Provide information regarding the Coordinator in College, who will serve as the point of contact between the college and Institute

2.2.5. Provide information on the total number of authorized leave the student is allowed to have during the training period in the Institute.

2.2.6. College should not publicize/ advertise about this Internship facility offered by the Council to get monetary benefits

2.2.7 The institute will forward the undertaking of the student in the prescribed format of CCRAS. The Undertaking should clearly state that the Student shall bear

the responsibility in case of any damage to sophisticated or other instruments or property of the CCRAS institute or harm to any patients due to irresponsible actions of the intern.

2.2.7 The college should provide a log book to the students for the period of posting.

2.2.8 The college should provide a declaration that the student has not paid any specific amount towards the internship training in that college to provide internship training at CCRAS Institute.

2.2.9 Colleges should ensure that all NCISM policies and regulatory requirements are strictly adhered to while recommending students for internships in CCRAS institutes.

2.3. Responsibilities of the Interns

2.3.1 Strictly adhere to the rules and regulations of the Institute

2.3.2. Attend to the assigned duties such as OPD/IPD/Minor OT/Lab/Pharmacy/Panchakarma/other theaters as per the duty schedule provided to them at the beginning of the training program.

2.3.3. Strictly follow the instructions of the Hospital Superintendent/charge and Programme coordinator regarding carrying out duties assigned

2.3.4. No clinical decision-making treatments may be carried out by Medical interneers before seeking prior permission from the competent authority. They should not prescribe medicines independently.

2.3.5. Confidentiality of the research data or any other information, including patient's data, to be maintained, and access to all patient's documents may be only be done with prior permission.

2.3.6. They should not collect, publish, or circulate any clinical/research documents or data from the Institute without prior permission in any form (photocopying, photograph, video, etc.) in the public domain through various social media.

2.3.7. The intern should maintain proper manners and decorum during the training period; otherwise, his/her internship will be terminated without any further notice.

- 2.3.8. Students should treat patients with dignity and respect at all times, following good ethical practices.
- 2.3.9. They should strictly follow the duty timings of the Institute, including night duty, if any. Compensatory leave of duties taken may be availed as per the duty roaster.
- 2.3.10. Students shall not leave the Institute premises during duty timings without seeking prior permission.
- 2.3.11. An undertaking needs to be submitted by the student in the prescribed format in this regard.
- 2.3.12. Any damage to the Institute's assets will be strictly penalized and recovered from the student.
- 2.3.13 The logbook should be duly signed by the internship in charge and countersigned by the head of the CCRAS institute.

3. Internship Duration and Academic Credentials

The students may undergo internship training in the CCRAS Institute for a duration of 15 days to six months as per the requirements of their academic institutions in accordance with respective regulatory bodies. The academic credentials required for an internship will be as per the guidelines of the respective regulatory bodies from time to time. The maximum duration for a student to do an internship at the CCRAS Institute may be determined by the person in Head of the institute. This will be decided according to the available facilities and capacity of the institute.

4. Internship reports

After completion of Internship, the student should prepare an Adequacy and purposeful comprehensive report to indicate what the student has observed and learnt in the training period. The report should give an overview of the rationale behind undertaking the internship, including how it aligns with the student's academic and professional goals. It should contain a detailed overview of specialty areas or departments where the student was assigned, and details of the specific activities, tasks, and responsibilities undertaken

during the internship may be included. The report should reflect how the internship influenced the student's understanding of the subject. The CCRAS institute shall issue a Certificate of internship to the intern upon successful completion of the internship period and submission of the report. The reports and copy of this certificate, along with a report from the head of the respective CCRAS institute, shall be maintained in the record of the CCRAS institute for at least a period of five years.

B. PG/PhD/PGD GUIDESHIP /SUPERVISORSHIP

1. SCOPE AND OBJECTIVES

The CCRAS PG Guideship/ Supervisorship aims to provide research support to Post Graduate and Ph.D. scholars of various disciplines through Guideship and Co-guideship by researchers of CCRAS at Post Graduate and Ph.D. levels as per the prevalent norms of the concerned regulatory bodies.

The objectives of Guideship/Co-guideship/Supervisorship include:

1. To provide opportunities for scholars to gain research expertise under a qualified Guides/Co-guide/Supervisors from CCRAS
2. To provide a research atmosphere for such scholars at CCRAS institutes with facilities and guidance on their research and to inculcate inquisitiveness in Ayurveda PG scholars towards research in Ayurvedic sciences
3. To improve the interaction and technical cooperation among CCRAS institutes and academic institutions, provide exposure to an interdisciplinary work environment, and improve communication skills by working alongside Ayurveda professionals from various specialties and enhancing professional competency and confidence through supervised dissertation work under the guidance of experienced clinicians.
4. To encourage critical thinking, problem-solving, and adaptability in dynamic clinical environments and to offer exposure and foundational knowledge on research opportunities in Ayurveda, essential for aspiring researchers to maximize research outcomes.

2. RESPONSIBILITIES

2.1. Responsibilities of CCRAS

2.1.1. To provide facility and access to the CCRAS Institutes for the dissertation/thesis work, as per the research objective of approved synopsis of concerned universities or institutions.

2.1.2. Medical PG/Ph.D scholars will be permitted to attend the Outpatient and Inpatient departments of the Institute to identify potential participants of other subjects in their respective Labs/departments.

2.1.3. To impart information on clinical care, health education, and research, strictly adhering to the CCRAS Research Policy

2.1.4. To provide a safe and productive environment to the PG/Ph.D/PDF scholars

2.1.5. To provide an ID card from CCRAS Institute.

2.1.6. To Assess the performance of PG/Ph.D/PDF scholars and provide the attendance certificate upon completion of the posting period

2.1.7 Selection will be based on the availability of eligible guides/co-guides as per regulatory provisions for various courses from time to time. Any CCRAS officer cannot be a guide/co-guide to more than six research scholars at any point in time.

2.1.8 To allow scholars to avail (as per feasibility) the biochemical, pathological, and other laboratory investigations of their dissertation/thesis work at CCRAS institute, at charges as per CCRAS norms.

2.1.9 An MoU may be executed between an Academic Institution and CCRAS Institute or an Undertaking in the prescribed format by CCRAS submitted by the institute for this purpose. However, any part of the clinical research work, including the procedure in Panchakarma / Ksharsutra theaters, will not be done at CCRAS institute as a research part in the case of PG Studies. However, in PhD and PDF, the prescribed fees are to be paid by the student.

2.2. Responsibilities of the College/original institution of the scholar

- 2.2.1. To screen and match qualified PG/Ph.D/PDF scholars for referral to the supervisorship/ Guideship program in CCRAS Institute
- 2.2.2. Provide the details of the qualified PG/Ph.D/PDF scholars to the Institute as official information, including information on the duration of the posting period
- 2.2.3. Provide appropriate personal and academic information on qualified PG scholar applicants with written authorization by the PG/Ph.D/PDF scholar.
- 2.3.4. Provide information regarding the Coordinator in College, who will serve as the point of contact between the college and Institute
- 2.3.5. Provide information on the total number of authorized leaves the PG/Ph.D/PDF scholar is allowed to have during the posting period in the Institute.
- 2.3.6 The college should not publicize/ advertise this Guideship /Supervisorship facility offered by the Council to get monetary benefits.

2.3. Responsibilities of the PG/Ph.D/PDF scholars

- 2.3.1 Strictly adhere to the rules and regulations of the Institute
- 2.3.2. Attend the dissertation works in the OPD schedule provided to them at the beginning of the posting program to identify potential patients from OPD of the CCRAS Institute for their research works (on a case basis and as per feasibility), where the Co-guide is from CCRAS Institute; However, further screening, enrolling and follow-up will be done at parent college & obtaining IEC clearance and patient safety will be the responsibility of PG scholar and Guide from the College.
- 2.3.3. Strictly follow the instructions of the Guide/Supervisor at the CCRAS institute and Institute Incharge and Programme coordinator regarding carrying out the dissertation works assigned
- 2.3.4. No clinical decision-making; treatments may be carried out before seeking prior permission from the competent authority. They should not prescribe medicines independently.

2.3.5. Confidentiality of the research data/ any information, including patient data, may be maintained, and access to all patient documents may only be done with prior permission.

2.3.6. They should not collect, publish, or circulate any clinical/ research documents or data from the CCRAS Institute in any form (photocopying, photograph, videos, etc.) on social media.

2.3.7. The PG/PhD/PDF scholars should maintain proper manners and decorum during the posting period. Otherwise, his/her posting will be terminated without any further notice.

2.3.8. PG/PhD/PDF scholars should treat patients with dignity and respect at all times, following the ethics.

2.3.9. They should strictly follow the duty timings of the Institute/Hospital.

2.3.10. PG/PhD/PDFscholars shall not leave the Institute premises during duty timings without seeking prior permission.

2.3.11. An undertaking needs to be submitted by the student in the prescribed format.

2.3.12. Any damage to the Institute's assets will be strictly penalized and recovered from the student.

3. Guideship/ Supervisorship Duration and Academic Credentials

The academic credentials required, duration of postings, etc., shall be as mandated by the concerned regulatory bodies from time to time.

4. Guideship/ Supervisorship reports

All CCRAS institutes shall submit the reports of the Guideship/Co-guideship/Supervisorship activities of CCRAS officers in the respective monthly/annual reports of the institute.

C. SHORT-TERM TRAINING/APPRENTICESHIP AND EXPOSURE VISITS

1. SCOPE AND OBJECTIVES

Training/Apprenticeship and exposure visits in CCRAS Institutes are allowed for students of various disciplines based on the expertise and facilities available at various institutes.

The intended objectives of training/Apprenticeship and exposure visits include:

1. To provide basic knowledge and exposure to research and working in Ayurvedic Sciences, including foundational knowledge on research opportunities, as well as offering exposure to diverse clinical scenarios and patient interactions to enhance their understanding of Ayurvedic Sciences.
2. Providing exposure to an interdisciplinary work environment and fostering a deeper understanding of research and working in Ayurvedic Sciences
3. To ensure that such training/exposure visit experiences are structured, meaningful, and aligned with educational objectives to maximize learning outcomes.

2. RESPONSIBILITIES

2.1. Responsibilities of CCRAS

- 2.1.1. To provide space, facility, and access to CCRAS Institute for Training/Apprenticeship and exposure visits
- 2.1.2. Assess the performance of students and provide a certificate upon completion of the training/exposure program
- 2.1.3 An ID card will be issued to the student by CCRAS Institute.

2.2. Responsibilities of the original institute/organization from where the trainee

- 2.2.1. To screen and match qualified students for referral to training/exposure visit programs in CCRAS Institute.
- 2.2.2. Provide the details of the qualified students to the Institute as official information, including information on the duration of training to be provided
- 2.2.3. Provide appropriate personal and academic information on qualified student applicants with written authorization by the student.
- 2.3.4. Provide information regarding the Coordinator in College, who will serve as the point of contact between the college and Institute
- 2.2.5. Provide information on the total number of authorized leave the student is allowed to have during the training period in the Institute.
- 2.2.6. Colleges/parent institutions should not publicize/ advertise about this training/exposure visits facility offered by the Council to get monetary benefits.
- 2.2.7 College/parent institutions should provide a log book to the students for the period of posting.

2.3. Responsibilities of the Students

- 2.3.1 Strictly adhere to the rules and regulations of the Institute
- 2.3.2. No clinical decision-making, treatments, or institute work may be carried out by these students
- 2.3.3. Confidentiality of the research data/any information, including patient data, may be maintained, and access to patients' documents may only be done with prior permission from the competent authority.
- 2.3.7. The students should maintain proper manners and decorum during the training period, and the Institute may not be held responsible for any misbehavior from the side of the student, and the concerned college authority and the student will be held responsible for the same in such cases.
- 2.3.8. Students should deal with patients with utmost dignity and respect at all times
- 2.3.9. They should strictly follow the training timings of the Institute.

2.3.10. Students shall not leave the Institute premises during training timings without seeking prior permission

2.3.11 An undertaking needs to be submitted by the student in the prescribed format.

2.3.12. The logbook should be duly signed by the coordinator and countersigned by the institute in charge of the CCRAS institute.

3. Training Duration and Academic Credentials

The students may undergo training in the CCRAS Institute for a duration of 15 days to six months as per the requirement.

4. Training/exposure visit reports

After completion of training/apprenticeship/exposure visit, the student should prepare an adequate and purposeful comprehensive report to indicate what he has observed and learned in the period.