



**WWF-India Secretariat**  
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HR/PERS/INTERNSHIP/2022  
31.08.2022

Ms. Anamika Anu Kunkolkar  
H.No. 293/2 Modlo Wado Siridao Tiswadi,  
Goa

Dear Ms. Kunkolkar,

This is with reference to your application for an 'Internship' with WWF-India. We are happy to offer you an Intern position with the **WWF-India's Marine Conservation Programme, Panaji, Goa** from **01<sup>st</sup> September, 2022 to 30<sup>th</sup> November, 2022** with no right or claim for regular appointment in the organization after the expiry of the above period.

1. You will be paid a stipend of Rs. 10,000/- per month, for the above duration of your internship.
2. You will not be entitled to any other benefits such as leave, contributory provident fund, gratuity, and insurances, etc., as admissible to regular employees of WWF-India.
3. Your duties, responsibilities, and working hours will be fixed by the **Senior Coordinator - Marine Conservation Programme, Goa**, you will report to her/him for directions during internship.
4. Your headquarters will be **WWF-India's Marine Conservation Programme, Panaji, Goa**.
5. Broad Terms of Reference of your assignment are enclosed as **Annexure**.
6. You shall not divulge any of the confidential or propriety affairs of the Organization to any other organization, person or persons either during or after your assignment with WWF-India, without information/document to an outsider or person not concerned with the matter, strict action, which may include termination of services, will be taken.
7. It shall be your responsibility to coordinate with your mentor to sign the relevant declaration pertaining to the WWF-India Fraud & Corruption Prevention Policy, to be kept in records of the division with which shall be are doing the internship.
8. If required, your assignment can be terminated without any advance notice in lieu thereof.
9. Notwithstanding any of the foregoing clauses, WWF-India reserves the right to terminate this assignment at any stage, without assigning any reasons whatsoever.

If the above offer of internship, on the terms and conditions stipulated, is acceptable to you, please signify your acceptance by signing the duplicate copy of this letter and return the same to us.

The WWF-India Management extends a warm welcome to you to the organization.

Yours faithfully,

For **World Wide Fund for Nature-India**

Ritika Agrawal  
Director- Human Resources

Mr. Arvind Wable, President  
Mr. N. Kumar, Vice President & Trustee Treasurer  
Mr. Jamyshd N Godrej, Trustee  
Mr. Anil Kumar V Epur, Trustee  
Ms. Mridula Ramesh, Trustee  
Mr. Srijoy Das, Trustee

**TERMS OF REFERENCE**  
**INTERNSHIP ASSIGNMENT**  
**MARINE CONSERVATION PROGRAMME, PANAJI**

**Objective:**

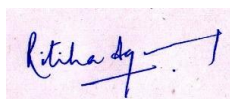
To conduct Guitarfish bycatch analysis from the shore seine operated at Caranzalem beach, Goa.

**Scope of work:**

1. Visit shore seine operation for bycatch analysis at Caranzalem beach, at least three times a week.
2. Collect data on the Guitarfish bycatch according to the prescribed methodology.
3. Analyze data and report to supervisor as requested.

**Performance outputs/deliverables and time schedule:**

No	Activity	Expected outputs	Date
1.	Assist project team in conducting Bycatch analysis of the guitarfish at the Caranzalem, Goa	Bycatch data for the guitarfish at the Caranzalem shore seine is available for further analysis	15 <sup>th</sup> Nov, 2022
2.	Perform Data Collection and management as guided by the supervisor	Data is available in a neat and formatted manner as required.	15 <sup>th</sup> Nov, 2022
3.	Write summary report	Summary report with results of the survey	30 <sup>th</sup> Nov, 2022



**Ritika Agrawal**  
**Director-Human Resources**