

"ଭରଣଭୋଷ୍ଟ- ମାତ୍ରଭୋଷ୍ଟ"



കേരള സർക്കാർ

നമ്പർ. WM1/433/2025/LSGD

തദ്ദേശ സ്വയംഭരണ (ഡബ്ല്യൂ.എം.) വകുപ്പ്

തിരവന്നന്ത്യുരു,

തീയതി: 19-01-2026

സർക്കൈലർ

விஷயம்: த.ஸ.ட.வ. - 'மாலிந்முகதம் நவகேரளம்' ஜங்கைய குருவயினிலீடு டாக்மாயி அருங்கிளகா தழேஶ ஸயங்கரன வகுப்பிலீடு ஹாஸ்ஸிப் போர்ட்டுலிலீடு பூவர்த்தனம் நடவடிக்கை - ஸஂவெளிச்சு.

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സംസ്ഥാനങ്ങളുടെ സുസ്ഥിര മാലിന്യ സംസ്കരണ രീതികൾ പ്രോത്സാഹിപ്പിക്കുന്നതിലൂടെ മാലിന്യമുക്ത നവകേരളം സ്ഥാപിക്കുന്നതിനുമുള്ള സംസ്ഥാനത്തിന്റെ സുസ്ഥിരമായ പ്രവർത്തനങ്ങൾ തുടർന്ന് വരുന്നു. മാലിന്യ മുക്തം നവകേരളം ക്യാമ്പയിൽന്നു ആദ്യചാട്ടം മുതൽ തന്നെ സംസ്ഥാനത്തെ യുവജനങ്ങളും വിദ്യാർത്ഥികളും മാലിന്യ സംസ്കരണവുമായി ബന്ധപ്പെട്ട വിവിധ പ്രവർത്തനങ്ങളിൽ സജീവമായി പങ്കാളിക്കുന്നതും. ഇതുവരെ ഏകദേശം 270-ലധികം വിദ്യാർത്ഥികൾ ഇന്ത്രോപ്പിപ്പിക്കുന്നുണ്ടെന്ന് ഭാഗമായി പ്രവർത്തിച്ചു സംസ്ഥാനത്തിന്റെ മാലിന്യ സംസ്കരണ സംവിധാനത്തെ അടുത്തരിയുകയും, പ്രവർത്തന പങ്കാളിയാവുകയും ചെയ്തിട്ടുണ്ട്.

2. കഴിഞ്ഞ കാലങ്ങളിലെ അനുഭവങ്ങളുടെ അടിസ്ഥാനത്തിൽ മാലിന്യ സംസ്കരണത്തിലെ ഇന്ത്രോണിഷ്ടിപ്പിനെ കൂടുതൽ സമഗ്രമാക്കുന്നതിനായി തദ്ദേശ സ്വയംഭരണ വകുപ്പ് തിരുമാനിച്ചിട്ടുണ്ട്. സംസ്ഥാനത്തെ മാലിന്യ സംസ്കരണ സംവിധാനങ്ങളെ അറിയുക, അതിന്റെ ഭാഗമായി പ്രവർത്തിക്കുക, നിദേശങ്ങൾ നൽകുക, പഠനങ്ങൾ നടത്തുക എന്നീ അവസരങ്ങൾ വിദ്യാർത്ഥികൾക്കും യുവജനങ്ങൾക്കും ഒരുക്കുന്നതിലൂടെ കൂടുതൽ ജനങ്ങളിലേക്ക് മാലിന്യ സംസ്കരണം എത്തുക എന്നതാണ് ലക്ഷ്യം. പഠന വിഷയങ്ങളുടെ അർദ്ധവെന്നാണും പ്രായോഗിക പരിചയം നൽകുന്നതിന് ഉന്നത വിദ്യാഭ്യാസ സ്ഥാപനങ്ങൾ എറെ പ്രാധാന്യം നൽകുന്ന സാഹചര്യത്തിൽ, ഇത്തരത്തിലുള്ള ഇന്ത്രോണിഷ്ടിപ്പുകളുടെ പ്രസക്തി വലുതാണ്.

3. മാലിന്യമുക്തം നവക്കേരളം കൂദായിരുന്ന് ഭാഗമായി സംഘടിപ്പിക്കുന്ന ഈ ഇരുണ്ടണർഷിപ്പ് വിവിധ മേഖലകളിലൂള്ള വിദ്യാർത്ഥികൾക്കും, പ്രോഫഷണലുകൾക്കും മാലിന്യ സംസ്കരണവുമായി ബന്ധപ്പെട്ട പഠനവും പ്രവർത്തനപരിചയവും സമന്വയിപ്പിക്കുന്ന, മികച്ച പരിശീലന വേദിയായി മാറുകയും ചെയ്യുമെന്നത് വസ്തുതയാണ്.

4. "മാലിന്യുക്തം നവക്കേരളം" ജനകീയ ക്ഷോമ്യാന്വയനിന്നിൽ സമാപനത്തിന്റെ ഭാഗമായി തിരുവന്നെപ്പരം ജീലീയിൽ കനകക്കനിൽ വെച്ച് സംഘടിപ്പിച്ച 'വൃത്തി 2025 ആ കുളിൽ കേരള കോൺക്രീറ്റ് പോർട്ടുലു ഓഫോഗികമായി പ്രവർത്തനത്തന്ത്രജില്ലക്ക് കൊണ്ടുവന്നിരിക്കുന്നു.

<https://lsgdinternship.kerala.gov.in/> എന്ന വെബ് സൈറ്റ് ഇന്ത്യൻ പോർട്ടൽ പ്രകാശനം ചെയ്ത്.

സംസ്ഥാനത്തിലെ യുവജനങ്ങൾക്ക് മാലിന്യ സംസ്ഥാന മേഖലയിലെ പ്രായോഗിക പരിചയം തൊഴിൽ പരമായ കഴിവ്, സൂസമിര വികസനത്തക്കാളിച്ചുള്ള സോധം എന്നിവ വാർത്തക്കുന്നതിനായി എക്കോപിതമായ ഒരു ഡിജിറ്റൽ ഫോട്ടോ ഫോംവഴി ഇന്റേസിഷിപ്പ് അവസരങ്ങൾ ഒരു ലക്ഷ്യത്താട തദ്ദേശ സ്വയംഭരണ വകുപ്പിന് കീഴിൽ പ്രവർത്തിക്കുന്ന താഴെപ്പറയുന്ന സ്ഥാപനങ്ങളിൽ പോർട്ടൽ മുഖ്യമായി ഇന്റേസിഷിപ്പ് പരിപാടി ആരംഭിക്കുന്നതായി.

- i. പ്രിൻസിപ്പൽ ഡയറക്ടറോൾ (PD) ഓഫീസ്
- ii. ശുചിത്വ മിഷൻ
- iii. കേരള സോളിഡ് വെസ്റ്റ് മാനേജ്മെന്റ് പ്രോജക്റ്റ് (KSWMP)
- iv. കട്ടംബന്ധി മിഷൻ
- v. കീൻ കേരള കമ്പനി ലിമിറ്റഡ്

5. പ്രസ്തുത സ്ഥാപനങ്ങളിൽ ഇന്റേസിഷിപ്പ് പ്രവർത്തനങ്ങൾ എക്കോപിപ്പിക്കുന്നതിന് സംസ്ഥാന തലത്തിലും ജില്ലാ ഓഫീസുകളിലും ഒരു ഉദ്യോഗസ്ഥന് ആവശ്യമായ പ്രമതല നൽകേണ്ടതാണ്. ഈ സർക്കലറിന്റെ അടിസ്ഥാനത്തിൽ, എല്ലാ സ്ഥാപനങ്ങളും തങ്ങളുടെ സ്ഥാപനത്തിന്റെ പക്ക, ഇന്റേസിഷിപ്പ് വിഷയങ്ങൾ, ഇന്റേസിഷിപ്പ് റീതി, ഇന്റേസിഷിപ്പിന്റെ ഭാഗമാക്കുന്നവർക്കുള്ള നിർദ്ദേശങ്ങൾ എന്നിവ വ്യക്തമാക്കിക്കൊണ്ട് സംസ്ഥാന ഓഫീസുകളിലും, ജില്ലാ ഓഫീസുകളിലും ഇത് നടപ്പിലാക്കുന്നതിന് പ്രത്യേക സർക്കലർ പൂരപ്പെട്ടവികേണ്ടതാണ്. ഇതിനായി താഴെപ്പറയുന്ന അനുബന്ധങ്ങൾ ഈ സർക്കലറിനോടൊപ്പം ചേർക്കുന്നു:

- അനുബന്ധം - 1 : ഓരോ എജൻസിയുടെയും ഭാഗമായുള്ള ഇന്റേസിഷിപ്പ് വിശദാംശങ്ങൾ
- അനുബന്ധം - 2 : ഇന്റേസിഷിപ്പ് റീതി ശാസ്ത്രം, പ്രവർത്തന ഘട്ടങ്ങൾ, ഉത്തരവാദിത്വങ്ങൾ
- അനുബന്ധം - 3 : ഇന്റേസിഷിപ്പ് പോർട്ടലിന്റെ പ്രവർത്തന റീതി, രജിസ്ട്രേഷൻ പ്രക്രിയ

6. ഈ പ്രവർത്തനങ്ങളിൽ യുവജനങ്ങളുടെ പകാളിത്തം ഉറപ്പുവരുത്തുന്നതിനായി, എല്ലാ എജൻസികളും ഈ സർക്കലറിന്റെ അടിസ്ഥാനത്തിൽ ഇന്റേസിഷിപ്പ് പ്രവർത്തനങ്ങൾ ഉടൻ പ്രാവർത്തികമാക്കുന്നതിനുള്ള നടപടികൾ ആരംഭിക്കേണ്ടതാണ്.

അനുപമ ടി വി ഷൈ എ എസ്
സെക്രട്ടറി

പകർപ്പ്

പ്രിൻസിപ്പൽ ഡയറക്ടർ, തദ്ദേശ സ്വയംഭരണ വകുപ്പ്

പ്രോജക്റ്റ് ഡയറക്ടർ, കെ.എസ്.ഡിഎസ്.പി

എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ശുചിത്വ മിഷൻ

എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, കട്ടംബന്ധി

മാനേജിംഗ് ഡയറക്ടർ, കീൻ കേരള കമ്പനി ലിമിറ്റഡ്

എം.പി.ആർ. (വൈബ് & ന്യൂ മീഡിയ) വകുപ്പ്

മാനേജിംഗ് ഡയറക്ടർ, ഐ.എ.കെ.എം
സ്റ്റാക്ക് ഫയൽ / ഓഫീസ് കോഫി

ഉത്തരവിൽ പ്രകാരം,

Signed by

Vinod Kumar. V

Date: 20-01-2026 10:43:00

ANNEXURE - 1

Internship Modules for LSGD

Name of Agency	Sub Sector Name	Stream
Kudumbasree	1. Diversification of HKS activities	
	2. Additional income generation of HKS	
	3. Sustainability of HKS	
	4. Scope of Green enterprises	
	5. Setting up of recycling industries	
	6. Ecological impact of HKS	
	7. Social impact of HKS	
	8. Financial impact of HKS activities in local economic development of Kerala	
	9. Modernization of HKS	
	10. Strengthening of material movement	
	11. Soft skill development of HKS members	
	12. Green facilitation centres in local bodies	
	13. Machineries for segregation	
	14. Biowaste management	
	15. Rapport building of HKS with community	
KSWMP	Legislative & Policy Framework, regulations in SWM	
	Global & National Best Practices in Waste Management	
	Waste Generation, Collection & Transportation, Collection Mechanisms: Transportation & Logistics: Route planning,	
	Waste Processing & Treatment Technologies	

Name of Agency	Sub Sector Name	Stream
	IEC (Information, Education & Communication) Strategies	
	Citizen Involvement in Waste Reduction & Circular Economy	
	Smart & Digital Solutions in Waste Management	
	Budgeting & Funding for SWM Projects	
	Challenges & Solutions in SWM Governance	
	Climate Change in Waste Management, Adaption of new technologies	
	Environmental Impact Assessments (EIA) for Waste Management Projects	
	Procurement under Investment Project Financing (IPF)	
	Procurement for SWM Projects (Infrastructure, Equipments, Facilities)	
	Environmental and Social Safeguards (ESMF,ESS,ESIA)	
	Project planning and Scheduling (Monitoring & Evaluation)	
	Scientific Landfills & Leachate Management	
	Community Health & Occupational Safety in Waste Handling	
	Gender & Social Equity in SWM	
SM	1) Waste quantification-C&D waste, sanitary waste,domestic hazardous waste, slaughter waste etc	
	2) Current scenario study	
	3) Challenges and shortcomings in the current system	
	4) Suggestions to improve the existing scenario	
	5) Technological interventions to improve waste management	
	6) Forward linkage assessment and suggestions to improve market value/final output	
	SBM	

Name of Agency	Sub Sector Name	Stream
	1. Solid Waste Management (SWM) –Composting plants, Waste-to-energy/CBG projects, Biomining projects	
	2. Wastewater & Fecal Sludge Management – Sewage Treatment Plants (STPs), Fecal Sludge Treatment Plants (FSTPs)	
	3. Sanitation & Public Health – Community toilets/ Individual Household Latrines, Aspirational Toilets	
	4. Swachh Survekshan, ODF, GFC	
	5. Plastic Waste Management – mini MCF,MCF,RRF facilities	
	6. Digital Monitoring of waste movement- Harithamithram	
	7. Community Engagement & Behavior Change Communication (BCC) – IEC (Information, Education, and Communication) activities, citizen awareness programs.	
	1. Solid Waste Management (SWM) –Composting units- Segregation sheds, Vehicles	
	2. Grey water treatment Plants (Source level & Community level)	
	3. Fecal Sludge Treatment Plants (FSTPs), Reuse of used water, Alternate technologies to manage black water	
	3. Sanitation & Public Health – Community toilets/ Individual Household Latrines, School/anganwadi toilets	
	4. Swachh Survekshan (G), ODF Plus	
	5. Plastic Waste Management Units – Mini MCF,MCF,RRF facilities	
	6. Gobardhan Biogas plants	
	7. Community Engagement & Behavior Change Communication (BCC) – IEC (Information, Education, and Communication) activities, citizen awareness programs.	
CKCL	Waste Management and recycling	

Name of Agency	Sub Sector Name	Stream
	Environmental Science and Sustainability	
	Project Coordination and implementation	
	Engineering (related to machinery and infrastructure)	
	Social Research and community Mobilization	
	Business Development and Marketing	
	Social Research and community Mobilization	
	Digital Platforms	
	IEC campaign	
Principal Directorate	Introduction and Orientation- State Waste Management Cell's Role and Responsibilities	
	Legislative and Policy Framework	
	Waste Management Systems and Technologies	
	Special Projects and Initiatives:(RDF, STP, Sanitary Waste, CBG etc)	
	Field Visits and Practical Exposure	
	Campaigns and public engagement	
	Digital Solutions and Monitoring Mechanisms	
	Workshops on Waste Management Innovations and Schemes, interactive sessions	
	Research, Data Collection, and Analytical Skills Development	
	Documentation and Reporting	
	Growth-Oriented Learning Environment	

ANNEXURE - 2

YOUTH INTERNSHIP PROGRAM

The Malinya Muktham Nava Keralam Campaign aims to achieve a zero waste Kerala by promoting sustainable waste management practices across the state. This campaign initiated the engagement of the youth in meaningful contributions. After completing the first phase of the Campaign we have to define models of proper waste management systems which can be used as a model for other states & countries. So for the young generation this will be a great opportunity to experience the waste management system in our state through Internship.

Internship program in Malinya Muktha Navakeralam :- This Internship will offer opportunities for students & professionals from diverse fields to gain practical experience in waste management while directly supporting the Goals of the campaign.

OBJECTIVES

1. To provide hands on experience and training in waste management practices to students and professionals from various Disciplines.
2. To promote active participation of youth in the Malinya Muktha Navakeralam Campaign and foster a sense of environmental responsibility.
3. To promote Interdisciplinary collaboration and knowledge exchange among participants from different academic backgrounds.
4. To conduct research & analysis on current waste management System & techniques and their applicability in Kerala
5. To Support the Goals of the Malinya Muktham Navakeralam campaign by mobilizing youth participation and advocacy for Sustainable waste management practices.

TARGET PARTICIPANTS

The Internship program will be open to Students and young professionals from various educational backgrounds.

THE INTERNSHIP PROGRAM WILL CONSIST OF FOLLOWING COMPONENTS

Orientation :

Orientation is on 4 level

1. Orientation by Waste Management Secretariat (online/offline)
2. Orientation by Principal Directorate (online/offline)
3. Orientation by Suchitwa Mission (online/offline)
4. Orientation by Kudumbashree (online/offline)
5. Orientation by KSWMP (Online/Offline)
6. Orientation by CKCL (online/offline)

1. Orientation by waste management Secretariate
 - Provide an overview of the objectives, targets and key strategies of the Malinya Muktham Nakakeralam Campaign
 - Provide an overview of the campaigns achievements, ongoing activities future initiatives aimed at achieving Zero waste Kerala
 - Share expectations in to the roles & responsibilities of Interns within the campaign framework emphasizing their contribution to the Campaign success through research Community engagement & advocacy

Orientation by Suchitwa Mission (SM)

- Introduce Interns to the role and functions of Suchitwa Mission as the nodal agency responsible for Coordinating waste management efforts in the state.
- Provide an overview of Suchitwa Missions key programs covering both solid waste & liquid waste area collaborating with Suchitwa Keralam project & SBM projects including funding patterns.
- Share the IEC & Capacity Building initiatives by Suchitwa Mission
- Guidance on waste management policies, guidelines and best practices endorsed by Suchitwa Mission for effective implementation at the Grassroot level

Orientation by Kudumbashree

- Institutional Overview: Learn about Kudumbashree's mandate of poverty eradication, women's empowerment, and sustainable livelihoods.
- Role of Haritha Karma Sena: Understand the structure, objectives, and impact of HKS in waste segregation, door-to-door collection, composting, and recycling.
- Income Generation & Sustainability: Explore how diversification, micro-enterprises, and recycling ventures enhance financial independence and sustainability.
- Social & Ecological Impact: Analyze how HKS activities improve community well-being and reduce environmental hazards.
- Capacity Building: Study training programs aimed at enhancing technical and soft skills among women leaders.
- Community Relations: Understand how relationship-building strengthens trust and improves waste management efficiency.

Orientation by Kerala Solid Waste Management Project (KSWMP)

- project work of KSWMP and the role of World Bank in the project
- Waste management facilities in Urban local bodies
- Digital Tools: Learn about tracking mechanisms, citizen engagement platforms, and reporting tools.
- Environmental Impact: Explore methods for conducting environmental impact assessments and implementing safeguards.
- Financial Planning: Understand budgeting, procurement processes, and funding mechanisms for waste management projects.
- Climate Action: Investigate how waste management strategies contribute to climate resilience.

Orientation by Clean Kerala Company Limited (CKCL)

- Waste Management Practices: Learn techniques for sorting, recycling, and sustainable disposal.

- Engineering & Infrastructure: Explore machinery design, logistics systems, and infrastructure improvements.
- Digital Solutions: Work with platforms that track waste movement, recycling rates, and data analysis.
- Green Business Development: Identify entrepreneurial opportunities and sustainable business models in waste management.
- Public Engagement: Create educational campaigns to promote waste segregation and recycling.
- Data & Research: Assist in audits, assessments, and research projects to refine waste handling processes.

Orientation by Principal Directorate (PD Office)

- Project Implementation: Learn how to support large-scale waste initiatives from planning to execution.
- Community Research: Conduct surveys and engage with citizens to understand behaviors and attitudes toward waste.
- IEC Campaigns: Design awareness programs that inform and educate communities on waste reduction strategies.
- Policy Insights: Study the legislative environment and its influence on waste management.
- Special Projects Exposure: Explore cutting-edge areas like waste-to-energy, sanitary waste management, and sewage treatment.
- Field Visits: Gain practical experience through site visits to recycling centers, composting units, and landfills.
- Emerging Technologies: Learn about innovative systems in waste sorting, composting, and energy recovery.

Practical Demonstrations for Interns

1. visit to MCF/ RRF :- Give opportunity to Interns to visit MCF/ RRF operated by CKCL (Best model of District) to observe the process.
2. Interaction with Harithakarmasena :- Give opportunity to Interns to interact with Harithakarma sena (best performing Harithakarmasena), visit houses with Harithakarmasena participate in Segregation.
3. Give opportunity to Harithakarmasena to Interact on their social, physical Economical aspect.

Roles in agency for Internship

1. Internship Supervisor :-

- Each organization need to assign minimum 2 Supervisor
- The supervisor needs to handle the Internship portal, contact and need to follow up the interns.
- Supervisor need to know all the programs/ projects/ Activities etc
- A common prepared power point should be there for Interns orientation
- Supervisor need to Coordinate with facilitator
- The supervisor needs to Coordinate field visits.

Interns Can choose their working area

1. Focus Areas

- a. ward level waste management- Achieve 100% doorstep collection and user fee implementation in Selected ward
 - Conduct Surveys to assess current waste management practices and challenges.
 - Develop and implement a comprehensive waste management plan tailored to the wards needs.
 - Organize awareness campaigns and training sessions for residents on proper waste segregation and disposal.

- Monitor progress and evaluate the effectiveness of interventions.
- b. Youth & Community Engagement :- Engage youth & community members in waste management to foster a proper Culture.
 - Establish youth led clubs, organizations to mobilize young people for Community action.
 - organize Group discussions, workshops, Seminars , awareness campaigns targeting youth.
 - Facilitate hands-on activities such as clean up drives , Door to door awareness campaigns, flashmob, Street plays etc.
 - Establish a youth Group , Enquire the possibility to register the group and make clubs & Organisation .
 - Establish that Group and try to make the group focusing activites on waste management to map GVP, to address littering, awareness programs etc
 - The Club Can collaborate with local schools, colleges, organizations to amplify the impact.
- c. HarithakarmaSena :- Enhance the Socio-economic well being of HarithakarmaSena members through income generation & through other Social & physical track
 - conduct Capacity building workshop on entrepreneurship , financial literacy health & hygiene
 - Topics may include other Income generating activites, business planning, marketing plan, Savings and personal health Management
 - Explore and implement Income generating other projects to Supplement HarithakarmaSena member's livelihood. Examples (compost selling, organic fertilizers, Green protocol facilitating agency etc)
 - provide training session on occupational health and safety practies to reduce risks associated with waste management activities
 - facilitate assess to Government Schemes, subsidies and support programs available for HarithakarmaSena members

- conduct researches based on Social- economic empowerment initiatives, livelihood aspect, Social & health etc related studies.
- d. MCF and RRF Enhancement : Improve the efficiency and effectiveness of Material Collection facilities & Resource Recovery facility
 - Conduct assessments of existing MCFs and RRFs to Identity areas for improvement.
 - Engage with local communities to gather feedback, Insight, and suggestions for enhancing facility operations and services
 - Develop and implement Strategies to optimize facility operations
 - organize workshops and training sessions for MCF, RRF Staffs, Harithakarmasena, and community members on waste management.
 - Organize visits, demonstrations and interactive sessions to educate residents on the role and functioning of MCFs and RRFs in waste management.
 - Launch Cleaning drives and beautification Programs in and around MCF & RRF to improve aesthetics, hygiene and public perception
 - mobilize volunteers , including community members, Students, and youth groups, to participate in clean up activities.
 - Plan community Engagement strategies for Enhancing the Effectiveness of MCFs and RRFs in waste management.
- e. LSG Zero waste facilitation :- Support local self Government in achieving Zero waste targets through effective planning and implementation
 - Conduct a detailed study and assessment of the existing waste management system within selected LSG bodies
 - Gather data on waste generation, collection , infrastructure, community participation.
 - Conduct SWOT analysis of current system

- Develop comprehensive strategies and action plans to transition towards zero waste within the local body.
- Prioritize actions to achieve 100% user fee collection & 100% Door to Door collection, No littering LSG, 100% Single use free zone
- identify key stakeholders, roles, responsibilities and timelines for Implementation.
- Engage local communities, residents associations and stakeholders to raise awareness and build Support for zero waste initiatives
- conduct collaborative Knowledge exchange with local bodies, waste management experts and relevant Stakeholders.
- Empower residents to take ownership of waste management through behaviour change communication and capacity building.

f. Others

- Conduct research on microbial decomposition of organic waste
- Analyzing the Impact of pollutants on soil and water quality
- Assist in construction of waste management facility conduct study on the current structure of system
- Study the environmental impact of different waste disposal methods
- Conduct capacity building / IEC about the legal side of Improper waste management.
- write articles and reports on current waste management facilities.
- Create educational materials and multimedia campaigns to promote proper waste management.

Outcome of the Internship

1. Interns gain practical experience and develop valuable skills in waste management, community engagement, project management, research and communication

2. Interns become empowered to take initiative , lead projects in their focused interested area
3. Interns can contribute to shaping sustainable waste management policies and regulations that prioritize better waste management and community well being
4. collaboration between LSG bodies, community organizations, NGO's academia and industry stakeholders will pave the way to have community engagement in waste management.

Implementation plan

1. Collaboration and Partnership

- Engage with Government Department and missions and agencies responsible for waste management- Suchitwa mission, KSWMP, Kudumbasree, CKCL etc
- Open Call for Department, colleges, Universities to recruit Internship and for collaborations

2. Recruitment and Selection

- By sharing posters through Social medias and websites of Department & missions
- Post Sharing through relevant whatsapp Community.
- Collaboration with universities , colleges, vocational Institutions, Departments etc
- Press release and distribution through local newspapers

3. Developing curriculum & Orientation

- make a team in all missions focusing in Internship as additional Establish A common powerpoint with the help of experts, educators etc
- Store learning materials like books, brochures, annual reports etc
- Make sure two experts from each mission should handle the role of Internship supervisor.
- Internship Supervisor need to give orientation, field work expertise for the Interns.

4. Mentorship / Monitoring and Support

- Pair a Staff from agencies for continued guidance.
- make a whatsapp Group with Interns & Supervisor
- conduct weakly online meeting with facilitator for the update of Internship & for the future plan
- Interns need to Share daily reports including photos in the Whatsapp group.
- After Internship , presentation will be their in the Suchitwa mission office on the activities done by Interns
- Interns Should provide Small videos or testimonials sharing their Internship experience.

ANNEXURE - 3

Standard Operating Procedure (SOP)

LSGD Internship Portal – www.lsgdinternship.kerala.gov.in

1. Objective

To provide a structured, accessible, and user-friendly platform for students and recent graduates in Kerala to apply for internships with the Local Self Government Department (LSGD) and affiliated agencies.

2. Scope

This SOP covers:

- Student registration and usage
- Internship tracking and reporting
- Role of Supervisor/Guides
- Internship activity monitoring for college authorities
- Management of the Agency (Internship provider)
- Internship Report Preparation and Certificate Generation

3. Stakeholders

- Students / Interns
- Colleges
- Supervisors / Guides
- Agencies:
 - LSGD
 - Principal Directorate, LSGD
 - Kerala Solid Waste Management Project (KSWMP)
 - Kudumbashree
 - Suchithwa Mission
 - Clean Kerala Company Ltd. (CKCL)

4. Student Activities Workflow

Step	Activity	System/Portal Functionality
1	Visit the portal (www.lsgdinternship.kerala.gov.in)	Public access

Step	Activity	System/Portal Functionality
2	Register as a student	Input personal info, select areas of interest, and duration
3	Login credentials generated	Personalised dashboard created
4	Update daily internship activity	Upload reports, photos, etc.
5	The system generates a draft internship report	Based on daily logs
6	Submit the final report	For Guide/supervisor review
7	Guide/Supervisor reviews and approves	Feedback if needed
8	The system generates an internship certificate	Available for download upon approval

5. Agency/Organisation Activities Workflow

Step	Activity	System Support
1	Access the agency portal	Dedicated login credentials
2	View and manage assigned interns	Dashboard with intern list
3	Monitor student progress	View daily reports and uploads
4	Approve/reject internship reports	Built-in review system
5	Record feedback or request resubmission	Portal comment interface

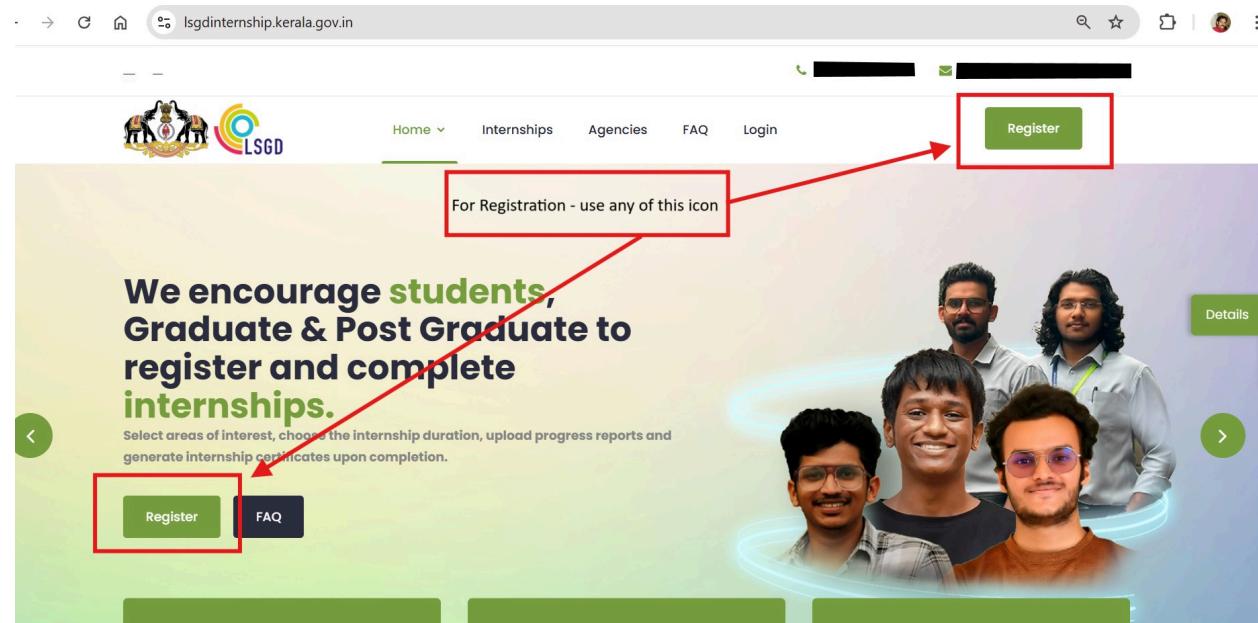
6. Supervisor/Guide Responsibilities

- Monitor daily updates of interns
- Evaluate progress reports and uploaded materials
- Approve or provide comments on submitted internship reports
- Trigger certificate generation upon satisfactory completion

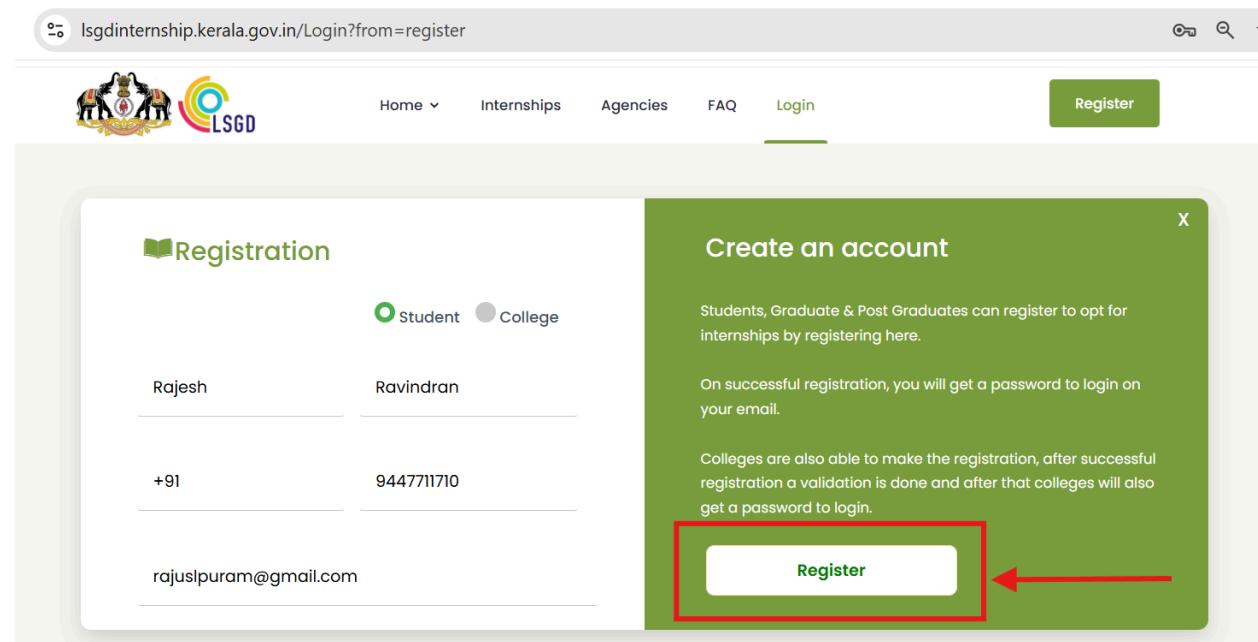
Reference Screenshots -

1. Student Registration

Step-01: Click on the Register Icon



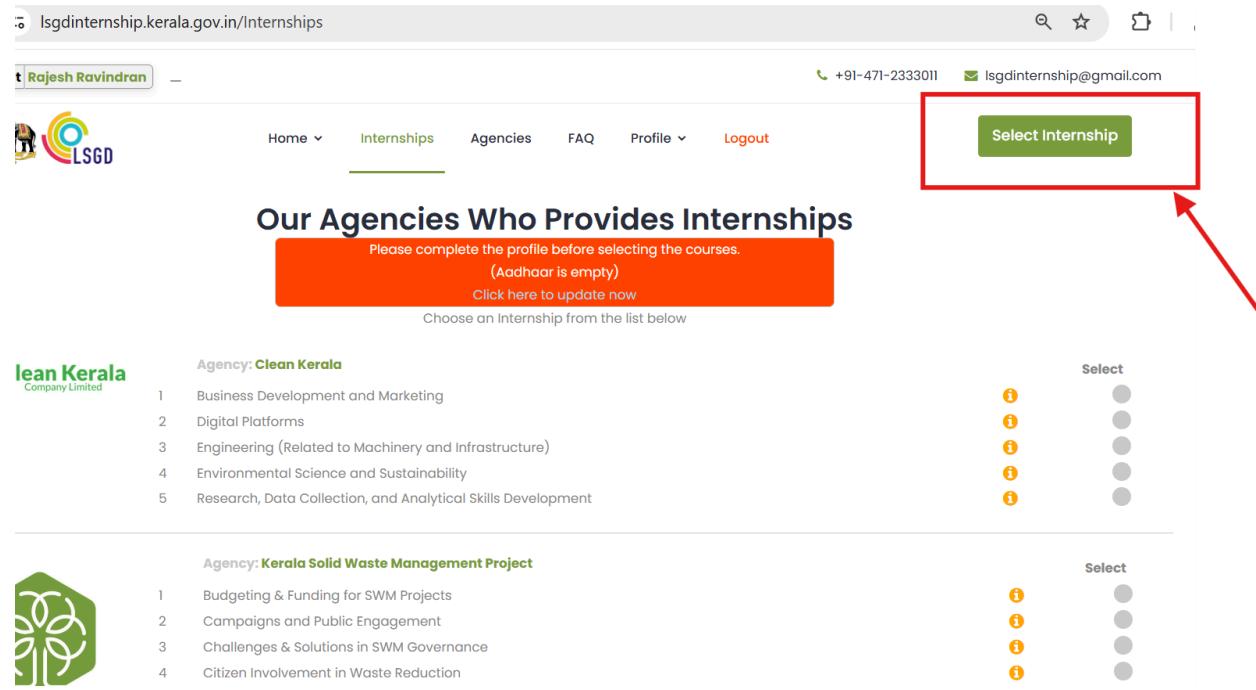
Step 02: Provide the Basic Information (First Name, Last Name, Mobile number, and Email)



Note: The student will receive the verification code/password via email. Using this code, the student needs to enter the portal, where they can search for internship topics and select the required topics.

Completion of the Profile is mandatory to select the internship topics.

Step 03: View and selection of the internship topics



The screenshot shows the LSGD Internship website interface. At the top, there is a navigation bar with links for Home, Internships (which is the active page), Agencies, FAQ, Profile, and Logout. A red box highlights the 'Select Internship' button in the top right corner. Below the navigation, a section titled 'Our Agencies Who Provides Internships' is displayed. It includes a message: 'Please complete the profile before selecting the courses. (Aadhaar is empty) Click here to update now'. A red arrow points from the 'Select Internship' button towards the 'Select' column for the first agency listed.

Our Agencies Who Provides Internships

Please complete the profile before selecting the courses.
(Aadhaar is empty)
[Click here to update now](#)

Choose an Internship from the list below

lean Kerala
Company Limited

Agency: **Clean Kerala**

1	Business Development and Marketing	<input type="radio"/>
2	Digital Platforms	<input type="radio"/>
3	Engineering (Related to Machinery and Infrastructure)	<input type="radio"/>
4	Environmental Science and Sustainability	<input type="radio"/>
5	Research, Data Collection, and Analytical Skills Development	<input type="radio"/>

Kerala Solid Waste Management Project

1	Budgeting & Funding for SWM Projects	<input type="radio"/>
2	Campaigns and Public Engagement	<input type="radio"/>
3	Challenges & Solutions in SWM Governance	<input type="radio"/>
4	Citizen Involvement in Waste Reduction	<input type="radio"/>

Note: the student can choose multiple subjects from a single or various agencies. However, submission of the same can be done only after completing the detailed information on "MyProfile" or by clicking the warning message.

lsgdinternship.kerala.gov.in/ProfileStudent

student Rajesh Ravindran

+91-471-2333011 lsgdinternship@gmail.com

LSGD

Home Internships Agencies FAQ Profile Logout Select Internship

Rajesh Ravindran
Portal ID: 172
student

Choose File No file chosen

The photo should be in JPEG/PNG/JPG format with dimensions of 150 x 200 pixels high and a file size between 15 KB and 100 KB. The background should be white or light-colored. The face and shoulders should be clear and clearly focused. The photo should be a passport-size photo taken within the last six months.

Personal Details Address Details Academic Details Update

First Name * Last Name Email *
Rajesh Ravindran raju1puram@gmail.com

Gender * Date of Birth * Category Religion
Choose... DD-MM-YYYY Choose... Choose... Choose...

Above 15 years.

Mobile *
9447711710

Aadhar Number * APAAR ID

Professor/HOD
Name Relationship Mobile number

Step 04: Selection of the days and mode of Internship

student Rajesh Ravindran Pending Student

+91-471-2333011 lsgdinternship@gmail.com

LSGD

Home Internships Agencies FAQ Profile Logout Select Internship

Our Agencies Who Provides Internships

Selected Internships	Agency	Status
1 Business Development and Marketing	Clean Kerala	Student Pending
2 Budgeting & Funding for SWM Projects	Kerala Solid Waste Management Project	Student Pending
3 Gender & Social Equity	Kerala Solid Waste Management Project	Student Pending

Preferred Days 30 Self Through College <<< Preferred days Submit

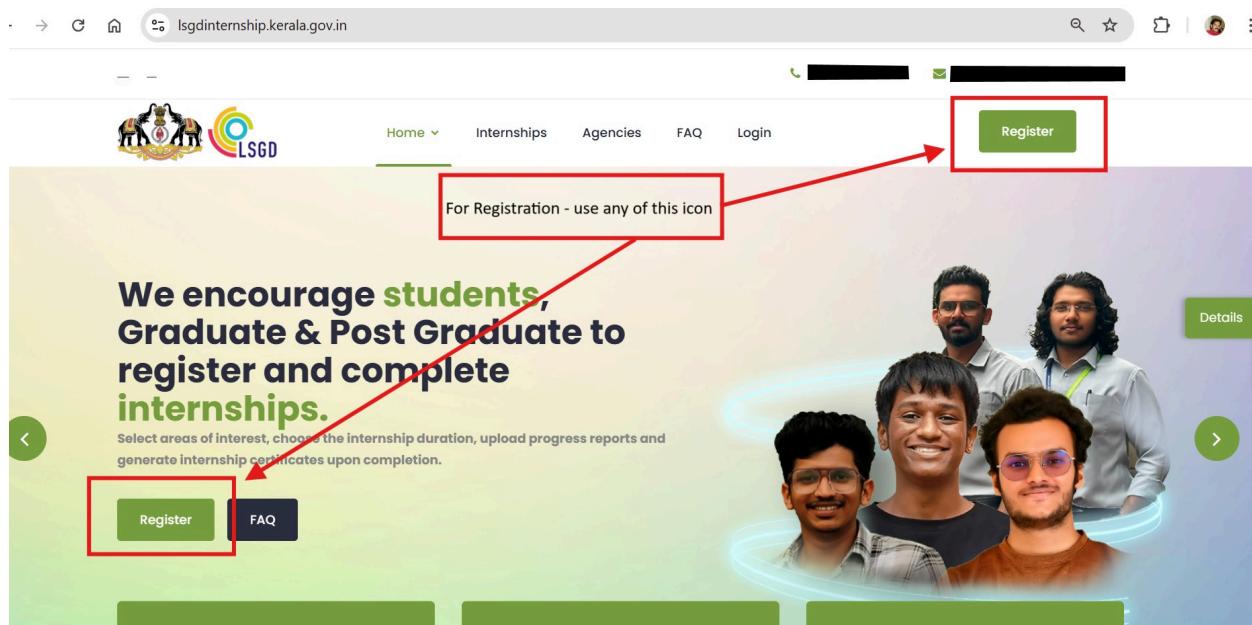
You may wait for approval from all agencies before final acceptance
Also you need to Submit the Preferred Days and select the internship Type (Self/through college)
Until you fill this two, the request won't be submitted to agency.

Clean Kerala

Note: Once submitted, the student needs to wait for approval from all agencies before final acceptance.

Reference Screenshots - College Registration

Step-01: Click on the Register Icon

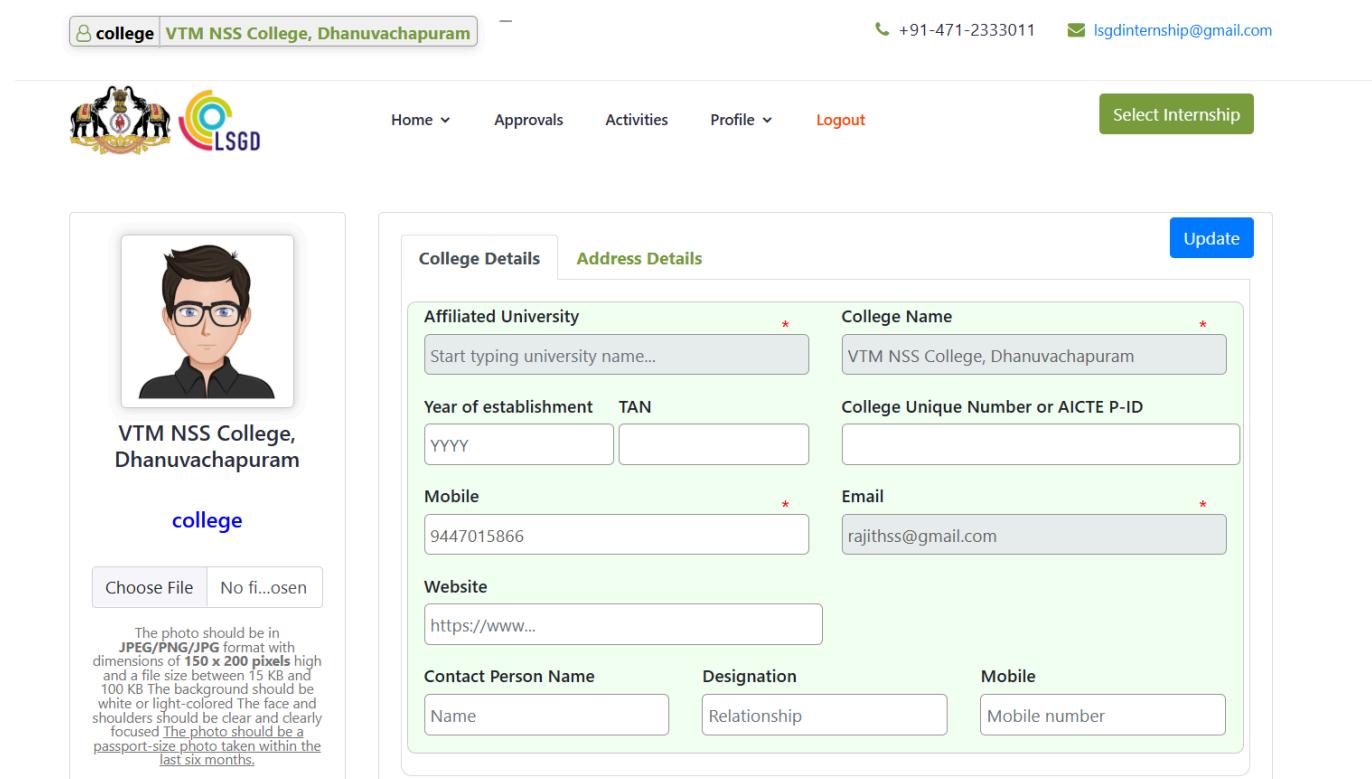


Step 02: From the Universities drop-down select the affiliated University, and then choose your college, and provide the name of the contact person, mobile number, and Email preferably. In the college domain name, if available.

The screenshot shows a registration form on the left and a 'Create an account' modal window on the right. The registration form has fields for 'University name' (with a 'Student' or 'College' radio button), 'College name', 'Contact Person', 'Phone Number' (with a '+91' prefix), and 'Your Email'. The 'College' radio button is selected. The 'Create an account' modal has a green header and contains text: 'Students, Graduate & Post Graduates can register to opt for internships by registering here.' and 'On successful registration, you will get a password to login on your email.' It also states: 'Colleges are also able to make the registration, after successful registration a validation is done and after that colleges will also get a password to login.' A large green 'Register' button is at the bottom of the modal.

The college will receive the verification code or password via email only after the admin completes a manual verification through a phone call. The college account will be activated once this verification is completed.

The profile of the college is below.



The screenshot shows the LSGD (Logistics and Supply Chain Development) college profile page. At the top, there is a header with the college logo, name, contact number (+91-471-2333011), and email (lsgdinternship@gmail.com). Below the header, there is a navigation bar with links for Home, Approvals, Activities, Profile, and Logout, along with a 'Select Internship' button. The main content area is divided into two tabs: 'College Details' and 'Address Details'. The 'College Details' tab is active, showing fields for Affiliated University (with a placeholder 'Start typing university name...'), College Name (VTM NSS College, Dhanuvachapuram), Year of establishment (TAN) with fields for YYYY and TAN, Mobile (9447015866), Email (rajithss@gmail.com), Website (https://www...), Contact Person Name (Name), Designation (Relationship), and Mobile (Mobile number). There is also a placeholder for 'College Unique Number or AICTE P-ID'. On the right side of the page, there is a 'Update' button.

In the activities menu, the students in the logged college undergoing internships under various agencies will appear