MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding [MoU], hereinafter referred to as the Memorandum, entered in this 14 <date> day of May <month>, 2024 between: -

The Airports Authority of India, a body corporate and constituted by the Central Government under the Airports Authority of India Act (Act 55 of 1994) having its Corporate Office at New Delhi, represented by General Manager (HR) - Training GIRISH KUMAR hereinafter referred to as the **"First Party"**, AND

University / College / Institute of ***Nalanda College of Engineering Chandi*, Nalanda** having its office at **Chandi, Chandi - Jalalpur Road, Gokhulpur, Bihar - 803108** represented by the ~~Dean / Registrar~~/ **Principal, *Nalanda College of Engineering Chandi*, Nalanda,** hereinafter referred to as the **"Second Party"**.

WHEREAS, the aforementioned parties desire to enter into the herein described Memorandum through which they shall work together to accomplish the **"Aim"** of the **"Internship Program"**, as set forth.

[A] AIM:

To create interest in Civil Aviation among students by:

- Supplementing theoretical knowledge with practical operations / working
- Giving exposure to students in STEM (Science, Technology, Engineering and Mathematics) / non-STEM domains
- Giving opportunity to work on small-duration projects related to Civil Aviation

[B] INTERNSHIP PROGRAM:

Shall refer to the working arrangement between both the parties, as agreed, i.e.:

i. Being part of project implementation at Airport (Observe implementation & Learn)
ii. 2-5 days Familiarization (Visits / Workshops)
iii. 4-20 weeks Internship

[C] APPLICABILITY:

The educational institutions in the vicinity of AAI Airports (25-50 km radius), can sign the MoU for their students undergoing Graduation / Post-Graduation / Professional degree courses.

[D] DURATION OF MoU:

The term of this Memorandum shall be for a period of 5 years from the date of its signing, and may be extended upon written mutual consent by both the Parties on the same terms & conditions or as agreed upon at that point of time.

GIRISH KUMAR
General Manager (HR)
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003

[E] SCOPE OF COOPERATION:

Through this Memorandum, both the Parties affirm the value of industry-academia collaboration and agree to promote the Internship Program as detailed in Annexure-I.

[F] FINANCIAL SUPPORT:

i. No stipend or any remuneration would be paid to a participating student or University / College / Institute for any Program.
ii. Wherever feasible, necessary arrangements of transportation from college to airport and back during workshops / visits may be made by AAI, wherever the number of students is more than 20 and where the Second Party doesn't have its own transport facility.
iii. Wherever feasible, arrangement of working lunch and provision of literature and books shall be made for students by AAI.

[G] ROLES AND RESPONSIBILITIES OF THE PARTIES:

The Parties to this MoU have mutually acknowledged and agreed to the following:

i. To work together in a cooperative and coordinated manner to fulfil the objective of this Memorandum.
ii. The Second Party shall ensure that students abide by the rules & regulations of AAI, and SOP / instructions as detailed in Annexure-II.
iii. The Parties to this MoU have the right to individually or mutually terminate their participation in this Memorandum.
iv. The data/information collected by the students of Second Party would be for sole academic purpose and mutual benefit. No data or information to be shared with third party without the explicit written consent of the First Party.
v. Any dispute that arises in connection with this MoU shall be settled amicably between the parties. The decision of AAI Management shall be final and binding on both parties.
vi. Internship Program is neither an employment opportunity with AAI, nor an aid in securing employment in AAI.
vii. AAI has absolute unfettered right to restrict the program in any manner, either to institutions or to numbers of participants or in any other manner.
viii. This MoU does not create any right to students of the institutions or to institutions. This effort of AAI is purely voluntary.

This Memorandum has come into force on the 14 day May month and 2025 year as mentioned above.

For Airports Authority of India:

(First Party Signature)

Date: 14/5/25

गिरीश कुमार / GIRISH KUMAR
महाप्रबंधक (मा.से.) / General Manager (HR)
भारत विमानपत्तन प्राधिकरण / Airports Authority of India
राजीव गांधी भवन / Rajiv Gandhi Bhawan
सफदरजंग हवाई अड्डा / Safdarjung Airport
नई दिल्ली-110003 / New Delhi-110003

For _____University/College/ Institute:

(Second Party Signature)

Date:

प्राचार्य
नालन्दा अभियंत्रण महाविद्यालय
चण्डी (नालन्दा)

ANNEXURE-I

Details of Internship Program

Activity	Departments	Locations
Live demonstration of projects / activities at Airport (Observe & Learn)	• Communication, Navigation and Surveillance • Engineering – Civil • Engineering – Electrical • Information Technology	Airports
2-5 days Familiarization (Visits / Workshops)	• Air Traffic Management • Air Traffic Flow Management • Airport Operation Services • Communication, Navigation and Surveillance • Engineering – Civil • Engineering – Electrical • Information Technology	Airports
4-20 weeks Internship	• Architecture / Planning • Airport Operation Services • Communication, Navigation and Surveillance • Engineering – Civil • Engineering – Electrical • Finance • Fire Services • Human Resource Management • Information Technology • Law	Airports, Regional Offices and Corporate Office

* Any additions/modifications in the above list shall be notified in due course of time.

गिरीश कुमार GIRISH KUMAR
महाप्रबंधक (ना.से.) /General Manager (N.S.)
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India
राजीव गांधी भवन / Rajiv Gandhi Bhawan
सफदरजंग हवाई अड्डा / Safdarjung Airport
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ANNEXURE-II

SOP for Live Demonstrations / Familiarization / Internship, covering Airport / ATC centre entry, safety and operational aspects

For entry into any restricted area of Airport (eg. Terminal Building, Cargo Terminal, Operational Area, ATC Building / ATC Tower / Hangers etc.), all interns will require Temporary Airport Entry Permit (AEP). Requirement of documents will depend on the duration for which AEP is required, which is as below:

- **In case of Temporary AEP for maximum 30 days:**
  The educational institution signing MoU with AAI will nominate a Nodal person to collect the following documents required for issuance of AEP from students shortlisted for the Internship Program:
  - Filled AEP form
  - Aadhaar Card or any other Government issued valid photo id
  - Present address proof (if different from permanent)
  - Permanent address proof
  - Internship letter issued by AAI
  - Recommendation letter of concerned educational institution
- **In case of Permanent AEP (Biometric AEP) for more than 30 days:**
  - Biometric AEP for more than 30 days will take approx. 25-30 days. Pre-requisite to permanent AEP are 1-day AvSec Awareness training and Police Verification
  - The concerned educational institution shall initiate the Police Verification of intern from concerned SP before the commencement of Internship. Police Verification may be exempted for interns who have Indian Passport issued within last 5 years
  - For initial first month, temporary AEP for 30 days shall be issued
  - Following documents will be required for Biometric AEP:
    a. Aadhaar Card
    b. Permanent and Present address proof (other than Aadhaar card i.e. Driving License, Passport, Voter id etc)
    c. Copy of Student's Institute ID
    d. Online 1-day AvSec Awareness training Certificate
    e. Internship letter issued by AAI
    f. Recommendation letter of concerned educational institution
- The educational institution shall ensure that the required documents are submitted well in advance before the commencement of the Internship program, in coordination with concerned department head of AAI at the Airport.
- It will be the responsibility of the educational institutions to ensure that all the students return back the AEPs to the concerned department Head after completion of the Internship program.

गिरीश कुमार / GIRISH KUMAR
महाप्रबंधक (सा.सं.) / General Manager (CS)
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India
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