

JANANEETHI INTERNSHIP POLICY

(This applies to foreign students only)

Jananeethi is happy to open its resources for the development and benefit of university students who aspire to get introduced to ground realities in areas where Jananeethi has been working with considerable experience.

Terms and Conditions of Internship:

1. Internship at Jananeethi is based on a contract between Jananeethi and the Institution/Department to which the candidate is/was attached to. The candidate must write to Jananeethi seeking permission to do internship along with recommendation letter from Institutional head/head of department stating that the candidate is being sent to Jananeethi by the university/institution as part of the academic requirement. This is to discourage tourists and travelling groups from applying for internship with diverse motivations.
2. Those who are on vocation on travelling visa have legal and technical objections in doing internship. Jananeethi does not take the risk of addressing such issues like police interrogations, document verification etc. Candidates for internship should come with clear idea of internship, and should satisfy statutory norms.
3. Services during the period of internship will be deemed purely voluntary and are not compensated either by cash or kind. Any expense borne by the candidate during internship may be considered for reimbursement by Jananeethi.
4. Jananeethi does not take the responsibility of arranging accommodation to interns but on specific request Jananeethi may facilitate for accommodation.
5. The Executive Director of Jananeethi will assign a member of the Jananeethi Faculty to supervise/guide the candidate during the period of internship.
6. The intern will work in Jananeethi office/field, as the case may be, five days a week from 10 am to 5 pm and will be required on holidays, if there is a Jananeethi program being held on holidays.
7. The intern will write daily journal and get it signed by the assigned staff on weekly basis; and will prepare a report of his/her work and findings during the internship. The report has to be seen by the Executive Director of Jananeethi before course completion certificate is issued to the candidate.
8. The intern will pay a monthly fee of 100\$ (one hundred American Dollars only) to Jananeethi for using the facilities of the institution. Accommodation, food, travel and other incidental expenses will be borne by the intern.
9. Leave, except for grave and compelling situations, will not be granted during internship.
10. Fluency in English and ability to communicate to and work with all segments of people will be essential for successful completion of internship at Jananeethi.

Discipline:

- a) Performance and sense of responsibility are placed higher than punctuality, but late coming regularly without notice will create wrong precedence in the organization. Hence such tendencies will be discouraged.
- b) Each member in the office will enjoy freedom, independence and sense of belonging; however, the general decorum of the office, its dignified silence without disturbance to others at work shall be maintained.
- c) Personal works, conversations, visits, telecommunications, family chores etc will not be entertained/encouraged during office time.
- d) Respect for seniors, privacy of individuals, religious faith and practices of members and courtesy for colleagues will define mutual relations.
- e) Interns will scrupulously refrain from any conduct which may be interpreted as sexual harassment. Any such conduct shall be immediately reported to Jananeethi office and stringent action will be taken as per norms of the organization.
- f) Interns will treat all matters communicated to them by the organization or by being part of the organization, and all documents coming to their notice and possession there-of strictly confidential. In no circumstances shall any such material or document be communicated to an outsider unless the organization authorizes him/her for the purpose.
- g) Books/IT devices/any other equipments of value shall not be taken home without permission from the Office Manager. Dues, if any, has to be cleared and things are to be returned before closure of the internship.

ACCEPTANCE:

I,, voluntarily accept the afore mentioned terms and conditions as part of my internship with Jananeethi. I state and declare that I would abide by the rules laid and norms set for my internship. If I fail to comply with any of the condition thereto, am aware that my internship will be terminated without notice.

Name and Signature of the intern

Date

At Jananeethi Office, Thottappady, Mannuthy Post, Thrissur-680651, Kerala, India.