

# JANANEETHI INTERNSHIP POLICY

(This applies to Indian 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. The aspiring student applies individually to Jananeethi together with official letter signed by head of the institution/department and copy of his/her resume. In the covering letter he/she must explain why he/she should prefer to do it with Jananeethi and his/her expectations from Jananeethi.
2. The Executive Director in consultation with the Board will assign a member of the Staff to supervise/guide the student during the period of internship.
3. The intern will work in Jananeethi office/field, as the case may be, six days a week from 10 am to 6 pm and will be required on Sundays, if there is a Jananeethi program being held on Sundays.
4. 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 before sending letter of certification to concerned college/university, as the case may be.
5. The intern will pay a monthly fee of Rs 1000/- (one thousand only) to Jananeethi for using the facilities of the institution. Accommodation, food, travel and other incidental expenses will be borne by the intern.
6. Leave, except for grave and compelling situations, will not be granted during internship.
7. **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 Jananeethi.
  - 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 as confidential. In no circumstances shall any such material or document be communicated to an outsider unless the organization authorizes him/her for the purpose.
8. 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.

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**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.