

Internship

Instructions for doing Internship

- Application in the prescribed format given below shall be submitted to the Member Secretary along with the bonafide letter issued from the College/ University/Department concerned.
- Students shall compulsorily wear college uniform with ID card during internship period.
- Students shall sign attendance register and ensure their presence during office hours.
- Report shall be prepared in accordance with the synopsis provided by the office and submitted to the officer concerned before completion of the internship period.
- Affix a passport size photo in the register maintained at the office and enter necessary details their in.
- Students shall keep office decorum and maintain discipline with in the office premises.
- Certificate will be issued only after successfull completion of the internship and interns shall collect the certificate within two weeks from the date of completion of their internship.
- Internship will be permissible only for a maximum period of 7/14 days.
- Strict action will be taken against those who violate the instructions and will not be allowed to continue the internship and the matter will be intimated to the respective college/ Institution.