



**JYOTHIRGAMAYEE FOUNDATION, INDIA**  
**OPERATING PROCESS FOR INTERNSHIPS PROGRAMME**

SL.NO.	INSTRUCTIONS
1	Interns are expected to have their own arrangements for boarding & lodging
2	Candidates are expected to visit the website and offer in advance which project they would like to be associated with.
3	Candidates are expected to gather all information about the organization through the website before joining.
4	Once the project is chosen the intern will be linked with the particular project's In-charge who will be supervising all duties assigned
5	The organization expects the presence of the interns daily 10.00 a.m. meeting.
6	Interns would be expected to carry out field visits whenever the need arises.
7	There will be a weekly review of work done by the supervisor.
8	Fortnightly submission of reports is expected.
9	Interns will be judged by their own initiative & enthusiasm. Guidance shall be provided as need arises.
10	If the report is found to be of very high quality it will be uploaded on the website
11	A Final Report of Project undertaken is expected to be presented before the Team/In charge.
12	A certificate of experience will be provided to all interns.

**DECLARATION:** "I solemnly affirm my commitment to adhere to all protocols established by the organization-Jyothirgamayee Foundation. I pledge to dedicate my services to the utmost of my abilities and potential, ensuring that each task is carried out with diligence and care. My steadfast dedication to upholding the standards set forth by the organization is unwavering. Together, let us strive for excellence and make a meaningful impact on those we serve-the Adolescents Section of our population."

**Signature of the Candidate:**

**Name in Capitals:**

**Date:**

**Place:**

**Contact details: Phone-**

**e-mail:**