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**SAHIL INTERNSHIP FORM**

 For Office Use Only

**Please Fill in Block Letters:**

**FIRST NAME MIDDLE NAME LAST NAME**

**Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number:**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIC NO:**

(Please provide NIC copy)

**Passport No (Only for Foreigners): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Intended Period for Internship:**

**From To**

DD MM YEAR DD MM YEAR

**Time :-** 10 Am to 4 Pm ( 6 hours )

**Educational Qualifications (Highest First)**

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| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **Country** | **Started On** | **Completed On** |
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**Experience (Most Recent First)**

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| **Designation** | **Organization** | **Country** | **Tenure** |
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**Purpose of internship:**

1. **Research**

1. **Organizational Learning**
2. **Learning experience in Sahil Department**
* **Resource Center**
* **Print Media**
* **IT**
* **Jeet Healing Center**
* **Legal Aid**
* **Teacher Trainers**
1. **REFERED TO SAHIL BY:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Please read attached Rules for Internship**

**RULES FOR INTERNSHIP AT SAHIL:**

1. The period of internship for up to 2 weeks. (2 Weeks, 4 weeks, 6 weeks, 2 Months, 3 months).
2. Internee will be bound to the timing specified by the project in charge.
3. Attendance must be marked through attendance punch machine.
4. The Intern will adhere to the timings that will apply during the internship.
5. The Intern will inform the GMO/NMO if they want to take leave, if GMO/NMO is not available, inform RCC/PORC.
6. If an intern is absent for more than two times without information during his/her internship period, internship will be terminated.
7. If an Intern comes late to the office on more than two times during his/her internship period it will be counted as one day of absence.
8. Each intern is required to read one book from Resource Center or any relevant departmental documentation, departments may give specific tasks as required and prepare a review of the book or relevant documentation in their Internship report.
9. No Resource Center book can be taken out of Sahil premises. Sahil will provide the photocopy facility of any selected pages.
10. The intern will not be allowed to open office files/documents/other equipment without the consent of Department Officer.
11. The intern will be bound to maintain confidentiality of information.
12. The Intern must seek permission before using the computer in any department as per Sahil Computer Policy.
13. The Intern will submit an internship report during the last week of the internship.
14. The Intern will be required to write a short report at the end of the internship on the learning achieved & any recommendation
15. The Interns are not allowed to use computer equipment and facilities to view, create and distribute material that is discriminating, harassing, obscene, defamatory, threatening or of an illegal nature to other employees or to anyone outside the organization. Any such use is considered serious misconduct and could result in a letter to the reference provided by the intern.
16. Certificate of internship will be given to those candidates who will complete their internship period with ‘required attendance’ and show satisfactory performance during their internship.
17. Ninety (90%) attendance of the total ‘working days’ is required for the experience certificate for interns.
18. Office timings of interns are from 10:00am to 4:00pm from Monday to Friday.
19. Interns will work in the departments as per given schedule. They will not move to other departments without information to GMO/NMO.
20. Departments are not allowed to give any additional work to interns without the permission of GMO.
21. No intern is allowed to go out of the office without information to GMO/NMO.
22. In-case of any misconduct or in-disciplined behavior, Sahil can terminate the internship.
23. Meals and Tea at office will be provided free of charge

 Stipend may be provided to the intern, on the approval of management

 **I have understood the above mentioned rules and regulations. And my duties and responsibilities as an intern in Sahil.**

**I agree with all terms and conditions**

**Agreed by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Report**

1. Introduction time of Internship all departments visited

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1. What did you find interesting

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1. How did you find Sahil office environment

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| 1. What was the quality of interaction with staff?
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1. Suggestions for improvement

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