



## ATMA Foundation

Regd Charitable Trust: 397/IV/06  
NITI Aayog Regn No: KL/2009/0007103

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### ATMA Foundation

### INTERNSHIP POLICY

ATMA Foundation offers internship opportunities to students who are pursuing Degree or Post Graduate courses in different streams. The greatest strength of ATMA Foundation is our team of volunteers who dedicate their time, resources and energy to support this good cause. We consider student interns as temporary volunteers.

Though we take all care to impart a feel of being a part of a committed voluntary organisation and provide learning opportunities in the short time span, interns should understand that they are joining an ongoing work and active system. Hence expectations should match with the realities on ground and any intern should be willing to contribute to and meet the requirements of the organisation.

- The internship must be of minimum 20 days duration. However, this rule may be relaxed in certain cases, depending upon the nature of work available at any time.
- Student interns will be given opportunities to familiarise the ongoing projects at the time of internship, and the regular activities of the organisation - including office administration, fundraising, documentation, organising programmes, etc. Depending on the timing and duration of the internship, interns may also have the opportunity to participate in research projects.
- All student interns are expected to take part actively in all the activities of the organisation, and take up any of the above-mentioned work areas that is assigned to them. Students cannot insist that they will do only a certain kind of work.
- On accepting an internship with ATMA, every intern undertakes that he/she will uphold the goodwill of ATMA Foundation and adhere to its policies. Interns are expected to follow proper behaviour, office timings, rules and dress codes and should work as per the guidance of the supervisors in the organisation.
- Case work/ case study with children at ATMA Gurukulam is not permitted if it requires any kind of background information about them. Interventional case studies may be allowed strictly under the guidance of the supervisor.



- Interns will have to make their own arrangements for travel, food & accommodation and there is no provision for any stipend.
- For confirmation, applications must be received well in advance along with reference letter from head of institution / head of the department with all details.
- On approval of internship kindly take print out of the enclosed application form after filling it up, affix a recent photograph, get the signature of faculty supervisor and submit it at the time of joining.
- We expect a professional and personal discipline from each intern and inability to uphold the same might result in discontinuation of the internship.

## STUDENT DETAILS

Name		Please affix a recent photograph here		
Date of Birth				
Gender				
Address				
Mobile Number				
Email id				
Course & Year				
Name and Address of College				
Residential Address with contact number				
Qualification	Institution	University	Year of passing	Percentage

Skills and Talents		
Name, and signature with Designation, Phone Number & Email id of Faculty Supervisor		
Duration of Internship:	Start Date:	End Date:

Name of student:

Signature:

Date:

Place: