



PG Psychology Department <pgpsychology@sdmcejire.in>

Requesting for permission to Internship

2 messages

PG Psychology Department <pgpsychology@sdmcejire.in>
To: Akkara Foundation <akkarafoundation@gmail.com>

Sun, Jul 23, 2023 at 11:51 AM

Dear Sir/Madam,

Greetings from the dept. of Post-Graduation studies & Research in Psychology, SDM College, Ujire.

PFA, requesting for the permission of one month internship in your organisation.

Thanks & Regards,
Ms Ashwini Shetty
Asst. Professor
Dept. of PG studies & Research in Psychology
SDM College (Autonomous), Ujire

 **Akkara foundation.pdf**
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Akkara Foundation <akkarafoundation@gmail.com>
To: PG Psychology Department <pgpsychology@sdmcejire.in>

Mon, Jul 24, 2023 at 9:36 AM

Greetings from Akkara Foundation,

We have received your email and We are so happy to accept and confirm your request regarding the placement of psychology students at our institution as a trainees. Let these days be beneficial to the trainees. HOD of Psychology dept will be guiding supervisor of the trainees and we appreciate the objectives of the practical study.

Kindly note the following points in this regard:

1. Kindly produce the reference letter from your institution and this confirmation letter given from the Akkara Foundation on the day of joining
2. The trainee should be familiar with the local language (Malayalam) as they have to directly interact with Clients.
3. **Each trainee has to remit Rs. 2000/- (two thousand) as fee to the organization.**
4. If your college has any specific objectives on the trainees' placement kindly hand over it, on the day of joining.
5. The trainee/s has to arrange the accommodation at their own risk. (Kindly contact Mob: 8075338403, 6282812703)
6. The trainee has to follow the rules and regulations of the Akkara Foundation during his/her training period.
7. The dress code must be appropriate.
8. The trainee has to be regular and punctual during the days of training, no compromise will be entertained in this regard.
9. Institution has prepared a week wise schedule for the trainees, which covers holistic access to all the objectives of the trainees.
10. Duly completed assignments have to be submitted week wise, in order to ensure the learning process from the organization.
11. Prior to the receipt of certificate from the Organisation, trainees have to submit a summary report and the receipt of the amount paid to the undersigned at the end of the training period.
12. All the COVID-19 Protocol must follow during the placement and kindly bring Mask, Sanitizer etc.
13. **Kindly bring Adhar (copy) and Passport Size photo (1)**

Note: For any other queries, kindly contact, Mob:6282812703

Wishing all the best to the trainees.

[Quoted text hidden]

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- Best Regards

Mohammed Yasir

Project Manager - Akkara Foundation Bekal

M: +91 6282812703

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Google](#)



PG Psychology Department <pgpsychology@sdmcujiire.in>

Requesting for permission to Internship

Official Anirvedha <officialanirvedha@gmail.com>
To: PG Psychology Department <pgpsychology@sdmcujiire.in>

Thu, Jul 20, 2023 at 10:02 AM

Greetings from Anirvedha

We appreciate your interest to do an internship with Anirvedha Resource Center for Psychological Well Being®. During the internship programme you will be provided with clinical exposure, given supervised sessions to conduct, theory classes and guidance through qualified supervisors.

PLEASE NOTE : Currently internship slots are available only after July 20th 2023

The internship fee is Rs. 2000 for 15 days and Rs. 3000 for a month. The fee and letter from college to be submitted at the office on the first day of internship.

DO CONFIRM YOUR DATES AND TIME ONCE YOU RECEIVE THIS MAIL ALONG WITH COURSE DETAILS. OTHERWISE WE WILL NOT CONSIDER YOUR APPLICATION FOR THE INTERNSHIP.

INTERNSHIP GUIDELINES

During the internship, you are expected to abide by the following instructions.

1. Report at the office at 10 am on the first day and pay the prescribed fee along with a letter from college.
2. Meet the co-ordinator for the internship schedule and further instructions.
3. Meet your guide as allotted by the coordinator. Interns should discuss with their guide and submit reports for correction daily.
4. When interns are conversing with clients and their family members, interacting with children one should maintain confidentiality . Build good rapport and respect the dignity of each individual. Before talking to any client, seek permission from the concerned therapists without fail. Talk to clients only allotted by the co-ordinator.
5. Do not deal with any matters related to the child therapy by yourself and strictly avoid giving any medical or other suggestions.
6. Do not proceed with administration of assessment tools or therapies without taking guidance FROM THE GUIDE.
7. Please attend the internship with professional clothing. Maintain cultural sensitivity in dress and mannerisms.
8. No using mobile phones during internship hours. Do not carry any costly items during visits. The center is not responsible for loss of any personal belongings.
9. Enter daily attendance at the office before proceeding to the day's task. The center functions from 10 am to 7 pm with one hour lunch break from 1 pm to 2 pm. One should take prior permission from the coordinator and guide for any change in schedule.
10. Writing daily reports is compulsory and certificates will be issued only if they submit the valued report by the guide to the coordinator in the prescribed format. The Grade will be given by referring to the performance as well as reports. During this period there might be visits outside the center which will be part of the clinical exposure and training, which will be within city limits.

Do get back to us for any queries.

Thank you
Team Anirvedha
[Quoted text hidden]



PG Psychology Department <pgpsychology@sdmcjire.in>

Permission to Internship; Regarding

3 messages

Dr Anoop Antony PhD <anoopa@apd-india.org>

Fri, Apr 14, 2023 at 11:46 AM

To: PG Psychology Department <pgpsychology@sdmcjire.in>

Cc: Aasika Joseph <aasikaj@apd-india.org>, poorneshsharma25@gmail.com, rashmitharamesh6363@gmail.com, anjaliks2984@gmail.com, Mithesh M <mitheshm@apd-india.org>, Merina Mathew <merinam@apd-india.org>

Dear Ms Ashwini Shetty

Greetings from the Association of People with Disability (APD)!

The request for the internship is granted. Ms Aasika Joseph, the L&D coordinator for APD will be inducting the students for internship.

@ Ms Aasika, please take this further forward and do the needful.

Warm Regards

Dr Anoop Antony PhD
Director - Academics

On Fri, 14 Apr 2023 at 11:26, PG Psychology Department <pgpsychology@sdmcjire.in> wrote:

Dear Sir/Madam,

Greetings from the dept. of Post-Graduation studies & Research in Psychology, SDM College, Ujire.

PFA, requesting for the permission of a two months internship in your organisation.

Thanks & Regards,
Ms Ashwini Shetty
Asst. Professor
Dept. of PG studies & Research in Psychology
SDM College (Autonomous), Ujire



Nurturing Abilities, Positivity and Diversity

The Association of People with Disability (APD)

6th cross, Hutchins Road, Off Hennur Road, Lingarajapuram

St. Thomas Town Post, Bengaluru - 560084

Ph: +91 80 25475165 /25489594 /25470390

contact@apd-india.org | www.apd-india.org



Aasika Joseph <aasikaj@apd-india.org>

Fri, Apr 14, 2023 at 11:54 AM

To: Dr Anoop Antony PhD <anoopa@apd-india.org>

Cc: PG Psychology Department <pgpsychology@sdmcujire.in>, poorneshsharma25@gmail.com, rashmitharamesh6363@gmail.com, anjaliks2984@gmail.com, Mithesh M <mitheshm@apd-india.org>, Merina Mathew <merinam@apd-india.org>

Dear Sir,

Noted with thanks. I will proceed accordingly.

Regards,

Aasika Joseph

L&D Coordinator

IDRR

[Quoted text hidden]

PG Psychology Department <pgpsychology@sdmcujire.in>

Fri, Apr 14, 2023 at 12:02 PM

To: Dr Anoop Antony PhD <anoopa@apd-india.org>

Dear Sir,

Thank you for your response. The hard copy of the letter from the institution shall be sent with students during the reporting period.

Regards,

Ms Ashwini Shetty

On Fri, Apr 14, 2023 at 11:47 AM Dr Anoop Antony PhD <anoopa@apd-india.org> wrote:

[Quoted text hidden]

To
Dr Vandana Jain
HOD
Dept. of Psychology
SDM College (Autonomous), Ujire

02/04/2023
Bengaluru.

Subject : Letter of Internship Acceptance

Dear Madam,

This letter is to inform you that your II MSc psychology students Ms.Lakshmi Shashikumar and Ms. Sanjitha Ajith Kumar, were granted permission to do internship for a period of two months (from May 8 to July 8, 2023 - 60 Days *8 Hours) at Bangalore Neuro Centre, Bangalore.

They will report directly to Neuropsychology Unit, Bangalore Neuro Centre. Their first day of work will be on 8th May, 2023. Their duties and responsibilities for this internship position will be explained to you in your orientation with your supervisor (Dr.Gopukumar).

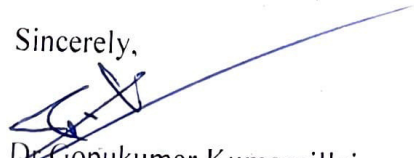
As they will be receiving internship certificate for this position, they will not be paid.

They should note that any information and EEG/MRI/Neurology/Psychology/Psychiatry Assessment/data/interviews/case studies collected from you during the course of your internship should be kept confidential at all times.

If they have any questions, please feel free to get in touch with their Clinic Manager (Mrs.Sunitha or Ms. Preethi) or me.

Congratulations and welcome to the team!

Sincerely,



Dr.Gopukumar Kumarpillai
Consultant Neuropsychologist

Dr. K. Gopukumar PhD
Neuropsychologist
Bangalore - Neuro Centre
10th Cross, Margosa Road
Malleshwaram, Bangalore - 560 003

Bengaluru Neuro Center Pvt. Ltd
27/5, 10th Cross, 3rd Main
Margosa Road, Malleshwarar
Bangalore-560 003



BENGALURU NEURO CENTRE

Note:

As an intern in psychology or psychiatry, it is crucial to maintain a professional and focused work environment to ensure the highest quality of care for your patients. Here are some instructions you can follow to help you stay on task:

- **Be on time:** Arrive on time to work every day. Make sure to account for traffic or other factors that may cause delays.
- **Communicate any absences:** If you need to miss work for any reason, communicate with your supervisor in advance. Let them know the reason for your absence and how long you expect to be gone.
- **Limit your use of mobile devices:** It is important to stay focused on your patients and avoid distractions during your internship. Try to limit your use of mobile devices during work hours and only use them for work-related tasks when necessary.
- **Avoid personal calls or texts:** If you need to make or receive a personal call or text, do so during your designated break time. Avoid making personal calls or sending personal texts while you are working with patients.
- **Be present with your patients:** When working with patients, give them your undivided attention. Avoid checking your phone or other devices during sessions or meetings.
- **Use your computer for work-related tasks only:** Avoid using your computer for personal tasks such as browsing social media or shopping online. Use your computer solely for work-related tasks.
- **Follow ethical guidelines:** As an intern in psychology or psychiatry, you are held to ethical standards of conduct. Follow the ethical guidelines set forth by your training program and professional organizations.
- **Communicate with your supervisor:** If you have any questions or concerns about using mobile devices or the internet during work hours, speak to your supervisor to clarify the company's policies and expectations.
- **Respect patient confidentiality:** Always maintain patient confidentiality, as this is a key component of ethical practice in psychology. Do not disclose patient information to anyone who is not involved in their care.
- **Be mindful of cultural differences:** Be aware of cultural differences and how they may impact the way patients' view and experience mental health. Be respectful of different cultural backgrounds and work to tailor your approach to each patient.
- **Practice self-care:** Interning in psychology can be emotionally demanding, so it is important to take care of yourself to avoid burnout. Make sure to prioritize self-care activities, such as exercise, relaxation, and time with loved ones.
- **Attend training and professional development opportunities:** Take advantage of any training and professional development opportunities offered during your internship. This can help you to develop new skills and stay up-to-date with the latest research and techniques in psychology.
- **Document your work:** Document your work thoroughly and accurately, as this is an important part of providing quality care and ensuring continuity of treatment. Keep accurate records of patient assessments, treatment plans, and progress notes.
- **Dress professionally:** It is important to dress professionally when working in a psychology setting. Avoid wearing clothing that is too casual, such as t-shirts, shorts, or flip flops.
- **Avoid distracting accessories:** Avoid wearing distracting accessories, such as large or noisy jewelry. These can be distracting to patients and colleagues.
- **Be mindful of cultural differences:** Be aware of cultural differences in dress and dress appropriately for the culture in which you are working.
- **Seek feedback and guidance:** Be open to feedback from your supervisor and colleagues. Seek guidance when you need it and use feedback to improve your skills and understanding of psychology.

Bengaluru Neuro Center Pvt. Ltd
27/5, 10th Cross, 3rd Main
Margosa Road, Malleshwaram
Bangalore-560 003



PG Psychology Department <pgpsychology@sdmcuji.re.in>

Fwd: CSD, Hyderabad - Offer letter for internship

1 message

DILNA K SDM PG Centre, Ujire <213510@sdmcuji.re.in>
To: PG Psychology Department <pgpsychology@sdmcuji.re.in>

Wed, Mar 22, 2023 at 6:01 PM

Respected Mam,
Here is the Internship offer letter

----- Forwarded message -----

From: **DILNA K SDM PG Centre, Ujire** <213510@sdmcuji.re.in>
Date: Tue, 21 Mar, 2023, 12:54 pm
Subject: Re: CSD, Hyderabad - Offer letter for internship
To: COUNCIL FOR SOCIAL DEVELOPMENT <director@csdhyd.org>

Thank you Sir for the opportunity.

On Tue, 21 Mar, 2023, 10:37 am COUNCIL FOR SOCIAL DEVELOPMENT, <director@csdhyd.org> wrote:

March 21, 2023

Dear Ms. Dilna,

With reference to your mail dated 20 March 2023, this is to inform you that you have been offered internship to work on on-going projects of the Institute for a period of two months starting from Tuesday, the 9 May 2023.

You are directed to report to the Regional Director (In-charge) on Tuesday, the 9 May 2023 to assign the work. Project study/report has to be submitted at the end of the internship period.

You are required to maintain office hours, i.e. 9.30 am to 5.30 pm Monday to Friday.

With best wishes,

Sujit Kumar Mishra

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Sujit Kumar Mishra
Professor & Regional Director (In-charge)
Council for Social Development
(An Autonomous Research Institute funded by ICSSR, Government of
Telangana
and Reserve Bank of India)
Rajendranagar
Hyderabad, Telangana, India - 500 030
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