



# Sri Dharmasthala Manjunatheshwara College

(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

4/27/23, 12:34 PM

Shri Dharmasthala Manjunatheshwara College Ujire Mail - Fwd: Internship offer



**SDMC**

Ashwini S Shetty SDM PU College Ujire <ashwinishettymundaje@sdmcejire.in>

## Fwd: Internship offer

1 message

Anupriya <heypsychmeup@gmail.com>  
To: ashwinishettymundaje@sdmcejire.in

Wed, Apr 26, 2023 at 6:29 PM

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

From: Rachel s.Birnur <rachel@ishanyaIndia.org>  
Date: Wed, 26 Apr 2023, 12:37 am  
Subject: Internship offer  
To: Heypsychmeup <heypsychmeup@gmail.com>

Dear Anupriya

We are pleased to have you on board as interns in multiple functions. Your internship responsibilities and duties are as follows:

1. As per our conversation, you have committed to offer your services starting from **8th May 2023 till 8th July 2023**. Your working hours throughout the internship would be th10:00 a.m. to 5 p.m. from Monday to Friday.
2. You are currently tagged to our Academy office. In this, you would also be part of some sessions for observations and, with mutual agreement, we would like to engage you in different functions of the organization. You will have to inform your absence in advance to Swathi Vellal [swathi@ishanyaIndia.org](mailto:swathi@ishanyaIndia.org), [infor@ishanyaIndia.org](mailto:infor@ishanyaIndia.org) if you plan to take a leave.
3. This program will require you to travel to Ishanya India Academy every day and there won't be any requirements for you to travel outside the city. You will not be paid wages, benefits or other compensation for your services.
4. Towards the end of your internship journey we would like to hear from you about your experience in a Pecha Kucha format.
5. The Intern will be required to sign Confidentiality and Non-Competition Undertaking or such other document as and when the Management deems fit and/or necessary.
6. Adherence to IIF Policies: The Intern is obliged to adhere to all Ishanya India Foundation policies, eg. Prevention of Sexual Harassment, Child Protection Policy, Safety and any other policy as introduced from time to time.

## Pre-requisites of Internship/Volunteer (Please fill the following forms)

### 1. [Declaration Form](#)

### 2. [Internship Information](#)

All intern attendance is to be filled in the [WEEKLY TIME SHEET](#). Download a copy to keep track of your attendance and internship duration.

Once you have reported to work, after your orientation, we will require you to fill out a few mandatory forms.

Request you to reply with your **confirmation** to move forward.

<https://mail.google.com/mail/u/2/?ik=5a9900987a&view=pt&search=all&permthid=thread-f:1764243882217132147&siml=msg-f:1764243882217...> 1/2

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Wishing you all the very best!

Regards,  
Rachel S.Birnur  
Program Associate  
Ishanya India Foundation