

United Way of Baroda Internship Guidelines

1. Compliance:

- Adhere to all rules and regulations set forth by the United Way of Baroda (UWB).

2. Working Hours:

- **Days:** Monday to Saturday
- **Hours:** 10 AM to 6 PM or as per the University Instructions
- **Break:** Half an hour between 1-2 PM
- **Holidays:** 2nd and 4th Saturdays, Sundays and Public Holidays

3. Duration:

- An intern must serve 18 days a month. In case of absenteeism beyond the mentioned criteria (only applicable for valid justifications like university examination or unforeseen circumstances), internship can be extended to complete the remaining tenure. Failing which, an intern will not be eligible for a certification.

4. Documentation:

- Submit a formal letter from your college to the Internship Coordinator.
- Complete the required Google form available on the UWB website.
- **Internship Coordinator:** athomas@unitedwayofbaroda.org

5. Scope:

- You should be open to any project and task allotted to you including field visits.

6. Identification:

- Always carry your UWB ID card while working in the field.

7. Attendance:

- Maintain a Daily Attendance Sheet.
- During field visits, record field location and time by sharing real time google photos to the respective supervisor.
- Obtain the signature of the respective coordinator daily.
- In case of Leave, ensure written communication to the coordinator.

8. Field Reporting:

- Submit a Field Report for each project field visit you undertake.

9. Asset Movement:

- Usage of organizational assets have to be in prior notice of the respective supervisor.
- Record the movement in the Asset Sheet with signature of the authorized supervisor.

10. Travel Reimbursement:

- Maintain a Travel Reimbursement Sheet for each field visit.
- Reimbursements will be processed by the organization upon submission of accurately maintained records.

11. Code of Conduct:

- Any inappropriate or unethical behaviour will lead to immediate termination of the internship and shall not be eligible for certification.

12. Reporting:

- At the end of your internship, submit an Internship Summary Report and deliver a presentation summarizing your work, learning and experience.

13. Certificate Issuance:

- An Internship Certificate will be issued upon successful submission of your Report and Presentation.
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