

Management Policy for Interns

Work from Home

Performance and Leave Policy

- One-day medical leave in a month can be taken with the submission of a medical certificate which should be certified by an authorized medical officer.
- Interns are requested to report for work from 9 am to 5 pm, Monday to Friday.
- Interns are required to attend the scheduled meetings via Zoom on time. If he/she does not appear on time without prior notice, it will be considered short leave.
- Interns are required to acknowledge the official and/or business-related electronic communications, i.e., via email, call or WhatsApp, on the same day that are received during office hours.
- Interns should be contactable at any time during working hours. If he/she does not respond within fifteen minutes during working hours, it will be considered short leave.
- If he/she does not respond for more than one hour during working hours without prior notice, it will be considered a half-day or full-day leave, according to the person's unavailability.
- Leave obtained to sit for an examination or for any mandatory academic activity should be covered by extending the internship by the number of days taken for leave.
- Interns are encouraged not to take leave unless otherwise in an emergency or due to unavoidable circumstances. i.e., During the internship period, all interns are expected to fully commit to their assigned tasks and responsibilities. This commitment is vital in demonstrating a high level of dedication and professionalism, which will reflect positively on your final evaluation and the quality of your internship portfolio.
- In the event that casual leave is necessary, it should be covered up within the same week, preferably on a day assigned by the direct supervisor.
- All leaves should be requested through email to nilanni@aadhira.lk with CC to hr@aadhira.lk, and it should be pre-planned and in advance two days before the leave day.
- You will be entitled to all mercantile holidays and any holidays declared by the company.
- Daily work updates should be given while signing off for the day with the working time durations via Logbook or by the designated form. Failing to provide the daily work updates within twenty-four hours of signing off will be considered uninformed LEAVE.
- If interns get absent for a period of one week or more, they should immediately discuss with the company and their supervisor and extend the internship period for the period they got absent.
- In short, the internship period cannot be less than six months excluding all leaves taken for mandatory and non-mandatory academic activities.

Submission of Daily Diaries

- Interns are required to maintain daily diaries of their activities and tasks performed during their internship.
- These diaries must be submitted to their respective supervisors through direct supervisor on a weekly basis.
- At the end of each month, interns are responsible for compiling these daily diaries into a single PDF document.

Performance Evaluation

Internship Duration: [6 Months]

- Internship Completion Requirement: To ensure a successful internship and to build a strong internship portfolio, interns are required to complete a minimum of 40 hours of work per week.
- Their Performance will be evaluated based on the quality of work, task completion within deadlines, consistent improvement, Attendance, Punctuality, taking ownership, and responsiveness.