

Internship Guideline and Details

Internship Overview:

Welcome to the Web Development Internship at **VeriTech Software IT Services!** We are excited to have you on board. This document provides guidelines for your internship tasks and the reporting process.

1. Task Assignments:

Task Assignments and Deadlines:

- You will be assigned specific tasks with specified deadlines.
- Please ensure to complete each task within the given deadline.
- Upon completion of the first task, the second task will be assigned.
- Ensure timely completion of tasks and regularly update your project status in the report.

Task Progression:

- Upon completion of the first task, the second task will be assigned.
- Ensure timely completion of tasks and regularly update your project status in the report.

2. Reporting Process:

Task Report Format:

- After completing each task, you are required to create a report based on the task's completion.
- Use the provided report template for consistency.

Report Template:

- Mention name or email id:
- Task Title:
- Task Description:
- Steps Taken:
- Challenges Faced:
- Solutions Implemented:
- Learnings:
- Project Update:

Submission:

- Attach the report to the provided link after the given deadline.

Reporting Benefits:

- Regularly updating your progress in the form of a report enhances your work efforts and skills visibility.
- It provides an opportunity to showcase your accomplishments to the technical team.

3. Task Progress and New Assignments:

Task Progress Update:

- After completing the first task, provide an update on your project in the report.
- Share insights, challenges, and how you overcame them.

New Task Assignments:

- Once the first task is completed and the report submitted, a new task will be assigned.
- Ensure a seamless transition from one task to the next.

Project (Task) Calender:

May 2024						
Sunday	Monday	Tuesday	Wendesday	Thursday	Friday	Saturday
	20 Task – 1	21 Task – 1	22 Task – 1	23 Task – 1 (Note: Task or Report Submission Link Will Provide)	24 Task – 2 (Note: Task-2 Link Will Provide)	25 Task – 2
26 Task – 2	27 Task – 2	28 Task – 2	29 Task – 2	30 Task – 2 (Note: Task or Report Submission Link Will Provide)	31 Task – 3 (Note: Task-3 Link Will Provide)	
June 2024						
Sunday	Monday	Tuesday	Wendesday	Thursday	Friday	Saturday
						01 Task – 3
02 Task – 3	03 Task – 3	04 Task – 3	05 Task – 3	06 Task – 3	07 Task – 3	08 Task – 3 (Note: Task or Report Submission Link Will Provide)
09 Task – 4 (Note: Task-4 Link Will Provide)	10 Task – 4	11 Task – 4	12 Task – 4	13 Task – 4	14 Task – 4	15 Task – 4
16 Task – 4	17 Task – 4 (Note: Task orReport Submission Link Will Provide)	18 Task – 5 (Note: Task-5 Link Will Provide)	19 Task – 5 (Note: Taskt Submission Link Will Provide)	20 (ertificate Form Link will Provide!)	After Succesfully Completed the Internship, We Announce Best 3 Interns of the month! Also, all Interns internship certificates Will provide.	

4. Important Notes:

- **Deadline Adherence:**

- Complete tasks within the given deadline.

- **Project Updates:**

- Regularly update your report with project progress after task completion.

5. Working Hours:

- Flexible working hours are provided.
- The working time shift is at your convenience.

6. Queries and Doubts:

- If you have any queries or doubts regarding any process, please send an email to hr.veritech1@gmail.com

7. Technical Queries and Doubts:

- For project-related doubts or problems, send an email to team.veritech@gmail.com in the proper format with a descriptive subject. To the technical team.

8. Internship Start Date:

- Our internship begins on May 20th, 2024. to June 20th, 2024.
- Project tasks will be sent to you starting from May 20th.

9. Communication Channels:

- Check emails regularly for updates.
- Stay connected on the WhatsApp group for timely announcements we are send daily updates on WhatsApp Group.

We wish you a successful and enriching internship experience!