

Dear Students,

We thank you all for allowing us the opportunity to support you in our humble way. We sincerely hope that our dedicated efforts will, in some way, help you achieve your career aspirations.

SURE Trust is built on the philosophy of giving back to society, which is why all our internship programs are offered free of charge. However, we require strict adherence to discipline and other guidelines. Please note that each student may join in only one course at a time at SURE Trust. These programs are specifically designed for students seeking employment and are not intended for those already employed.

Please take note of the following guidelines for the internship program:

1. Program Structure:

The internship lasts for 6 months, consisting of 4 months of training followed by 2 months of project work on real-time projects.

2. Training Schedule:

During the first 4 months, there will be daily one-hour sessions between 7 PM and 10 PM. The timing may vary depending on the trainer's convenience, so flexibility is required. However, we can negotiate with the trainer to accommodate your schedule if necessary.

3. Attendance Requirement:

100% attendance is mandatory during the training period. No leaves will be granted for college exams or other reasons. Only those confident in managing their time effectively for both college and the program should continue.

4. Daily Attendance:

Attendance will be tracked on daily basis and shared in the group post the class. If any student's name is not found in the attendance list will be removed from the group the same day.

5. Prior permission for leave:

Any student requiring leave on emergency basis, will need to send prior permission request in the group, two hours before the class starts. Only the admins feel the genuineness of the reason, leave will be granted.

6. No one should leave the class till the class fully gets completed:

It is considered unprofessional to leave the class when it is ongoing. Such students will be noted and removed from the program.

7. Videos should be on:

Every student must join through the laptop and keep the video on for the entire class. There will be a discipline team monitoring all this and take needed action if found guilty.

8. Modesty in dressing:

For this class every student has to dress modestly and join since the videos will be on. Boys have to wear shirts/formal shirts and girls have to put on chunnis on full tops.

9. Performance Evaluation:

The program will be evaluated with 60 marks for training and 40 marks for project work. A minimum GPA of 4 is required to receive the internship completion certificate.

10. Zero Tolerance for Copying:

Copying is strictly prohibited. Both the student who copies and the one who allows copying will face immediate removal from the program.

11. Project Phase:

During the final 2 months, no daily classes will be held, but a mandatory weekly one follow-up meeting will take place. You are required to submit daily updates on your project work by midnight in this group. Failure to do so will result in removal from the program.

12. Life Skills Training:

Regular attendance at Life Skills Training sessions is compulsory. Absentees will be removed from the program without warning.

13. Community Service:

SURE Trust introduced three community services that include planting two trees, donating blood and serving two senior citizens. Completion of these three community service tasks is required to receive the final certificate.

14. Professional Conduct:

Professional behaviour and strict adherence to discipline are expected throughout the program. Failure to do so will result in removal without notice.

15. Google meet platform:

Class will be conducted on Google meet platform. Link for the class will be shared 10 minutes before the class begins. All of you have to join the class 5 minutes before the class and keep the videos on for the entire class.

16. Dropping midway is unethical:

Once decide and join, no one should drop from the course midway. Leaving midway is considered exploitation of freely available resources and therefore taken as unethical.

After reading all the above instructions thoroughly, please give your commitment in the following format:

1. Name:
2. Education: (e.g., B.Tech 3rd year/4th year)
3. College Name:
4. Place:

I understand that withdrawing midway results in a misuse of resources and denies another deserving student the opportunity to benefit from this valuable program.

I hereby commit to adhering to the requirements set by SURE Trust diligently and will complete the six-month internship without discontinuing midway.

Signature:
