

# 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:

March 2024						
Sunday	Monday	Tuesday	Wendesday	Thursday	Friday	Saturday
						16  Task – 1 (Note: Task-1 Link Will Provide)
17  Task – 1	18  Task – 1	19  Task – 1 (Note: Task or Report Submission Link Will Provide)	20  Task – 2 (Note: Task-2 Link Will Provide)	21  Task – 2	22  Task – 2	23  Task – 2
24  Task – 2	25  Task – 2	26  Task – 2 (Note: Task or Report Submission Link Will Provide)	27  Task – 3 (Note: Task-3 Link Will Provide)	28  Task – 3	29  Task – 3	30  Task – 3
31  Task – 3						
April 2024						
Sunday	Monday	Tuesday	Wendesday	Thursday	Friday	Saturday
	01  Task – 3	02  Task – 3	03  Task – 3	04  Task – 3 (Note: Task or Report Submission Link Will Provide)	05  Task – 4 (Note: Task-4 Link Will Provide)	06  Task – 4
07  Task – 4	08  Task – 4	09  Task – 4	10  Task – 4	11  Task – 4	12  Task – 4	13  Task – 4 (Note: Task or Report Submission Link Will Provide)
14  Task – 5 (Note: Task-5 Link Will Provide)	15  Task – 5 (Note: Task or Report Submission Link Will Provide)	16  (Note: Certificate 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](mailto:hr.veritech1@gmail.com)

7. **Technical Queries and Doubts:**

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

8. **Internship Start Date:**

- Our internship begins on March 16th, 2024. to April 16th, 2024.
- Project tasks will be sent to you starting from March 16th.

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!**