

Internship Contracts:

Detailed contractual agreement

This agreement between Shumpun Foundation and Ms. Shreya Mondal

Contractual term			
	Observation period	7-15 days (max)- a) Observing and helping teachers as and when necessary b) Familiarizing with the organization and the Shumpun team, it's projects and workflow	₹400/ will be provided on the daily basis for the conveyance.
		Intern Staff	
1	Responsibility	First-month – Learning observation and learning how to teach and guide parents by using 1) Social Emotional Behavioural Checklist 2) Sensory Integration evaluation checklist 3) Drama Protocol- for group work and learning different strategies- how to reach goals b) Assisting the teacher with individual classes – 4 days a week – as per class timing. c) Learning to writing reviews after each session	
2	1 st month and added	Second month onwards a) Taking individual discussion sessions under supervision and help. b) writing reviews- with help c) Debriefing session with the mentor once a week about the individual session. d) Learning to plan for camps, activities and workshops	

3.	1 st 2 nd month and added	Third month onwards a) working with individual children in one-on-one classes physically in the clinic under supervision. (Learning to handle and manage children along with their parents)	
4.	1 st , 2 nd , 3 rd months and added	4th month onwards a) Working with individuals in one-on-one sessions without supervision physically. (Parents)- writing reviews independently b) Evaluating and setting goals of individuals- for play and group (Children)	
5	Holidays and Leave	Leave without pay.	
8	Sick leave	Leave without pay	
11.	Working hours	34 hours a week – 5 days a week. Saturday & Sunday- working day Tuesday & Thursday – Off Days	Friday- 7 hours - Saturday- 8 hours Sunday- 8 hours Monday- 6 hours Wednesday 5 hours Total- 34 hours
12.	Salary and Benefits:	Gross- ₹6,000/- per month	

If you agree with all these terms and conditions please sign and return a copy.



Official Signatory

Manjulika Bose Mazumder
Director Shumpun Foundation

Yes, I agree with the terms and condition of the above said agreement.

Appointee
Shreya Mondal

Date: _____