

## INTERNSHIP STRUCTURE

Our Lab has been receiving request for short term and long term internship for various kinds of research work by students. In this regards, we have framed certain rules and regulations, for selection of interns and their conduct in the Lab during the tenure of internship which are as follows:

General Structure – Indian Students:

(International students can write mail to [internship@clue4evidence.com](mailto:internship@clue4evidence.com) to know the structure based on your course and country)

1. All institution/ Organization, who have an existing MOU with Clue4 Evidence Forensic Lab, would be considered for internship for their students.
2. The number of interns to be allowed for internship, at the given period of time at the Lab, shall be the sole discretion of the management.
3. The detailed information about the internship program shall be provided by the concerned intern to the lab informing the modalities of the internship program i.e., the curriculum of the internship, duration of the internship, the activities to be carried out during internship, attendance requirement, leave rules and evaluation procedures, etc. However if an intern is absent for a period, more than 5% of the total duration of the program shall be terminated and the program shall be treated as “Not Completed”.
4. Interns shall not claim any copyright or any other right over any intellectual property created during this period. The lab shall have sole ownership of copyright over all such work.
5. The interns shall work under the guidance and supervision of the Director and no faculty member of the intern’s parent institution/ organization shall have any right to stay or visit the Lab solely on the ground of the said internship (unless a separate application be made and allowed by the Director of C4E). The duration of internship may be changed as per the recommendation of internship coordinator on case-to-case basis.
6. The intern shall submit the following on arrival, a day prior to the start of internship program, at the Lab:
  - i.) A copy of any identity card (Aadhar Card or Voter ID Card)
  - ii.) A copy of the identity card of the intern (to be verified by the head of the institution/ organization) from where he/she is pursuing the course.
  - iii.) Letter from the HOD addressing to “The Director, Clue4 Evidence Forensic Lab, Bengaluru” for the said internship.



7. On arrival at the Lab, the intern shall be issued a temporary access card, valid for the duration of internship. No electronic equipment shall be provided to the students by the Lab. They shall have to bring their own laptops.
8. The interns shall not use or further transfer to any person, any official data or confidential information of the Lab. In case of any dispute, the decision of the Director shall be final and binding on the intern.
9. The interns shall follow the rules and regulations of the Lab during their internship. Any act amounting to misconduct or indiscipline or violation of the rules and regulation of the lab shall result in discontinuation of the internship of the concerned intern and the intern shall be discharged from the program without giving any prior notice and the internship program shall be treated as “Not Completed”.
10. The interns shall follow strict discipline during their internship program at the Lab.
11. Any request for discontinuation of the internship program of an intern, must be given prior notice.
12. The Lab shall not be liable for any expenditure on medical treatment or other expenses of the interns.
13. Any permission granted by the Director under this program may be withdrawn, in the interest of the Lab, without any prior notice. However, the Director of the Lab reserves the right to change or modify this procedure at any time keeping in mind the activities of the Lab.

## **OPERATIONAL STRUCTURE**

**1. Duration:** 6 months. Starting from July 1<sup>st</sup> 2019 to 31<sup>st</sup> Dec 2019.

**2. Days and Timings:**

Working days – Monday to Saturday

Timings – 10:00AM to 6:00PM

Reporting time is always 15 minutes prior to the scheduled time for any of our sessions and meetings. No changes once scheduled will be encouraged.

Interns are expected to understand that during this tenure there will be nothing which is at high priority than this program (Includes Hometown visits, Weekend Outings, Festivals etc.);

**3. Research Assignment and Team members:** The interns’ academic background and preferences are considered while assigning the topic for research. Nonetheless, there is no guarantee that they will be assigned the same topic and team members of their preference. The interns are expected to involve in professional team work and also aid in sample collection and other research activities.



4. **Case Works:** When dealing with cases / samples, interns should carefully note and follow the instructions delivered for a particular case / topic.
5. **Field Work / Crime Scene Investigations:** The interns are entitled to attend any field work including court appearances, crime scene investigations whenever there is a required. However, the intimation is given at least 2 days prior in most of the cases.
6. **Code of Conduct:** The interns are expected to follow virtues of discipline and respect all the staff / fellow interns / anyone working at/with Clue4 Evidence.
7. **Financial Structure:** The Student shall pay a fees of Rs. 5,000/- per month for first 3 months of the internship. Later 3 months the students shall be paid a Stipend of minimum Rs. 5,000/- per month and maximum Rs. 10,000/- based on their performance.  
However, all interns are expected to bear the costs such as travel, accommodation, food and stationaries required for the research topic / internship for the entire duration of the internship programme.
8. **Confidentiality & Copyrights:** The interns are expected to maintain high confidentiality of any materials and discussions related to your project. No information is to be exchanged with anyone who is not related to your project / Clue4 Evidence. All the projects remain under the copyrights of Clue4 Evidence unless with explicit written authorization by the Managing Director of Clue4 Evidence Forensic Investigations Pvt. Ltd.
9. **Clue4 Evidence's Quality Check:** Any intern can be tested on the relevant topics at any stage of the project/program. Clue4 Evidence reserves rights to terminate any intern if found to be lacking competency and skills on the subject.
10. **Dress Code Policy:** COMFORTABLE INDIAN / WESTERN Formals
  - Men: Full arm shirt, formal trousers, formal shoes. (Tie and blazer is optional) Neatly shaved and well combed hair style is essential.
  - Women: Saree / chudidhar / western formals (mirror work / chamki dresses are not encouraged) Hair is never to be kept untied. Lengthy nail is discouraged as you are expected to be working on original documents.
  - T-shirt / Jeans / Sport Shoe are not allowed.
11. **Dissociation Clause:** An amount of Rs. 10,000/- will be charged as in-convenience charges if the intern drops out at any stage of the program. The Program is considered to be started upon signing this consent form.
12. **Internal structure:**
  - Separate access for using our internal network is created to access and study the previous cases.

# Internship 2019 - 2020



**FORENSIC LAB**  
ISO 9001:2015 & 10002:2014 Certified

- Separate file is created to file the database and samples.
- Logs are maintained for every visit/ materials accessed.
- No un-authorized copying of any materials are permitted.
- Mobile phones are strictly not allowed during this program at Clue4 Evidence.
- Any communication related to any intern is to be a first party communication with Clue4 Evidence. (We dis-courage any information about you which is updated by your friends/ fellow unless there is an exigency)

-----Declaration-----

I have read and understood the above structure and hereby promise to abide by them. I also understand that any breach in the above structure might result in disqualification from the project or even life time disqualification with Clue4 Evidence Forensic Lab. I promise to give my best and take back the best knowledge from this association which is not just limited to my project.

Student's Signature and Name:

Date:

Place:

PARENTAL CONSENT FORM

I, (Parent's / Guardian's name) \_\_\_\_\_, the parent / guardian of (student name) \_\_\_\_\_ hereby give my consent / no objection for my ward to associate with Clue4 Evidence Forensic Investigations Pvt. Ltd as Intern. I further understand the structure of ZERO Tolerance and I wish my ward a great success.

[Signature]

Date:

Place: