



INTERNSHIP PARAMETERS

All the students and are Welcome to **MAYUKHARDO®**!

Interns are requested to follow all the below mentioned [By-laws](#):-

1. The Interns have to be at the Office Address of MAYUKHARDO® at least once before the period of Internship starts, fill up the Internship form in a compulsory manner as well as compulsorily be in an interview too. You should the Final
2. The details in the form should be original as per official rules following the Act of Constitution of India, i.e. Right to Information 2005, Article 19(1).
3. Candidates should not confuse between the **Official Passport photo** and the Display/Profile picture of the Social Media.
4. The candidates also have to submit both the hard as well as the soft copy of their curricular vitae. Submission of both soft copy and photo copy of any two of the Government Identification (Aadhar/Voter/PAN/DL/Passport) is too essential.
5. If your application is approved after successful completion of all the said process, the PDF of the application form with the approval stamp of MAYUKHARDO® will be auto generated to your mail ID and furtherly you will be added to the ICU group. No said responses will be there if rejected.
6. You need to leave ICU after your period of internship is concluded. Unattempting of that, the permanent authorised personnel will make that kind favour for you without any prior notice.
7. If you quit the ICU in between and before the ending of your internship period, without any reason. And there after for the acceptance on the request from your side to join the ICU will be chargeable.
8. Your applications will be stored in our online database. The data will be end-to-end encrypted. Apply, only if you trust the site.
9. The Interns will have to work as much as possible under as assigned by the leading heads. All the Interns have to be **decent, disciplined and punctual** in their habits.
10. Interns should carry their **IDs** and other **Identification objects** provided, always on the time of duty of MAYUKHARDO®.
11. Interns of any gender have to be in decent official wears. The dress should be on accordance of the intern's comfort excluding any kind of crazy and funky wears.
12. In terms of Onboard tasking during the high rise of the pandemic situation of Covid-19, you need to present the **Booster Anti-Covid Vaccination Dose Certificate** and wear the **"Vaccinated" badge** in compulsory manner. During such time, Wearing of mask, face shield, sanitization, maintaining distance and maintaining other hygiene is too compulsory. On absence of these, your presence will be rejected.
13. You need to have a self printed/issued Covid Vaccination Card (similar size to an Official ID card) with a transparent ID card holder which is needed to be attachedly hanged with the ID card which will be provide from our side.

Registered Office:-

6/6, Siromoni Para Road, Kulinpara
P.O.: B.D. Sopan, Khardah
Kolkata- 700 116, West Bengal, INDIA

Personal Place:-

50/1, (Ground Floor), R.B.C. Road,
Royed Park, Behala,
Kolkata- 700 034, West Bengal, INDIA



14. Minimum 70% attendance is compulsory after joining.
15. Interns must follow the principle of **"No pain, No gain!"** and **"Truth always Triumphs."**
16. CRs will be appointed among the interns of a specific batch.
17. Interns will receive **Appreciation Letter** from side of MAYUKHARDO®. Interns will be marked out of 20 in Appreciation Letter on basis of their performance where if the marks is below **55%**, then that candidate won't receive the AL.
18. Intern's department/designation can be modified by the Head Authorities depending on their **type of performance**. Continuation of internship will depend on the intern's performance **for a couple of days**. The monitoring measurement will be done on both the **Qualitative & Quantitative** basis. Empirical and Historical analysis would be done only if necessary.
19. The period of the internship will be decided by the Heads and the Authorities of MAYUKHARDO®. If the candidate has been appointed by his/her institution, then the period will be mutually decided by both the organizations.
20. All the Interns should follow the **Branding and Marketing rules** while presenting MAYUKHARDO® in front of general public.
21. The **Intern's having an eagerness to learn** new things will be appreciated by MAYUKHARDO® more than an attitude of dominancy, over confidence and ego. Inappropriate behavior and continuous irregularity will force us to blacklist you.
22. The Intern should be free and confident enough to give a valid reason before and after the work is handed over to him/her. **Lame excuses won't be entertained**.
23. If a leave for any other valid reason is required for any reason during the period of your internship then a leave request letter is compulsory to be reported on the Authority's desk along with it's soft copy to be mailed prior to the leave. Unapproved leave or inappropriate reasons for that will reflect on the credentials of individual candidates' respective AL.
24. If a **Medical Leave** has been availed then the Doctor's prescription is required to be presented along with it's photocopy submission and scanned documents are to be mailed in compulsory manner. The medical leave will be approved for the candidate's self-health issue only. **Scrutiny and Survey will be attempted on it**.
25. Keen knowledge of & about Digitalisation is mandatory as well as need to have good knowledge about space management in on-board works.
26. Having an Aadhar, PAN, E-mail account, Digilocker account, BHIM UPI ID, Bank A/c and 3+Meta accounts is mandatory.
27. Graphic Designers should have a good knowledge about Adobe Photoshop, Illustrator and, and other such software. Knowledge about cell phone software and applications will not be appreciated. The Video-editors need to apply computing software like Adobe Premier Pro, Final Cut Pro, Adobe After Effects and other such.
28. Photographers and Videographers should have a DSLR or a Bridge Camera with valid knowledge about the basic history and basic technicals of photography and also have a good knowledge of artificial and natural light and other such photographic chapters.
29. If any candidate is required to complete his/her credential internship once more under MAYUKHARDO®, they can apply for multiple times for similar or other designations for their credential internship.

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30. **Decisions of the Head Authorities of MAYUKHARDO® will be final.**
31. Soft copies of the IDs, ALs and the Certificates will hold the Government of India authorized Digital Signature/E-Hastakchar of the higher authority. Use Adobe Reader for better view or check the validity.
32. Hard copy of the credentials are needed to be collected from the venue of even or form the Office. *The documents are needs to be collected just within a month after it's issuance.* **Posting the credentials** on the residential address of the internship candidates will be charged extra on the **pricing of the postal service organization.**
33. IDS and The Certificates will be issued to you in soft copies generally. On request of it's hard copies, you have to make payment for it. Issue of **extra copies** of the ID, AL and Certificate will be **₹170/-chargeable** each to individuals.
34. Interns who will be travelling self-driven vehicles to and for the office works, must hold the Driving license with them. In case of not doing so during the time of your duty if you are caught by the Corps, which will be something which will put down the name of the MAYUKHADRO®, which may further lead to terminate you from your position.
35. During the internship period if you are employed or willing to be employed in any other company or organization then acknowledge that to us prior of joining MAYUKHARDO® or before joining the other company or organization in a compulsory manner. Not doing so may affect your reputation on basis of The Industrial Employment (INDIAN STANDING ORDERS) Act, 1946.
36. The protocols may vary in case of State, National or International emergency as per the National Emergency Act, Article 352-360 or Disaster Management Act 2005, Article 51-60 of the Constitution of India.
37. No dispensation will be availed to any special categories. Equality will be maintained among all the interns as we are abide to follow the Right to Equality Act, Article 14-18of Constitution of India. We maintain the equality in favour of all sex, class, caste, religion, colour, nationality and others.
38. In case of your submission of your PAN, your Pan must be linked with your Aadhar.
39. If your performance proves to be the best of all, then a proposal of being one of the member of our club will be put forward to you. There your activeness will be the fee where no financial transaction will be asked for membership like other clubs or organizations. Membership parameters are around 90% similar to the foresaid ones.

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MAYUKHARDO®



Scan to
Google us

Contact us via Social Media:

Facebook Group : <https://www.facebook.com/groups/mayukhardophotography/>
Facebook Page : <https://www.facebook.com/mayukhardoofficial/>
Instagram : <https://www.instagram.com/mayukhardo/>
YouTube : <https://www.youtube.com/user/MAYUKHARDO>
Twitter : <https://www.twitter.com/mayukhardo>
LinkedIn : <https://in.linkedin.com/company/mayukhardo>

Order By-

UPDATED: 08/07/2024

Ankita Chowdhury

Ms. Ankita Chowdhury- B.Sc, RTR
(Director)



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