



CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING  
KERALA LEGISLATURE SECRETARIAT

HAND BOOK  
ON  
PARLIAMENTARY INTERNSHIP PROGRAMME

Room No. 739, Assembly Building, Kerala Legislature Secretariat,  
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# CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING

## Parliamentary Internship Programme

### **Vision**

The Parliamentary Internship Programme under the aegis of Centre for Parliamentary Studies and Training, Kerala Legislature Secretariat aims to provide an opportunity to undergraduate students of Law to acquaint themselves with the fundamental principles and practice of parliamentary democracy and democratic institutions in general, Indian parliamentary system and specifically about the legislative procedure and activities of Kerala Legislative Assembly. The Programme also aims at imparting requisite skills and knowledge to enable the Interns to develop a proper perspective about the role of Legislature in the parliamentary system which, in turn, would help them while working in their own chosen fields in future.

**Duration:** The duration of the Internship Programme will be upto fifteen days. The duration of the internship can be suggested by the interns. Request for extension of duration will not be entertained.

**Eligibility:** The Internship shall be open to students of Law from recognised institutions. A maximum number of ten students will be allowed in one batch from an institution.

**Application :** The applicant should submit a letter recommending him/her for the Internship programme from the Principal of College/Head of the Institution where he/she is undergoing studies along with the completed application form. The applicant must also submit a brief statement in 100-150 words which should inter alia state why he/she intends to join the Internship Programme, his/her career goals, and how the Internship will help him/her in achieving those goals. The shortlisted applicants will be called to appear for a personal Interview.

### **Conditions & Student Responsibilities**

1. The internship shall be allowed considering Assembly sessions and other programmes of Kerala Legislative Assembly.
2. All expenses relating to the internship programme shall be borne by the Interns themselves.
3. The CPST will provide guidance and reference facility for the internship programme.
4. The Centre for Parliamentary Studies and Training of the Kerala Legislature Secretariat shall have the right to cancel the Internship awarded to any Intern, without stating any reason, during the course of the Programme at any point of time.

5. The Centre for Parliamentary Studies and Training shall issue a Certificate to the Interns on successful completion of the Internship Programme.
6. The selected Interns shall -
  - (a) comply with all stipulations regarding attendance, dress code and behaviour as directed by the CPST from time to time.
  - (b) undertake the academic activity only during the scheduled hours.
  - (c) adhere to the standards of professional behaviour appropriate to the student's discipline.
  - (d) behave in an appropriate manner consistent with relevant policies, codes, standards and rules of CPST.
  - (e) at all times appropriately and responsibly use the resources of the host organisation.
  - (f) undertake all activities required in relation to the Internship Programme.
  - (g) preserve the confidentiality of information concerning the host organisation, its employees, clients and its operations obtained during the Internship.
  - (h) sign a Declaration and the statement of conditions attached thereto separately.

**Project Report :** The successful completion of an Internship requires the Intern to pursue an Internship project decided upon in consultation with his/her Project Guide assigned by the CPST. At the end of the internship period, the intern is expected to submit internship project report in duplicate to the CPST. The CPST will have the right to publish or use in any manner the content of the project report submitted by the interns.

The completed application in the attached format should reach :-

The Under Secretary,  
Centre for Parliamentary Studies and Training (CPST),  
Room No. 739, Third Floor, Assembly Block,  
Kerala Legislature Secretariat,  
Vikas Bhavan P.O, Thiruvananthapuram,  
Kerala, PIN-695033.

**APPLICATION FOR PARLIAMENTARY  
INTERNSHIP PROGRAMME**

Affix  
a recent passport  
size photograph  
here

1. Name (In block letters) :
2. Name and address of the College. :
3. Course & Semester :
4. Date of Birth :
5. Gender :
6. Name of Parent/Guardian :
7. Address for Communication :
  - a) Permanent address :
8. Phone No. :
9. E-mail :
10. Details of Internship programmes already attended :
11. Duration of internship : From ..... to ..... (.....days)

**DECLARATION**

I declare that I fulfil the eligibility conditions as per the guidelines of Internship Programme and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my Internship is liable to be cancelled/terminated.

Place :

Date :

Name and Signature of the student.

.....

For Office use

Internship allowed/rejected :

Name and Designation of Guide :

Topic selected for Internship :

Project

## **DECLARATION**

I hereby declare that I shall abide by the rules and regulations as required by the Centre for Parliamentary Studies and Training (CPST) of the Kerala Legislature and submit a project report in duplicate prepared in connection with the programme and a report on the Internship programme within the time prescribed. I also accept that I shall be liable to compensate the CPST, if I fail to submit the reports in time.

Place :

Date :

(Name and Signature of Student)

Countersigned

Head of the Department of Law

(Please affix official seal)



## **CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING**

### **Parliamentary Internship Programme**

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  - (e) at all times appropriately and responsibly use the resources of the host organisation.
  - (f) undertake all activities required in relation to the Internship Programme.
  - (g) preserve the confidentiality of information obtained during the Internship concerning the host organisation, its employees, clients and its operations.
  - (h) sign a Declaration attached thereto separately.

Place :

Date :

Name and Signature of the Student.