



CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING  
KERALA LEGISLATURE SECRETARIAT

HAND BOOK  
ON  
PARLIAMENTARY INTERNSHIP PROGRAMME

Room No. 739, Assembly Building, Kerala Legislature Secretariat,  
Vikas Bhavan P.O, Thiruvananthapuram – 695033.  
Ph. : 0471 – 2512585, 2512638 Fax : 0471 2305891  
E-mail : [cpst@niyamasabha.org](mailto:cpst@niyamasabha.org) Web : [www.niyamasabha.org](http://www.niyamasabha.org)



# CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING

## Parliamentary Internship Programme

### **Vision**

The Parliamentary Internship Programme is aimed to provide an opportunity to students of Law Colleges to acquaint themselves with the working 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 fifteen to thirty days. The duration of the internship can be selected by the interns. Request for extension of duration will not be entertained.

**Eligibility:** The Internship shall be open to students of Law Colleges. The internship will be allowed by considering Assembly session and other programmes of Kerala Legislative Assembly. A maximum number of ten students will be allowed in one batch.

**Application :** The applicant should submit a recommendation letter from the Principal of College/Head of the Institution he/she 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 short listed applicants will be called to appear for an Interview.

### **Conditions & Student Responsibilities**

- All expenses relating to internship programme shall be borne by the Interns themselves.
- The CPST will provide library and guidance facility for the internship programme.
- The Interns should comply with all requirements for attendance, dress code and behaviour as directed by the CPST.
- The Interns should be available to undertake activity during the scheduled hours agreed to between the CPST and Intern's educational institution.

- The Interns should undertake activity during unscheduled hours only with the prior agreement of the CPST.
- Adhere to the standards of professional behaviour appropriate to the student's discipline.
- Behave in an appropriate manner consistent with relevant policies, codes, standards and rules of the CPST.
- At all times appropriately and responsibly use the resources of the Host Organisation.
- Undertake all assessment activities required in relation to the Internship Programme.
- Preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the Internship.
- The selected Interns will have to sign a Declaration and conditions attached thereto separately.
- The Centre for Parliamentary Studies and Training of the Kerala Legislature Secretariat shall have all right to cancel the Internship awarded to any Intern, without stating any reason, during the course of the Programme at any point of time.
- The Centre for Parliamentary Studies and Training shall issue a Certificate to the Interns on the successful completion of the Internship Programme.

**Project Report :** The successful completion of a Internship requires the Intern to pursue an Internship project. The project can either be selected from the topics provided by the CPST or by the individual intern in consultation with the Project Guide of the individual intern decided by the CPST. At the end of the internship period, the intern would be expected to submit internship project report in duplicate to the Project Guide. The CPST will have all the right to publish or to use in any manner the internship project submitted by the interns.

The completed application in the attached format should reach :-

The 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

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

### 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, 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 :

## **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 report on the Internship Programme and a copy of the documents prepared in connection with the programme within the time prescribed. I also accept that I shall be liable to compensate the CPST, if I fail to submit the report and documents regarding Internship Programme 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**

#### **Conditions & Student Responsibilities**

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- The interns should undertake activity during unscheduled hours only with the prior agreement of the CPST.
- Adhere to the standards of professional behaviour appropriate to the student's discipline.
- Behave in an appropriate manner consistent with relevant policies, codes, standards and rules of the CPST.
- At all times appropriately and responsibly use the resources of the Host Organisation.
- Undertake all assessment activities required in relation to the Internship Programme.
- Preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the Internship.
- The selected Interns will have to sign a Declaration and conditions attached thereto separately.
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- The CPST will have all the right to publish or to use in any manner the internship project submitted by the interns.

Place :

Date :

Name and Signature of the Student.