

**Indira Gandhi National Open University
Regional Centre – Darbhanga**

MA (Psychology) Internship Guidance

How to Start Internship?

Step 1	Find out the Agency/ Organisation where you want to do your Internship.
Step 2	Get the consent letter from your Agency Supervisor in the prescribed format (Annexure 1) (Stamp and signature required)
Step 3	<p>Find out the academic counsellor You can approach any psychology faculty who fulfil the following eligibility criteria</p> <p>Academic Counsellors for MAPC: (a) M.A Psychology with minimum two years P.G. teaching experience OR, (b) M.Phil/ Ph.D in Psychology with minimum two years U.G/ P.G teaching experience</p> <p>(c) NET/SET/SLET qualification in Psychology is compulsory. However, it is exempted in case of Ph.D awarded prior to 2009 (as per UGC rules).</p> <p>However, available academic counsellors data is given on RC Darbhanga Website you may contact them through email.</p>
Step 4	If you are taking an outside psychology faculty (beyond the list of academic counsellors) then you have to submit the bio-data and the relevant certificate along with the consent letter in the prescribed format. (Annexure 2)
Step 5	If you are taking the IGNOU approved academic counsellor, then you can directly take the consent letter from him/her in the prescribed format. (Annexure 2)
Step 6	Fill the declaration page (Annexure 3)
Step 7	<p>Visit the Regional Centre (during working hours) along with following documents :</p> <ol style="list-style-type: none"> 1. Consent letter of the agency supervisor (Annexure 1) 2. Consent letter of the academic counsellor (Annexure 2) 3. Declaration (Annexure 3)
Step 8	Get the Reference letter from the Regional Centre and start your internship

Submission of Internship report at RC Darbhanga

July admission batch	1 st April to 31 st May
January admission batch	1 st October to 30 th November

For more details, please read your MAPC Internship manual which is available on

<https://egyankosh.ac.in/bitstream/123456789/50277/1/MPCE-25.pdf>

CONSENT LETTER (AGENCY SUPERVISOR)

This is to certify that the internship in **MPCE 015 / MPCE 025 / MPCE 035** for the partial fulfilment of **MAPC Programme** of IGNOU will be carried out by Mr. /Mrs.

_____ **Enrolment No.** _____
under my supervision.

(Signature with stamp)

Name of the Agency Supervisor:

Designation:

Address:

Date:

CONSENT LETTER (ACADEMIC COUNSELOR)

This is to certify that the internship in **MPCE 015 / MPCE 025 / MPCE 035** for the partial fulfilment of **MAPC Programme** of IGNOU will be carried out by Mr. /Mrs.

_____ **Enrolment No.** _____
under my supervision.

(Signature with stamp)

Name of the Academic Counsellor:

Designation:

Address:

Date:

DECLARATION FORM

I Ms. /Mr. /Dr. _____ hereby declare that

I am a student of M.A. Psychology (Part II), January/ July _____ year, at the study centre

Code _____, Regional Centre Darbhanga (46) and I want to do my Internship

(MPCE015 / MPCE025 / MPCE035) at _____ on

my own free will. I will adhere to the standards of the organization and display professionalism during my internship.

Signature of the Student:

Date:

Name of the Student:

Place:

Enrolment No.: