

**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	Find out the academic counsellor You can approach any psychology faculty who fulfil the following eligibility criteria 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 (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). However, available academic counsellors data is given on RC Darbhanga Website you may contact them through email.
Step 4	If you are taking the outside psychology faculty (as per criteria mentioned above) 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	Visit the Regional Centre (during working hours) along with following documents : 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

Last date for submission of Internship report is

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

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:

ANNEXURE: 2

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 Mumbai (49) 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.: