



SVKM'S NMIMS  
School of Business Management

***“We Care” : Civic Engagement Internship***

Full Time MBA 2017 - 2019 Batch  
(With effect from February 01, 2018)

**Code of Conduct -**  
**‘We Care’: Civic Engagement Internship**

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## 1. Policy for internship placement and alignment of roles

### *Application*

- Students are required to visit the internship organisation prior to the internship, especially during Diwali / Christmas vacation. In the visit they should discuss with organisaiton head / organisational mentor about the project to be assigned. In case pre-internship personal visit is not possible, student should connect with organisation through skype / tele call and keep email backup of the communication.
- Students should meet respective faculty mentor by December 20, 2017. They should discuss about the project and seek inputs from the faculty mentor.
- Field work is integral part of We Care internship. The internship cannot be completed through homebased assignments.

### *Sanction*

If any student is found influencing the internship organisation to provide homebased assignment, he/she will be declared as defaulter.

## 2. Policy for Reporting

### *Weekly Reporting*

- Each student has to maintain the weekly report as per **Annexure I**
- In house faculty mentors will be supervising the students. Information about faculty mentors is incorporated in the We Care placement-list uploaded on the Black board
- Student interns have to communicate with their faculty mentors over the email/telephone every week and discuss the progress of their projects
- The hard copies of the weekly log sheets have to be submitted to the respective faculty mentor by the intern on or before Monday, March 05, 2018, 4.00 p.m.
- In addition to the above students have to fill up an online weekly report, whose links are provided below. Please note the links are separate for each week. :

**First Week** : [Weekly Report 1](#) (Feb 01 to Feb 10, 2018)

**Second Week** : [Weekly Report 2](#) (Feb 11 to Feb 17, 2018)

**Third Week** : [Weekly Report 3](#) (Feb 18 to Feb 24, 2018)

- The links for submitting Weekly Reports 1 and 2 will be opened on Feb 9 (Friday) and Feb 16 (Friday) respectively. The same will be closed on Feb 11 (Sunday) and Feb 18 (Sunday) by 11.00 a.m. respectively.
- The link for submitting Weekly Report 3 will be opened on Friday February 23, 2018 and closed on Sunday February 25, 2018 morning by 11.00 a.m.
- The We Care Team will process the weekly reports and send it to the Dean and VC's office every week.

### *Final We Care Report*

- The students will be required to upload the Final We Care Report by March 04, 2018 (Sunday). The links for the upload will be shared in due time
- In addition to this, the students must also email the report to the NGO by March 04,2018 (Sunday), keeping their faculty mentor in cc. In case the NGO asks for the reports early, then the students must adhere to the deadline given by the NGO, a violation of which will lead to strict disciplinary action

### *Sanction*

- If weekly logs are not submitted, it would be interpreted that the student was absent on the said day or in that period.
- If the student interns do not take the signature of their organizational mentors on their log sheet it will be interpreted that they were absent.
- If students do not submit the weekly reports online, within said deadlines specified by the We Care Team, from time to time, it will be interpreted that they were absent.

## **3. Policy for Re-Alignment of Roles**

### *Application*

If the project assigned does not match the interest area of student intern and he/she wants to change the same they are requested to discuss this with their organizational mentor and keep the faculty mentor and regional incharge informed about the same.

### *Sanction*

Any attempt on the part of the Interns to change their projects without adhering to the process laid down will result in violation of the code of conduct.

## **4. Policy for Work Hours**

### *Application*

The student interns have to report to their respective organisations on the time specified by the respective organisations.

The students are expected to serve for minimum of 7 to 8 hours per day on field or as specified by the organizations in which the students are placed. In case the student is unable to serve the expected number of hours due to emergency situation, he/she has to inform the organisational mentor and the Faculty Mentor / We Care Team, about the same through email/Whatsapp/telephone. The student has to seek written approval from his organisational mentor and submit it with supporting documents to Ms. Anjalika Gujar and Regional Incharge with copy to Dr. Meena Galliar. For more details please refer the Policy for Leave on page No. 4.

### *Sanction*

If the student does not adhere to the above norms strict action will be taken against the student as per the institutional norms. It may also lead to the We Care Internship to be deemed as “Non-Satisfactory”.

## **5. Policy for Issuance of Grade**

### *Application*

The We Care internship is a non-credit compulsory course. The student has to satisfactorily complete the project to be eligible for seeking admission to the second year programme of the MBA course and subsequently for the final award of MBA.

Evaluation will be carried out by the mentor appointed by the internship organisation & the faculty mentor.

The following is required for a student to successfully complete this:

- a. 100 per cent attendance at internship organizations during the internship period
- b. Completion certificate from the organisation in the prescribed format, duly filled in by the organisational mentor certifying the performance of the student as “Satisfactory”. [See Annexure II]
- c. Timely submission of the following to the Mentor and the We Care Team
  1. Weekly Reports
  2. Final report
  3. Evaluation format duly filled in by the faculty mentor certifying the performance of the student as “Satisfactory”.
- d. Participation in the Poster Presentation to share the internship learnings with industry, government and NGOs.

### ***Sanction***

In case the student does not fulfill all the conditions mentioned above, Students will have to face serious disciplinary action. The decision of the Dean, School of Business Management (SBM) will be final in this regard.

## **6. Policy of Non Disclosure**

### ***Application***

Organisations have some confidential information which they might have to share with the student interns for professional reasons. The information and the trust of the Organisations have to be maintained, and thus no information should be shared with any external parties, without the Organisation’s prior permission.

## **7. Policy for Issuance of Certificate**

### ***Application***

- It is mandatory for all student interns to produce the Completion Certificate from their respective organisations. The responsibility of securing the issuance of Completion Certificate by the internship organisation rests solely with the Interns.

### ***Sanction***

If the student is unable to secure the above certification, it will be deemed as non-satisfactory performance. In such situation, the student will be treated as a defaulter.

## **8. Policy for Attendance. (Please refer to SRB Page No. 43)**

**100 % attendance is mandatory.**

### ***Purpose***

The purpose of a mandatory 100% attendance is to make the interns accountable to their projects and instill a sense of discipline. Moreover, it also prevents maligning of the reputation of the institute due to a few miscreants.

### *Sanction*

Failure to adhere to the attendance requirement will lead to strict action by the institute including debarment from promotion to next year.

## **9. Policy for Holidays**

### *Application*

Interns are entitled to the official holidays as declared by the internship organisation.

## **10. Policy for Leave**

### **Leave in case of emergency/sickness / to represent NMIMS in an official competition**

1. In case of emergency/sickness send mail along with the scanned copy of the medical certificate to the following authorities –
  - a) Organizational Mentor and Faculty Mentor
  - b) Ms. Anjalika Gujar [wecare@nmims.edu](mailto:wecare@nmims.edu) and Regional Incharge
  - c) Copy to Dr. Meena Galliara

Write a mail specifying the exact number of days for which the leave is required. Mention the proposed plan to compensate for the leave period.

2. In case the student has been selected to represent NMIMS for any official event / competition during the internship duration, send a mail along with the supporting documents which specifies the selection / invitation to the event to the following authorities -
  - a) Ms. Anjalika Gujar [wecare@nmims.edu](mailto:wecare@nmims.edu) and Regional Incharge
  - b) Organizational Mentor and Faculty Mentor
  - c) Copy to Dr. Meena Galliara

Write a mail specifying the exact number of days for which the leave is required along with proposed plan to compensate the leave period.

### *Important*

**The student will have to compensate for the loss of days of field work due to emergency / sickness / event / competition by working for extra hours in the placement organisation or in any other organization in Mumbai identified by the Jasani Center for Social Entrepreneurship & Sustainability Management, NMIMS.**

## **11. Policy for Grievance Redressal:**

In case of any grievances / concerns with the organisation during the project, the concerned interns are required to report the same via email to the following authorities -

1. Faculty Mentor and We Care office
2. Regional Incharge as displayed in Table 1.

Table 1  
Regional Incharge

Sr No	Regional Incharge	States
1	Dr. Meena Galliara, galliara@nmims.edu	Goa, Himachal Pradesh, Maharashtra, Odisha, Puducherry
2	Dr. M. K. Satish, satish.kajjer@nmims.edu	Andhra Pradesh, Assam, Bihar, Jammu and Kashmir, Jharkhand, Karnataka, Kerala, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, Uttarakhand
3	Dr. Sujata Mukherjee, sujata.mukherjee@nmims.edu	NCT Delhi, West Bengal
4	Ms. Anjalika Gujar, wecare@nmims.edu	Chandigarh, Chhattisgarh, Gujarat, Haryana, Madhya Pradesh, Punjab, Rajasthan

## 12. Policy for Performance Assessment

- a) 100 per cent attendance at internship organization during the internship period
- b) Securing certification of satisfactory completion of internship from internship organization
- c) Submission of internship report along with the deliverables to the internship organization
- d) Submission of soft copy of internship report to [wecare@nmims.edu](mailto:wecare@nmims.edu) and [nmimswecare2018@gmail.com](mailto:nmimswecare2018@gmail.com)
- e) Securing 'Certificate of Completion' from faculty mentors on the basis of:
  - Communication with the faculty mentor prior to as well as during the internship
  - Submission of hard copies of weekly reports duly approved and signed by the organizational mentor
  - Submission of soft copy of final report
  - Viva-voce based on the final project report and We Care Rubric
- f) Participation in the Poster Presentation to share the internship learnings with industry, government and NGOs

Students will have to face serious disciplinary action if they fail to comply with the internship norms designed by the institute.

The means for performance assessment are:

1. Quality and Quantity of work done as part of the project
2. Timely submission of all weekly / final reports
3. Certificate of satisfactory completion of the project from the internship organisation
4. Certificate of satisfactory completion of the project from the in house faculty mentor
5. Participation in poster presentation

### 13.Important Dates and Deadlines:

Table 2  
Important dates

Sr No	Required Upload/Submission	Start Date	End Date
1	Weekly Report-1	09 February 2018 (Friday)	11 February 2018 (Sunday)
2	Weekly Report-2	16 February 2018 (Friday)	18 February 2018 (Sunday)
3	Weekly Report-3	23 February 2018 (Friday)	25 February 2018 (Sunday)
4	Final We Care Report	23 February 2018 (Friday)	04 March 2018 (Sunday)

## Annexure I (A)

**SVKM'S NMIMS  
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### **WEEKLY REPORT-1**

Period : **01-02-2018 to 10-02-2018**

Name of the Student Course Division Roll No (A001 / HR-A001)	
Name of the Organisation City State	
Name of the Organisaitonal Mentor	
Name of the Faculty Mentor	
Project Title	
Project Category (Area of Work)	
No of Hours Spent in the Week	
Tasks Completed in the Week	
Outcome of the Task	
Tasks to be completed in the next week	

Signature of the Mentor



## Annexure I (B)

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### **WEEKLY REPORT-2**

Period : **11-02-2018 to 17-02-2018**

Name of the Student Course Division Roll No (A001 / HR-A001)	
Name of the Organisation City State	
Name of the Organisaitonal Mentor	
Name of the Faculty Mentor	
Project Title	
Project Category (Area of Work)	
No of Hours Spent in the Week	
Tasks Completed in the Week	
Outcome of the Task	
Tasks to be completed in the next week	

Signature of the Mentor

## Annexure I (C)

**SVKM'S NMIMS  
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**WEEKLY REPORT-3**

Period : 18-02-2018 to 24-02-2018

Name of the Student Course Division Roll No (A001 / HR-A001)	
Name of the Organisation City State	
Name of the Organisaitonal Mentor	
Name of the Faculty Mentor	
Project Title	
Project Category (Area of Work)	
No of Hours Spent in the Week	
Tasks Completed in the Week	
Outcome of the Task	

Signature of the Mentor

## Annexure II

### **COMPLETION CERTIFICATE**

**(Take this certificate on the organisation's letter head)**

Certified that Mr./Ms \_\_\_\_\_

who was placed as an intern in our organisation from February 01, 2018 to February 24, 2018

completed / not completed the internship satisfactorily.

Name of the Organisational Mentor: \_\_\_\_\_

Signature of the Organisational Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of the Organisation: