

“We Care” : Civic Engagement Internship

Full Time MBA 2019 - 2021 Batch
(With effect from January 27 to February 19, 2020)

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

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1. Policy for internship placement and alignment of roles

Application

- Students should contact the internship organisation through mail immediately after receiving placement confirmation letter. The students teams should appoint POC (point of contact) for the group. The appointed POC should maintain all the correspondence with the organisation.
- Students are required to visit the internship organisation prior to the internship, especially during Diwali / Christmas break. They should fix an appointment with respective organisational head / mentor well in advance.
- During the pilot visit the students should discuss with organisation head / mentor about their interest areas and skill sets. They should find out about the project assigned, code of conduct to be followed and reporting time that could be required to be followed during internship.
- In case if personal visit is not possible prior to the internship, student should make efforts to connect with the organisation through skype / tele call. An email backup of the communication has to be maintained by the student.
- Students should meet respective faculty mentor before Jan 5, 2020. They should update the faculty mentor about their placements and interaction, if any, with the placement organisation.
- Field work is integral part of We Care internship. Internship cannot be completed through homebased assignments.
- Students should communicate through mail with the organisation eight to fifteen days prior to the commencement of internship reconfirming the internship requirements discussed in previous communication with the organisation as well as reporting date and time for internship.

Sanction

- Any student found influencing the internship organisation to provide homebased assignment, will be declared as defaulter.
- Any student who refuses to carry out field work assigned by the internship organisation, will be declared as defaulter.
- Student who does not visit the organisation or fails to maintain contact with the organisation or meet faculty mentor prior to the internship, will be declared as defaulter.

2. Policy for Reporting to Supervisors

Students should report to the organisation head / organisational mentor as per instructions given by the organisation. Students should maintain time logs and should follow the proforma of time logs as prescribed by We Care team / placement organisation and submit the same to the respective mentors for their signature.

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 NMIMS Portal.
- Student interns have to communicate with their faculty mentors over the email/telephone every week and discuss the progress of their projects
- Hard copies of the weekly log sheets have to be submitted to the respective faculty mentor by the intern on or before Friday, Feb 28, 2020, 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](#) (Monday, Jan 27 to Saturday, Feb 01, 2020)
Second Week : [Weekly Report 2](#) (Sunday, Feb 02 to Saturday, Feb 08 2020)
Third Week : [Weekly Report 3](#) (Sunday, Feb 09 to Saturday, Feb 15, 2020)
Fourth Week : [Weekly Report 4](#) (Sunday, Feb 16 to Wednesday, Feb 19, 2020)

- The links for submitting Weekly Reports 1, 2 and 3 will be opened on Friday (Jan 31, Feb 7 and 14, 2020 respectively). The same will be closed on Sunday (Feb 2, 09 and 16, 2020 respectively) by 5.00 p.m.
- The link for submitting Weekly Report 4 will be opened on Tuesday, February 18, 2019 and closed on Friday, February 22, 2019 by 1.00 p.m.
- The We Care Team will process the weekly reports and send it to the Dean and faculty members every week. A copy of the same will be uploaded on NMIMS portal.

Final We Care Report

- The students will be required to submit the Final We Care Internship Report in the proforma as prescribed by the internship organisation or as per Report Writing Guidelines for We Care (shared separately along with the Code of Conduct).
- They should upload the Final We Care Internship Report by February 28, 2020 (Friday). The links for the upload will be shared in due course of time.
- In addition to this, the students must also email the report to the NGO by February 28, 2020 (Friday), with copy to respective faculty mentors, wecare@nmims.edu and nmimswecare2020@gmail.com.
- In case the organisation asks for the reports early, then the students must adhere to the deadline given by the organisation.
- In case the organisation asks for hardcopy of the report respective interns are required to submit the same before the deadline given by the organisation.
- **Plagiarism check certificate should be part of the Internship Report. This certificate should be placed before the content page of the report.**

Sanction

I. Students will be declared absent in the following cases:-

- Non submission of log sheets.
- Misrepresentation of work and number of hours contributed in the log sheet.
- Not validating the logsheet from the organisational mentor.
- Not submitting online weekly reports within the stipulated deadline.

II. Internship Report submitted without attaching plagiarism check report will not be accepted. The names of such team members will be sent to the disciplinary committee for further action.

3. Policy for Re-Alignment of Roles

Application

If the project assigned does not align the interest area of student intern and if 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. Students should maintain communication backup of the oral / telephonic conversation by sending mail to the organisaitonal mentor with copy marked to faculty mentor, regional incharge and We Care office (wecare@nmims.edu).

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 work place 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 as well as the faculty mentor and We Care team, about the same through email. The student has to seek written approval from his organisational mentor and submit it with supporting documents to Ms. Anjalika Gujar (wecare@nmims.edu) and regional incharge with copy to Dr. Meena Galliara, We Care Head. For more details please refer the Policy for Leave on page No. 5.

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 of Non Disclosure

Application

Organisations have some confidential information which they might have to share with the 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.

6. 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.

The following is required for intern to secure certification of satisfactory completion of internship from internship organizations :

- Adherence to the code of conduct of internship organisation.
- Adherence to the instructions given by organisational head / mentor.
- Maintaining appropriate professional conduct during the internship with the placement organisation and faculty mentor.
- Completion and timely submission of all the deliverables.
- Submission of final report and presentation to the organisational mentor.

It will be responsibility of the student to secure ‘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 along with plagiarism check certificate
- Viva-voce based on the final project report and We Care Rubric

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.

7. Policy for Issuance of Grade

Application

We Care internship is a non-credit compulsory course. The student has to satisfactorily complete the internship requirements 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 and the faculty mentor.

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

- a) 100 per cent attendance at internship organization during the internship period.
- b) Adherence to We Care code of conduct of SBM and internship organisation.
- c) Securing certification of satisfactory completion of internship from internship organization.
- d) Submission of final report, deliverables expected from interns and presentation to the organisational mentor.
- e) Submission of internship report to faculty mentor and We Care office
- f) Securing 'Certificate of Completion' from faculty mentor.
- g) 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.

8. Policy for Attendance.

100 % attendance is mandatory. (Please refer to SRB Page No. 63 to 65)

Purpose

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

Sanction

Failure to adhere to the attendance requirement will lead to strict disciplinary action by the institute. Refer page 7

9. Policy for Holidays

Application

Interns are entitled to the official holidays only if they are observed by the internship organisation.

10. Policy for Leave

1. In case any student has to take leave in case of emergency/sickness or to represent NMIMS in an official competition, he / she should send mail along with appropriate documents.
 - a) In the mail specify exact number of days for which the leave is required.
 - b) Mention the proposed plan to compensate for the leave period.
2. In case of emergency/sickness send mail subsequently send a scanned copy of the medical certificate and keep the faculty, organizational mentor and We Care office informed.
3. 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 and Regional Incharge
 - b) Organizational Mentor and Faculty Mentor
 - c) Copy to Dr. Meena Galliara, We Care Head

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 wecare@nmims.edu.
2. Regional Incharge as displayed in Table 1.

Table 1 : Regional Incharge

Sr No	Regional Incharge	States
1	Dr. Meena Galliara, meena.galliara@sbm.nmims.edu	Andhra Pradesh, Assam, Gujarat, Maharashtra-Mumbai, Nepal
2	Dr. Satish Kajjer, satish.kajjer@sbm.nmims.edu	Chandigarh, Goa, Karnataka, Kerala, Rajasthan, Punjab, Tamil Nadu, Telangana, Uttar Pradesh
3	Dr. Sujata Mukherjee, sujata.mukherjee@sbm.nmims.edu	Chattisgarh, Himachal Pradesh, NCT Delhi, Odisha, West Bengal
4	Ms. Anjalika Gujar, wecare@nmims.edu	Arunachal Pradesh, Bihar, Haryana, Jammu & Kashmir, Jharkhand, Mahdya Pradesh, Maharashtra - Outside Mumbai, Rajasthan, Tripura, Uttarakhand

12. Policy for Performance Assessment

- a) 100 per cent attendance at internship organization during the internship period
- b) Adherence to We Care code of conduct and also of the internship organisation
- c) Securing certification of satisfactory completion of internship from internship organization
- d) Submission of internship report along with the deliverables to the internship organization
- e) Submission of soft copy of internship report to the internship organisation, faculty mentor, wecare@nmims.edu and nmimswecare2020@gmail.com
- f) Securing 'Certificate of Completion' from faculty mentors
- g) 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:

I. Submissions during We Care internship -

Table 2
Submissions during We Care internship

Sr No	Documents / Requirement	Submission / completion Start Date	Submission / completion End Date
1	Weekly Report 1 (Jan 27 to Feb 01, 2020)	31 January 2020 (Friday)	02 February 2020 (Sunday)
2	Weekly Report 2 (Feb 02 to Feb 08, 2020)	07 February 2020 (Friday)	09 February 2020 (Sunday)
3	Weekly Report 3 (Feb 09 to Feb 15, 2020)	14 February 2020 (Friday)	16 February 2020 (Sunday)
4	Weekly Report 4 (Feb 16 to Feb 19, 2020)	18 February 2020 (Tuesday)	22 February 2020 (Saturday)

II. Submissions after completion of internship -

- a) Final We Care Report and We Care Documents (Completion certificate by Organisation & Log sheets) : Between 21 February to 28 February 2020 (including both dates)
- b) First draft of poster : Between 21 February to 23 February 2020 (including both dates) *Guidelines and online link to upload poster will be shared in due course of time*
- c) Viva-voce / presentation to faculty mentor : Between 21 February to 21 March 2020 (including both dates)

14. Disciplinary Actions:

Disciplinary actions against irresponsible actions or non-adherence to We Care Code of Conduct by students

Table 3

Indicative list of irresponsible actions by students and possible disciplinary actions by institute

Sr. No.	Irresponsible action by students	Sr. No.	Possible actions by institute
1	Late submission / non submission of - a) information requested by internship organisation b) SOP / concept note / action plan for internship project c) internship deliverables d) final report	1	Debarment from receiving any scholastic award of the institute.
2	Remaining absent for We Care workshop. Not meeting faculty mentor prior to and during We Care placement. Not undertaking pre-placement visit and not maintaining communication with placement organization.	2	Debarment from holding any official position in any SBM's student cell / body. Debarment from receiving any scholastic award of the institute.
3	Lack of Punctuality during internship duration (Reporting late and leaving early) / Irregularity in reporting time. Not maintaining time log. Taking leave without written permission from organizational and faculty mentors.	3	Debarment from Placement process till the end of Trim V. To complete field work during second year of the MBA program. Minimum 150 hours to maximum 300. Number of hours to be allocated based on the nature of default. Debarment from receiving any scholastic award of the institute.
4	Casual approach towards work / Failure to deliver deliverables. Refusal for or avoiding field work assigned by organisational mentor. Not following instructions given by the organisational mentor. Not being present for Poster Presentation and Viva.	4	Debarment from receiving any scholastic award of the institute. To complete field work during second year of the MBA program. Minimum 150hours to maximum 300. Number of hours to be allocated based on the nature of default.
5	Giving misleading information / intentionally hiding information from We Care office / faculty mentor / internship organisation. Using social media during work hours Adverse comments / defaming University / Institute / We Care Internship / Internship organisation on social media. Submitting plagiarised reports.	5	Debarment from promotion to the next academic year. Debarment from receiving any scholastic award of the institute.

The above list is indicative. Depending on the involvement of student in one or more irresponsible actions and nature of indiscipline, one or more appropriate disciplinary / corrective actions would be taken by the institute against the defaulter students.

Annexure I

SVKM'S NMIMS School of Business Management

"We Care" Civic Engagement Internship

WEEKLY REPORT – 1 / 2 / 3 / 4

Period : from		to
Name of the Student Course Division Roll No (A001 / HR-A001)	MBA (Core) / MBA (HR)	
Name of the Organisation Placement City Placement State		
Name of the Organisaitonal Mentor	Mr. / Ms. / Dr.	
Name of the Faculty Mentor	Prof.	
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 (In last weekly report - mention if any deliverable or report is pending for submission)		

Signature of the Mentor
Stamp of the Organisation

Annexure II

COMPLETION CERTIFICATE

(Note for organisations : 1) Take this certificate on the organisation's letter head
2) Kindly cover the following information, if the certificate will be issued in
organisation's specific proforma)

Certified that Mr./Ms _____

who was placed as an intern in our organisation from January 27, 2020 to February 19, 2020

completed / not completed the internship satisfactorily.

Name of the Organisational Mentor: _____

Signature of the Organisational Mentor: _____

Date: _____

Stamp of the Organisation: