



Vidya Prasarak Mandal's

Dr. V.N. Bedekar Institute of Management Studies

ISO 9001:2015 Certified • NAAC Accreditation B++ grade

'Jnanadweepa', Chendani, Bunder Road, Thane - 400 601.

Phone : 91-22-2536 4492, Telefax : 91-22-2544 6554

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Ref.No. *DRVNBRIMS/194/2022*

Date : *8/4/2022*

SUMMER INTERNSHIP POLICY

1. DR. V.N. BRIMS provides assistance for 100% summer internships.
2. We at DR.V.N.BRIMS are keen that our students get not only the classroom learning but also industry exposure by undertaking internships in organizations. These internships are in line with the rules mandated by University of Mumbai.
3. In accordance with the rules of University of Mumbai, it is mandatory for a student to successfully undertake internships in organizations. This internship normally has duration of 45 to 60 days. In an exceptional case of a student needing more time, then, DR V N BRIMS, in consultation with the company, can allow a little more time for completion of the internship.
4. The internship is an opportunity for students to get practical exposure in industry. The students can utilize this internship period to correlate their classroom learning with the practical field. It will help them to apply managerial knowledge in real business situations. It will help them further getting familiarise with processes and offerings of the organisation.
5. Internship provides the students an opportunity to enhance their competencies. The students can enhance their knowledge, acquire skills and develop the right attitudes which will help them progress in their career.
6. The academic deliverable cell (ADC) of the institute would inform the students about the detailed time lines of the internship and the format of the project reports. Students have to submit a black book of their projects and do a presentation about their projects in front of external SIP Evaluators and defend Viva.
7. To ensure a successful internship, the students should keep in mind some important very aspects as mentioned below:
 - a) Firstly, the student must remember that he / she is the ambassador of BRIMS and therefore must be punctual and professional in his / her work and behaviour. He/She is expected to be in formals.
 - b) Student once placed in a company must abide by all rules and regulations of the company. The student must carry out the internship with full discipline and dedication.



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- c) The student should ensure that confidentiality of company data is always maintained
 - d) Student should keep this in mind that Successful summer Internships helps to industry –academia relations, improving in teaching learning process. Getting PPO (PrePlacement Offers).
 - e) In the unlikely event of the student facing any obstacle in the completion of the assigned project, the concerned student must speak to placement cell of the institute. The student should avoid discussing the project details with any outsider or with any other faculty member of the institute.
8. During the internship, the concerned student will also be assigned a guide from DR V N BRIMS. The student is required to keep his / her guide informed about the progress of his / her project in the company.
 9. The institute (DR V N BRIMS) has the objective of getting its students with the best possible internships. To ensure that good internship opportunities are available fairly to all students, the institute requests that once a student gets two opportunities for internships, he / she should stop applying for any further internship opportunities. This would help other students (who have not yet been selected for an internship) get a fair chance at being selected for an internship.
 10. Before submission of the internship project report, the student is required to obtain approval of the project report from his/her guide in the institute.
 11. The Offer Letter and the internship completion Certificate should be submitted to the Placement Cell. In addition a printout of the internship completion certificate must be attached in the Internship Project Report (Commonly called "black book")
 12. During the internship, if the student gets selected by the concerned organization through a pre-placement offer (PPO), the concerned student should inform the Placement cell immediately and should consider the PPO in a favourable manner and student should submit PPO Letter to the Placement Cell of Institute.



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13. Students or Interns expected to follow all safety health environment measures lead down by organisation; safety rules to be followed by covid-19 during tenure of internship.
14. Incase of report of any incidences of unprofessionalism should be reported immediately to allocated guide and placement cell in order to initiate proper action.

Following Documents were referred for formulating above Summer Internship Policy:

1. AICTE Internship Policy Document
2. University of Mumbai Document
3. Summer Internship Guidelines (BRIMS)

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