

# Code of Conduct – Internship Program

Brain Chamber Research Team – part of the Brain Chamber Group

It is a code of conduct of interns students/faculties/short notice developer/crash workers

## Prior Work – Before joining

1. Read the complete code of conduct.
2. Submit the fresh resume – provide email, contact number and ID size photo copy.
3. Before joining of Brain Chamber interns program, students must submit their statement of purpose (SOP) which includes - family background and work (5 lines), start of carrier (5 lines), turning movement(one paragraph), current work (mention specific work that only designed and delivered by you), Why you like your work? Your academic carrier growth, your work carrier growth, Mention one special/mad approach you did in your past or would like to go in your future (one paragraph), extra qualities, Why you are special? Love angle (about carrier), Detail future plans of next 3 years (mention what you require to fulfill it).
4. Interview via – phone, personal or video conference
5. Discloser of - Work assignment, commitments and expected results.
6. Discussions about above disclosures.
7. Based on above discloser and discussions - Intern should submit the draft of their exact work assignment to the company supervisor. Submit this to – [career@brainchamber.net](mailto:career@brainchamber.net) and [info@brainchamber.net](mailto:info@brainchamber.net)
8. The draft includes – the topic of internship program, your complete understanding about the topic, your role in detail, expected results that you are expected to give, completion time of internship and completion time of actual assignment.
9. Approval of - Final work assignment.
10. Fill and submit the code of conduct acceptance form.
11. Joining confirmation via mail.

## General Statements

1. As a Brain Chamber intern, you are representing not just yourself, but the Brain Chamber and your fellow students, both current and future.
2. As a student intern you are expected to adhere to the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

3. The travelling and accommodation allowances are not mandatory and will also be varies as per company's policies.
4. The stipend will remain in effect till the end of the program.
5. Your performance while on assignment as an intern will be evaluated by our employer and our company supervisor. Upon completion, you will receive either a letter grade or pass/fail for the course. A passing grade will be required in order for the internship to be recognized by the Brain Chamber.
6. You must keep your company supervisor, and your employer apprised of any changes to your current e-mail address, physical address and telephone number.
7. Every assignment will have definite company supervisor.
8. The student intern is required to maintain the established work schedule and meet internship obligations. Absences, excused or not, do not absolve a student from the responsibility of completing all assigned work promptly. Students who miss assignments or deadlines due to excused absences will be allowed to make up the work in a manner deemed appropriate by the company Supervisor. It will be the responsibility of the student to contact the Company supervisor and make arrangements. The Company supervisor is not obligated to allow a student to make up work missed due to an unexcused absence.
9. Absences will be excused for documented cases of:
  - Incapacitating illness,
  - Official representation of the University.
  - Death of a close relative, and
  - Religious holidays.
10. The Company supervisor will determine whether other absences should be excused or unexcused. In the event of an impasse between the student and the company supervisor, the CEO and/or the Co-founder of the company shall make the final decision as to whether an absence is to be considered excused. Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to your Company Supervisor.
11. If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact our Campus Internship Coordinator (CIC) and Company Supervisor immediately.
12. The assignment would be in any form – theoretical or practical – based on decision of the company Supervisor, internal research team and employees of the company.
13. This program is intended to work for the betterment of the humanity so students, those who remain in the team of paper publications/patents, should also form an association after the end of the said program. The post charges will be borne by the company if required.
14. The expenses will be borne by the company during the period of the said program.
15. Maintain all the expenses in detail format along with its proofs. Take an approval before any such expenses from the company supervisor.

## Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- 1 Reporting for the internship on-time. Maintaining required work schedule.
- 2 Following all rules and policies as required by company supervisor.
- 3 Maintaining strict confidentiality regarding information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site.
- 4 Using appropriate written and oral communication in all interactions with all supervisors, employees, clients and your concern university staff.
- 5 Observing all established safety rules and avoiding unsafe work practices.
- 6 Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- 7 Engaging in positive, ethical, and legal behavior.
- 8 Accept responsibility and accountability for decisions and actions taken while at the internship site.
- 9 Treat all customers, clients, supervisors, and fellow employees with dignity and respect.

## Distance working – Work from home policies

1. This is specially designed policies more particularly for theoretical, hypothetical and for long term basis
2. Intern will remain in effect of all the norms as stated above.
3. Intern should mail every day report to company supervisor via mail without fail.
4. Intern should have high understanding power and respect towards Brain Chamber.
5. Intern should not disclose any work to third person without prior intimation to Company supervisor.
6. Intern should maintain separate diary/book/literature book/rough book of daily work. The certificate will not be given in the absence of this said diary.
7. The grades of certification are based on the detailing of the said diary and proofs.
8. This program is intended to work for the betterment of the humanity so students, those who remain in the team of paper publications/patents, should also form an association after the end of the said program. The post charges will be borne by the company.

9. It is agreed that the said diary should be maintained on daily bases.
10. Maintain all the expenses in detail format along with its proofs. Take an approval before any such expenses from the company supervisor.
11. Publications/patents fee will be borne by the company.
12. Interns should respect the rules without fail.
13. It is also agreed that the Intern should report at personal to the company campus, when need.
14. Interns should not use company's name without prior intimation to the company supervisor.

I understand and agree with the professional standards of the internship program as listed in the preceding pages. I understand if any facet of the code of conduct is not adhered to, I may be at risk of losing good standard certificate.

Intern Name : \_\_\_\_\_ Student ID (university/institute): \_\_\_\_\_

Intern address:- \_\_\_\_\_

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

Dept: \_\_\_\_\_ name of University/institute: \_\_\_\_\_

University/institute code:- \_\_\_\_\_

Address of the University/institute:- \_\_\_\_\_

Program Start date:- \_\_\_\_\_ program end date :- \_\_\_\_\_

Name of the Dept Head : \_\_\_\_\_

Signature of the Dept head: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On University/institute letter head - Print, sign and submit these proceeding pages at

[info@brainchamber.net](mailto:info@brainchamber.net) and [career@brainchamber.net](mailto:career@brainchamber.net)

Instruction – fill and mail this scan copy from your official email ID, and furnish the remaining procedure (Dept head signature on letter head/final completed copy) in between program period. Attach this mail copy to the concern Dept Head/professor.