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**B.R.C.M. College of  
Business Administration**  
Constituent College of Sarvajani University

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## *Basic Etiquette for Summer Internship*

- Carry valid ID card of college every day during Internship.
- Carry passport size photos, approval letter provided by the organisation, Photo ID proof on the first day.
- Carry guidelines provided by college every day and make sure to meet them all.
- Carry proper stationery items, full scape notebook, and a notepad.
- Report every day in the morning to the reporting officer.
- Ask for work duties if organisation requires your help.
- Whenever called for meeting always carry notepad and at least one pen.
- Leave after taking proper consent from reporting officer everyday.
- Use proper language for taking notes.
- Do not scribble anything on the back of the notebook.

## *First Approach*

- Carry a proper File/ Folder
  - Carry a proper request letter from college in an envelope.
  - Carry an updated CV/resume along with an extra copy if required.
- Carry your Valid ID card of college.
- Introduce yourself in 2-3 sentences with confidence.
- Introduce our college and its legacy in 2 more sentences.
- Talk about requirement to undergo industrial training as a part of BBA curriculum for 2 months starting from mid-April or May starting.



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- Clearly mention that you need to visit all the functional areas or department during the tenure.
- Make a polite request to accommodate you in their organisation.
- Reflect your urge for learning in this conversation.

## *Basic Office Etiquette*

- Make a Good First Impression
- Do not be Late.
- Dress Appropriately
- Show respect for each other workspace. Knock before entering.
- Sit down only if asked by the office holder.
- Think Before You Speak
- Take responsibility of all your actions
- Turn your phone down or off when in the office, especially notifications.
- Do not check your phone in meetings or when someone is speaking to you.
- Even if you are friendly with your colleagues, be aware of crossing boundaries. Over-sharing details of your personal life is unprofessional no matter how close you are with your team.
- Don't complain about your colleagues or work on Facebook or Twitter. Even if your account is private, it could get back to them.
- Always act with honesty and dignity



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## *Basic Manners*

- Be respectful of others irrespective of their designation.
- Conducting yourself respectfully and courteously towards others
- Do not interrupt another speaker.
- Speak clearly without shouting.
- Do not complain.
- Do not give unsolicited advice.
- Do not make personal remarks about someone's appearance or clothing.
- When you go through a door, always look behind you and see if anyone else is coming.
- When it comes to opening doors, only go in front of someone who opened the door if they motion you through. Same rules apply to whoever swiped their card to access the door—wait until the first person has walked through before you follow.
- Do not block the elevator door. If the elevator's full when someone tries to get out, and you are in the way, simply exit the elevator altogether and then re-enter.
- If you choose to put on fragrance, remember it is meant to go on pulse points only and not clothing—it can permeate the whole room.