Imperium's Internship Handbook

We Bring Imaginations to Reailty

IMPERIUM OFFICIAL

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Overview of The Employee Handbook

This handbook provides a quick guide to help you navigate your internship at Imperium. It includes key information about our work culture, expectations, internship structure, code of conduct, communication flow, and available opportunities.

Think of it as your personal roadmap—designed to make your experience smooth, impactful, and growth-driven. Keep it handy and refer to it whenever you need clarity or direction during your journey with us.

This experience is not just about tasks—it's about learning, building real connections, and unlocking your potential. With the right mindset and guidance, your time at Imperium can be a powerful stepping stone toward your career goals.
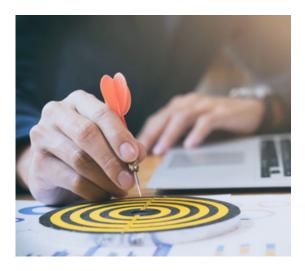
INTERN RELATIONSHIP

Mission and Vision of the Company

Mission

Our mission is to empower individuals with the skills, resources, and support needed to drive real-world change. We aim to bridge the gap between learning and practical application by providing opportunities that foster growth, creativity, and leadership in tech, media, finance, and beyond.

Vision

We envision a world where everyone has access to the tools, education, and networks necessary to unlock their potential and create a positive societal impact. By building a community centered on collaboration and continuous learning, we strive to nurture the next generation of global innovators and changemakers.

Our Core Values

Innovation:

We embrace creativity and cutting-edge solutions to drive progress and make a lasting impact.

Collaboration:

We believe that working together is key to achieving success, fostering a culture of inclusivity and mutual respect.

Integrity:

We uphold transparency and honesty in everything we do, ensuring we remain accountable to our community and partners.

Empowerment:

We empower individuals by providing the skills, opportunities, and support they need to thrive.

INTERN RESPONSIBILITIES

Expectations and Responsibilities

Attendance:
This internship allows you to work remotely with a flexible schedule. You are expected to manage your time effectively to complete assigned tasks and meet deadlines.

Work Hours:
You are expected to work daily and give updates daily. Any changes to your schedule should be discussed with your manager.

Tasks: Your responsibilities include :

- Submit weekly progress reports.
- Attend mandatory check-ins.
- Give daily updates of your work.
- Adhere to the code of conduct.
- If any problems occurred contact with your manager or HR team.
- Be proactive in asking for additional assignments if you complete your tasks early.
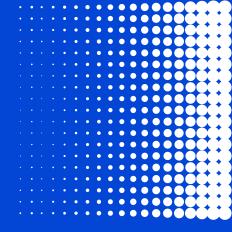
Professionalism:
Maintain a professional demeanour, respect confidentiality, and adhere to company policies at all times.

BENEFITS AND COMPENSATION

Professional Development

A

Real-World Unique Projects

Work on real, distinctive industry projects that challenge your skills and boost your portfolio.

B

Networking

Take advantage of opportunities to connect with colleagues and professionals in your field.

C

Mentorship

Receive guidance from experienced professionals in tech, media, marketing and more.
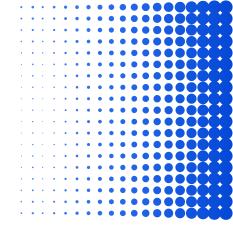
D

Join Our Team

Stand out, and you may earn the chance to join our core team and grow alongside seasoned professionals.

E

Certification & Goodies

Receive certificates and exciting goodies to reward your hard work and dedication.

Rules & Regulations

- Interns must maintain professionalism during virtual meetings and communication, using of formal language
- Interns are expected to be punctual for scheduled meetings or must communicate in advance if it is not possible
- Should avoid inappropriate content on digital platforms
- Must show respect towards all the members
- Intern must agree on work schedule, and ensure timely participation in virtual meetings and completion of task
- Interns should notify the HR in advance if they need time off due to any illness or personal reasons
- Interns should provide regular updates on their tasks and projects, maintaining open communication
- Interns must manage their tasks independently and meet deadlines. If delays occurs they should communicate promptly to discuss solutions

Company Policies & Program Structure

Application Process:
- Interns must fill an application form available on the company website and social media platforms.
- Candidates will be selected based on their skills and qualifications.

Orientation:
- Conducted via Google Meet.
- Introduction to Imperium's mission, values, and culture.
- Overview of the internship program structure.
- Meet-and-greet with the team.

Training and Tools:
- Role-specific training to equip interns with the necessary tools and knowledge.
- Introduction to tools and platforms (e.g., GitHub) used in the program.
- Regular team meetings to track progress and address queries.

Project Work:
- Hands-on experience in real-world projects.
- Deliverables aligned with the intern's role and learning objectives.
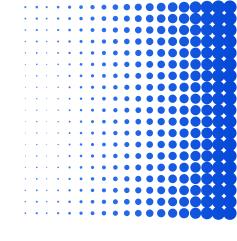- Collaboration within assigned teams to complete projects.

Submission and Review:
- Interns must submit their work via GitHub for evaluation.
- Supervisors will review the projects and provide constructive feedback.

Certification:
- Successful completion of projects and adherence to program guidelines will lead to certification.
- Certificates will be issued after the final review process.

Feedback and Evaluation

- **Regular Check-Ins:** Your supervisor will hold regular check-ins to discuss your progress and address any concerns.

- **Midpoint Review:** At the halfway point, there will be a formal evaluation to provide constructive feedback.

- **Final Evaluation:** A final review will assess your overall performance and achievements.

- **Leave Policy:** Inform your supervisor at least 2 days in advance for planned absences. Emergency leaves must be communicated as soon as possible.

- **Confidentiality:** Maintain confidentiality of all company information during and after your internship.
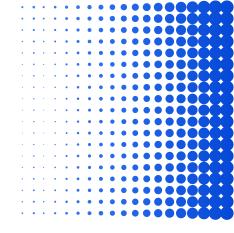
Resources and Support

Internship Manager:
If any doubts or questions arises contact with your manager, in support your internship program.
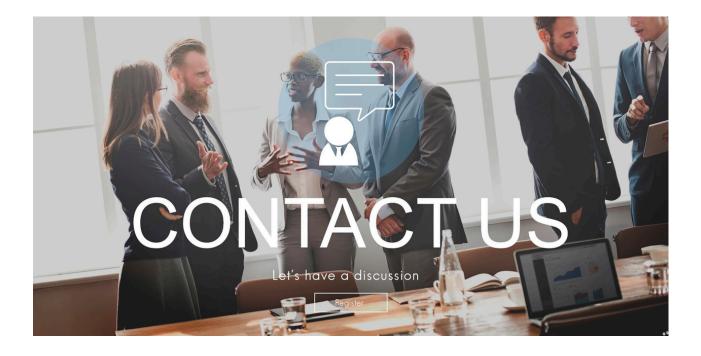
HR Support:
Contact the HR team for any issues or questions regarding your internship.
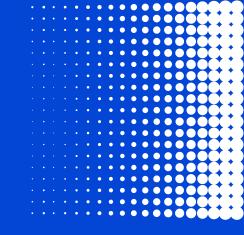
Contact Information

Internship Manager : Aryan Nandle
Phone Number : 93408 50648

HR Manager : Srushti Dadage
Phone no. : 9075444477

For More Information Visit Our Website:

https://imperiumofficial.vercel.app/

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Thank You

We will sincerely appreciate your commitment to the Imperium family. This handbook is designed to guide your internship journey, and we hope it supports your growth and success. Your enthusiasm and fresh perspectives will make this program meaningful, and we look forward to seeing how you contribute to our shared goals.

Scan the QR code and join the Internship Program for free.