label:internshala

Internship Selection Update | 1 Student(s) Hired From Your College

Inbox × INTERNSHALA ×

Internshala University Relations Mon

to me

Dear Prof. Dr. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce A on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Srashti Kanchan	srashtikanchan21@gmail.com	NA	Picshort Private Limited	INR 1000-3000 /n

View the overall reports on hired or registered students from your college by logging in to your student activity das dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations

Internship Selection Update | 1 Student(s) Hired From Your College L

Internshala University Relations <university.relations@internshala.com>
to me

Dear Prof. Dr. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce An on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Vidhi Panchal	vidhi17june@gmail.com	NA	Doxy	INR 2000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashb dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027
Internshala - internship partner of AICTE.

Gmail **sangeetha shyam sundar <nmfcplacement@gmail.com>**

Fwd: Result of Campus Ambassador Internship Program | E-Cell, IIT Bombay

1 message

faiz Shaikh <shaikhfaiz485@gmail.com> Mon, Jul 5, 2021 at 3:25 PM
To: nmfcplacement@gmail.com

---------- Forwarded message ---------
From: **E-Cell, IIT Bombay** <ca@ecell.in>
Date: Sat, 3 Jul, 2021, 1:48 pm
Subject: Result of Campus Ambassador Internship Program | E-Cell, IIT Bombay
To: <shaikhfaiz485@gmail.com>

Greetings from The Entrepreneurship Cell, IIT Bombay

Dear Faizali Shaikh ,

Congratulations!!

We are glad to inform you that you have been selected as Campus Ambassador for E-Cell, IIT Bombay from your college. It's time to rejoice and also to be ready for the responsibilities that you'll get.

We believe that your knowledge, skills and experience would be an ideal fit for our program. We hope you will enjoy your role and make a significant contribution to bring about your personal development as well as advancement of the entrepreneurial ecosystem in your college.

The orientation session for the internship will be held on **5th July at 04:00 PM** in online mode.

The session will include:

- Introduction of Entrepreneurship Cell, IIT Bombay
- An explanation of the basic responsibilities of a Campus Ambassador
- Tutorial on the usage of Personalised CA Dashboard.

Link to join the orientation session: https://event.webinarjam.com/channel/ECellCA.

Attendance for the session will be compulsory**,** those who will attend the session can only proceed further for the internship program.

Do not share the session link with anyone.

Link to our social media handles. It is **mandatory for you to follow** these pages for regular updates during the internship.

Instagram
LinkedIn
Facebook

Twitter
YouTube

Wishing you the best for a successful and smooth tenure ahead.
Click here to view the Official Aftermovie of E-Summit 20.

Regards,

Team E-Cell, IIT Bombay

Internship Selection Update | 1 Student(s) Hired From Your College L

Inbox × INTERNSHALA × RISESHARP ×

Internshala University Relations
to me

Dear Prof. Dr. Neha Goel,

I am happy to inform you that the following student(s) from Nirmala Memorial Foundation College Of Commerce An on Internshala, since last week.

List of the selected student(s) -

Student Name	Email address	Graduation Year	Company Name	Stipend
Vidhi Panchal	vidhi17june@gmail.com	NA	Ungrammary	INR 10000 /month

View the overall reports on hired or registered students from your college by logging in to your student activity dashl dashboard?utm_source=weekly_hired.

Look forward to helping more students find meaningful internships.

Regards,
Samay Bhatnagar
Manager - University Relations
Phone - +91 - 89292 94027

idea:c()d ify

Dear Pranali Taralkar,

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 01-Jun-21 and will be a three-months unpaid internship opportunity ending on 31-Aug-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()d ify

Dear Sarah Bawa

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 01-Jun-21 and will be a three-months unpaid internship opportunity ending on 31-Aug-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()dify

This is to certify that Aneesh Parab has successfully completed his internship in Digital Marketing Executive at Ideacodify, Raipur, from 1st June 21 to 31st August 21.

He has worked on a Digital Marketing Project for our esteemed clients. His internship activities include familiarization to all the Digital & Social marketing tools, their operations and process along with a management overview involved in the production process of the organization.

During his internship he has demonstrated his skills with self-motivation to learn new skills. His performance exceeded our expectations and he was able to complete the project/task assigned on time.

We wish him all the best for his upcoming career.

Thank you for your valuable contributions.

Mr Vansh Tah

Founder & Proprietor

idea:c()dify

Dear Rushikesh Joshi,

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executives Internship**.

This position is scheduled to begin 01-Jun-21 and will be a three-months unpaid internship opportunity ending on 31-Aug-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()d ify

Dear Riddesh Sawant,

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 01-Jun-21 and will be a three-months unpaid internship opportunity ending on 31-Aug-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()d ify

Dear Sahil Koli

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 01-Jun-21 and will be a three-months unpaid internship opportunity ending on 31-Aug-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()dify

This is to certify that Sushant Mishra has successfully completed his internship in Digital Marketing Executive at Ideacodify, Raipur, from 1st June 21 to 31st August 21.

He has worked on a Digital Marketing Project for our esteemed clients. His internship activities include familiarization to all the Digital & Social marketing tools, their operations and process along with a management overview involved in the production process of the organization.

During his internship he has demonstrated his skills with self-motivation to learn new skills. His performance exceeded our expectations and he was able to complete the project/task assigned on time.

We wish him all the best for his upcoming career.

Thank you for your valuable contributions.

Mr Vansh Tah
Founder & Proprietor

idea:c()dify

Dear Saurabh Dhameliya

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 07-Jun-21 and will be a three-months unpaid internship opportunity ending on 7-Sep-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()d ify

Dear Mihir Dhakan

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 04-Jun-21 and will be a three-months unpaid internship opportunity ending on 14-Sep-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

idea:c()d ify

Dear Ronak

On behalf of Ideacodify, I am excited to extend an offer to you for an internship position within our Digital Marketing Department. This position is located in remote based. The position is for a **Digital Marketing Executive Internship**.

This position is scheduled to begin 01-Jul-21 and will be a three-months unpaid internship opportunity ending on 30-Sep-21. The schedule for this position is [daily minimum 5 hours. In this role, you will report directly to Core team of Ideacodify. This offer is contingent upon the successful completion of Roles & Responsibilities.

During your temporary employment with Ideacodify, you may have access to confidential or proprietary business information belonging to Stakeholders. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer. The company will provide Internship Completion Certificate & Letter of Appreciation post successful completion of Internship.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to confirm your acceptance of the position.

We look forward to having you begin your career at Ideacodify and wish you a successful internship. Welcome to our team!

Mr Vansh Tah

Founder & Proprietor

Fwd: OFFER LETTERSales & MarketingSales & Marketing (3 Months) Inbox ×

A 40 Ghanshyam Parihar
to me

10:50 AM (3 hours ago)

9136323094

---------- Forwarded message ---------
From: **AASHMAN FOUNDATION** <aashmanfoundation123@gmail.com>
Date: Tue, Jun 29, 2021, 15:53
Subject: OFFER LETTERSales & MarketingSales & Marketing (3 Months)
To: <ghanshyamparihar13@gmail.com>

aashman FOUNDATION

OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 29/06/2021

Student Name : Ghanshyam Parihar
Father's Name : Sukanraj Parihar
City/ State : Maharashtra

Dear Ghanshyam Parihar
We would like to congratulate you on being selected for the Sales & Marketing with Team Aashman Foundation, effective from 29/06/2021. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a Part Time Internship internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any

Again, congratulations and we look forward to work with you for this coming tenure of Sales & Marketing (3 Months)

Sincerely,
VJ Aman
National President Youth
Aashman Foundation
+91-8427807716

For queries WhatsApp to central information team on :91-9041035035

Fwd: OFFER LETTERHuman Resource (HR) [6+ months]HR - Human Resource (6 Months) Inbox ×

pratham sagar
to me

10:55 AM (3 hours ago)

Sent from my iPhone

Begin forwarded message:

From: AASHMAN FOUNDATION <aashmanfoundation123@gmail.com>
Date: 29 June 2021 at 1:00:07 PM IST
To: prathamsagar55@gmail.com
Subject: OFFER LETTERHuman Resource (HR) [6+ months]HR - Human Resource (6 Months)
Reply-To: aashmanfoundation123@gmail.com

aashman
FOUNDATION

OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 29/06/2021

Student Name : Pratham Sagar
Father's Name : Vijay Sagar
City/ State : Maharashtra

Dear Pratham Sagar
We would like to congratulate you on being selected for the Human Resource (HR) [6+ months] with Team Aashman Foundation, effective from 29/06/2021. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a Part Time Internship internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any situation you have to notify to your respective supervisor.

Again, congratulations and we look forward to work with you for this coming tenure of HR - Human Resource (6 Months)

Sincerely,
VJ Aman
National President Youth
Aashman Foundation
+91-8427807716

For queries WhatsApp to central information team on :91-9041035035

Fwd: OFFER LETTERSocial Media MarketingSocial Media Marketing (3 months) Inbox ×

Ria Brahmbhatt 12:03 PM (2 hours ago)
to me

---------- Forwarded message ---------
From: **AASHMAN FOUNDATION** <aashmanfoundation123@gmail.com>
Date: Tue, 29 Jun, 2021, 3:00 PM
Subject: OFFER LETTERSocial Media MarketingSocial Media Marketing (3 months)
To: <riiabrahmbhatt@gmail.com>

aashman FOUNDATION

OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship

OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 29/06/2021

Student Name : Ria Brahmbhatt
Father's Name : Nikhil Brahmbhatt
City/ State : Maharashtra

Dear Ria Brahmbhatt
We would like to congratulate you on being selected for the Social Media Marketing with Team Aashman Foundation, effective from 29/06/2021. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a Part Time Internship internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any situation you have to notify to your respective supervisor.

Again, congratulations and we look forward to work with you for this coming tenure of Social Media Marketing (3 months)

Sincerely,
VJ Aman
National President Youth
Aashman Foundation
+91-8427807716

For queries WhatsApp to central information team on :91-9041035035

OFFER LETTERHuman Resource(HR)HR- Human Resource (3 months)

1 message

AASHMAN FOUNDATION <aashmanfoundation123@gmail.com> Thu, 16 Sep 2021 at 4:36 pm
Reply to: aashmanfoundation123@gmail.com
To: shahilngajra58@gmail.com

OFFER LETTER

(Note: This is an offer letter not meant to be represented as internship completion document/certificate. If the internship successfully completes the intern will get an internship completion certificate.)

Date : 20/09/2021

Student Name : Sandeep Gajra
Father's Name : Narendra Gajra
City/ State : Maharashtra

Dear Sandeep Gajra
We would like to congratulate you on being selected for the Human Resource(HR) with Team Aashman Foundation, effective from 20/09/2021. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a Full Time Internship internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any situation you have to notify to your respective supervisor.

Again, congratulations and we look forward to work with you for this coming tenure of HR- Human Resource (3 months)

Sincerely,
VJ Aman
National President Youth
Aashman Foundation
+91-8427807716

For queries WhatsApp to central information team on :91-9041035035

OFFER LETTER

(Note: This is an offer letter not meant to be represented as Internship completion document/certificate. If the Internship successfully completes the Intern will get an Internship completion certificate.)

Date : 20/03/2022

Student Name : Divya Sallan
Father's Name : Pradeep Sallan
City/ State : Maharashtra

Dear Divya Sallan
We would like to congratulate you on being selected for the Sales & Marketing with Team Aashman Foundation, effective from 20/03/2022. All of us at Aashman Foundation are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid Internship during which you will be expected to provide work as per given timelines. You might be awarded with different perks too if your performance speaks loud.

This Internship is an educational opportunity for you and a Full Time Internship Internship. As such, your Internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learnt in class.

This Internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of Internship under any situation you have to notify to your respective supervisor.

Again, congratulations and we look forward to work with you for this coming tenure of Sales & Marketing (45 days)

Sincerely,
VJ Aman
National President Youth
Aashman Foundation

For queries connect on mail- Internship@aashmanfoundation.org

30th July 2021

Neolin Sydney Pereira
Mumbai

Sub: Internship

Dear Neolin,

We are pleased to inform you that you have been selected for an Internship Program with Monster.Com India Private Limited.

The details of your internship are as follows:

Project Title	TPO (Seeker Business)
Location	Mumbai
Stipend	INR 3,000 Per Month
Mode of Payment	Bank Transfer (NEFT)
Duration	3 Months Start Date: 4th August 2021, End Date: 2nd November 2021)
Mentor / RM	Tanesh Arora

Please reach out to your Mentor or Pooja Bahl, the HRBP in case you have any more questions.

Wish you all the best for enriching exposure.

Yours Sincerely,

For Monster.com(India) Pvt. Ltd.

Priyanka Priyadarshini
General Manager - HR

3A Financial Services Ltd.

(Subsidiary of 3A Capital Services Ltd.)

CIN : U72200MH1999PLC118579

16th March, 2022

OFFER LETTER

Dear Mr. Kartik Boghara,

In furtherance to your interview with 3A Financial Services Limited, we are pleased to offer you employment as a **"Trainee – Marketing Executive"**.

Your date of joining with 3A Financial Services Limited will be **21st March, 2022** Your CTC would be **Rs. 2,03,737/- per annum (Rupees Two Lacs Three Thousand Seven Hundred Thirty Seven Only).**You will be on probation for a tenure of 6 (six) months from the date of your joining. However, on the basis of your performance, probation period can be extended. You will continue to be on probation period till the confirmation letter is issued to you.

During the interview process, you have represented that you shall not proceed for any further studies and in any case, if you proceed for further studies during the probation period, you will be obliged to continue the employment till your replacement is not found by the organization or expiry of 1 months of serving notice period, whichever is earlier.

During the probation period, you shall be entitled for resigning from the Company under stated reasons/circumstances ONLY:

a) Medical reasons with supporting evidence;
b) Transfer of any of the parents or spouse from the city of Mumbai;
c) On account of marriage;
d) Pregnancy.

In case, if you wish to resign from the organization for the reasons stated aforesaid, you shall serve 30 days' notice period or one month salary in lieu of the notice.

Please acknowledge this offer letter and confirm your joining with us. We welcome you to our 3A Family.

For 3A Financial Services Limited

Anjali R
16/03/2022

3A FINANCIAL SERVICES LTD. MUMBAI

Ms. Anjali Rathod
(Manager – Human Resources)

28-12-2021

Abhishek Gupta
Mumbai

OFFER OF EMPLOYMENT

Dear Abhishek Gupta,

Based on the meetings you have had with the Senior Management team at bigbasket, we are pleased to extend an offer of employment. The substantive terms of the offer are as follows:

1. You will be designated as **"BUSINESS DEVELOPMENT EXECUTIVE"** at **7A** and will be based out of **Mumbai.**
2. Your date of commencement of Employment will be on **30-12-2021.**
3. You will be entitled to receive a compensation of (CTC) **INR. 346100/-.**
4. Your fixed salary will be **INR.286100/-PA** (Breakup as per Annexure A) and annual on-target variable pay will be **INR.60000/-.** The terms and conditions of your variable pay will be guided by the variable pay policy of the company.
5. You will be on probation for 6 months from your date of joining
6. You need to submit the following documents within a week of joining.

    a) Academic Certificates (all from 10^{th} to Highest)

    b) Relieving letter from previous employer

    c) Proof of compensation last drawn (3 Month Salary Slip)

    d) Four passport size photographs (Recent)

    e) ID & address proof

Wishing you all the very best for a long and rewarding career at bigbasket.

Yours Sincerely,

For IRCPL,

K.U. Bagwe

Kavita Uday Bagwe
REGIONAL HEAD - HR

Annexure A

The Break-up of your Fixed Salary would be as per the table below:

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic + DA	156744	13062
Statutory Interim Bonus	13057	1088
Conveyance Allowance	24000	2000
Communication Allowance	4200	350
HRA	63290	5274
Provident Fund	18809	1567
Insurance	6000	500
Cost To The Company	**286100**	**23842**

Please Note:

- Professional Tax deduction is applicable as per state's statutory law. Labour Welfare Fund deduction is applicable as per state's statutory laws.
- IT deduction is applicable at actuals (If applicable).

CA C Dedhia & Co.

B/101, Bhima CHS, Shantivan, Borivali (East), Mumbai - 400 066
cdedhiaco@gmail.com +91 9821375678 www.cdedhia.com

Mr. Mrudul Bhosle
D,102, Shankeshwar Nagar, Ashokvan,
Dahisar (E)
Mumbai-400068

January 20, 2022

Dear Mrudul,

We are very pleased to offer you the position of Intern with C. Dedhia & Co. Please find the following confirmation of the specifics of your internship:

Position Title: Intern

Start Date: July 1, 2021

End Date: March 31, 2022

Number of Months: 9 Months

Salary/Stipend: Your salary for the internship will be Rs.3000 per month

Reporting Relationship/Supervisor: You will be reporting to C.A. Chintan Dedhia proprietor of C.Dedhia & Co. Mr. Chintan may be contacted by phone (9821975678) or by email (cdedhiaco@gmail.com).

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Data entry in Tally.
- Preparing, calculating and filling of GSTR1 and GSTR 3B.
- Preparing and filling of Income Tax returns & Computations.
- Working and filling Income Tax TDS.
- Finalization of accounts.
- Tax Audit

Office Location: 10, Krishna cottage, Dattapada Cross Road No.2, Near Dattapada subway, Borivali East, Mumbai-40006

For C Dedhia & Co.

C Dedhia

(Proprietor)
Chintan Dedhia
Memb No 142480

CAREER BUILDER SOLUTIONS

YOUR PASSION IS OUR VISION

CAREER BUILDER SOLUTIONS

YOUR PASSION IS OUR VISION

Dear Harsh munjani,

We are pleased to inform that you have been selected as an Intern at Career Builder Solutions.
Please find the following confirmation of the specifies of your role.

Position : Sales intern
Start Date : 09/01/2022
Period : 1 Month

Rewards

1.You will also be entitled for a variable pay of Rs.200per each and every enrolment performed by you
2. Certificate of completion would be provided once you finish "2" enrolments
3. Letter Of Recommendation would be provided once you finish "5" enrolments
4.Featuring on social Media and website as a best performing intern would be provided once you finish "10" enrolments

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment and successful completion of the program does not entitle you to an employment offer from Career Builder Solutions.

PARYAVASTHITAH PRIVATE LIMITED PPL-2021 KARIMNAGAR 505325

M. Ridhvesh

M.Ridhvesh Gupta

CEO, Career Builder Solutions

Privileged & Confidential

Date: **20.06.2019**

Name: Vivek Ramashankar Chaurasiya
Father's Name: Ramashankar Chaurasiya
Address: C-412, Shree Shakti, SRA CHSL S V Road, opp. ravindra Hotel, dahisar, East, Mumbai-400068

LETTER OF APPOINTMENT

Dear Vivek,

We, **Celebi NAS Airport Services India Pvt. Ltd.** E-8,3016, Level 3, New Terminal 2 Chatrapati Shivaji Maharaj International Airport, Andheri (E), Mumbai-400099, Maharashtra "**Celebi Nas**", are pleased to appoint you in the position of **Agent** in the **Passenger Service** department on the following terms and conditions:

1. **Reporting & Location**
   Your place of posting will be at **Mumbai** at the Company's location at Chatrapati Shivaji International Airport, Mumbai on **20.06.2019**. Upon joining, you will report to **Passenger Service Manager**

2. **Compensation and Benefits**
   a) **CTC**. Your annual Cost to Company (**"2,32,752"**) will be INR (**Two Lakh Thirty-Two Thousand Seven Hundred Fifty-Two Rupees only**) per annum. A detailed break-up of your compensation is in the attached **Annexure-1**.

   b) **Benefits**. Your benefits will be as per Company's policies and as intimated to you from time to time. Your current benefits, including statutory benefits such as provident fund and gratuity as per applicable laws are listed in **Annexures-1 & 2**.

   c) **Taxes**. Taxes will be deducted in accordance with the laws applicable from time to time. The Company assumes no responsibility for your personal tax affairs.

   d) **Confidential**. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any future changes in it, as strictly personal and confidential.

Scanned with CamScanner

3. **Compensation Review**

Review of your performance and compensation is discretionary and will depend on your performance and Company's policies, as communicated to you from time to time. It is clarified that such review does not necessarily mean an upward revision in compensation.

4. **Probationary Period**

You will be on probation for a period of Six (6) months from the date of your appointment. The Company reserves the right to extend your probation period in its sole discretion and the same may be communicated to you in writing. If you are found suitable for the post in which you have been appointed, your services will be confirmed after completion of probation period and in all such cases no written confirmation will be issued. During the period of probation, either side can terminate this appointment by giving One (01) month advance notice or payment in lieu thereof.

5. **Leave**

You will be eligible for leave as per Company's policies.

6. **Transfer**

You will be liable to be transferred/seconded/deputed in such capacity that the management may determine, to any other department, branch, unit or establishment under the same management and same principles or group companies, whether existing or to be set up in future. In such cases, you will be governed by the terms and conditions of service applicable at the new placement. You can also be transferred to another firm or another company, which is an associate or sister concern of this Company, or in which this Company has any interest, either financial or managerial.

7. **Responsibilities & Duties**

You will always be committed to the responsibilities and duties attached to your position and conduct yourself accordingly. You will perform your duties with diligence and devotion and will work in accordance with Company rules and regulations. You will abide by the norms, rules and regulations laid down by the Company and the organization in matters of conduct and discipline.

Your role and responsibility may vary from time to time depending on the need of the Company and organization.

You shall strictly abide by the working hours/schedule that will be informed to you by the Company which may require you to make overtime or to work in shifts. It is agreed that you will abide by the total working hours as applicable within the local geographical location wherein you will be deputed and as intimated to you time to time. The Company may request you on a case to case basis to work overtime, otherwise the excess work done by you over and above the normal working hours without the instruction of the Company shall not count as "overtime". The overtime payment shall be made as per the provisions of the subsisting labour laws.

Scanned with CamScanner

You must effectively perform to ensure results. You shall be liable to use each and every code, password, magnetic card and analogous materials dedicated by the Company to you only for the purpose which is determined/to be determined by the Company only and for no other purpose whatsoever.

Depending upon your profile and role you may be required to use computers and company provided Email ID. You agree to abide by IT processes & policies as amended time to time based on applicability to your role & responsibilities. You acknowledge and accept that you shall use the email communication only for the purpose of pursuing the work.

You agree and accept that the Company has the right to collect and save the track record of the systems, applications, user transactions as well as the information system network via using any method it deems appropriate, that such information can in no manner be interpreted as personal information even if you use the same for your personal transactions, hence being open to the inspection by the Company at all times and under any condition whatsoever.

You agree to the assume the entire responsibility, both legal and criminal, in case you access to the websites which involve prohibited materials such as sexual abuse of children, pornography, violence, encouragement to commit suicide, to use illegal drugs, to insult the statesmen and/or humiliate the Company or any affiliate/subsidiary of the Company and/or to mislead the public via giving incorrect statements and/or to pursue illegal transactions regarding your personal life over the internet lines of the Company.

You are aware of and acknowledge that acts contrary to the Social Media Regulation published by the Human Resources Department of Celebi Havacılık Holding A.Ş., being the holding company, constitutes a breach under this Agreement and leads to disciplinary action under the Company's disciplinary procedures up to and including dismissal.

You will abide by the provisions of Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011 and the Information Technology Act 2000 with respect to any data, personal data & information you came across during your employment with Company.

8. **Professional Ethics and Conduct**

You will at all times maintain absolute integrity, work with devotion to duty and maintain dignity of the office of employment. You shall conduct yourself in a manner, conducive to the best interests and prestige of the Company and in accordance with all applicable laws. You shall duly adhere to all the policies of the Company including but not limited to discipline, IT, Uniform, ethics, code of conduct etc. You are expected to deal with Company's money, material and documents with utmost honesty and professional ethics. You will comply with Companies Ethics Policies as amended time to time.

Scanned with CamScanner

You will devote your full attention and abilities to your job during working hours and to act in the best interest of the Company at all times. You must not, without the written consent of the Company, engage directly or indirectly with any other business undertaking.

Any violation of this norm shall constitute misconduct, for which you shall be liable for disciplinary action as the management shall deem appropriate.

9. Past Records

At any time during the course of your employment, if any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed or concealed any material information, the Company reserves the right to terminate your services without any notice, compensation or salary in lieu of notice. You also represent that you bear good moral character and you have never been involved in any criminal activities. Further you have never been implicated by any court of law for any criminal activities.

10. Travel

You may be required to undertake travel on Company work and will be paid travel expenses for this, as per Company rules and policy.

11. Prohibition on Dual Employment & Non-Competition

During the term of your appointment, you undertake not to engage gainfully directly or indirectly in any employment, trade, business, profession, calling in any capacity either as an employee, consultant, partner, proprietor, director etc.

12. Confidentiality

You will always comply with specific requirements and, such other policies / processes in respect of confidentiality obligations, which are framed or amended by the Company from time to time or in accordance with any applicable laws.

You will maintain confidentiality of customer or potential customer or consultants or employees of the Company, you shall maintain secrecy and will not disclose to third persons any of the trade secrets or other confidential information of the Company or its affiliated organizations, including but not limited to, proprietary documents, proprietary information, proprietary technical data, specifications and methods of manufacture. If you come across any information which is classified under law as confidential, including sensitive personal information, you shall treat them as confidential information and will take all appropriate measures necessary to keep such trade secrets and confidential information and not disclose it to any third party.

Such confidential information including without limitation trade secrets, proprietary technical data, specifications and methods of manufacture shall, at all times, remain the property of the Company.

This duty of confidentiality will continue to remain in force even after you leave

Scanned with CamScanner

employment with the Company. Failure to maintain confidentiality could give the right to the Company to seek necessary damages from you apart from any other legal recourse that Company may have.

The Company reserves the right to execute such additional confidentiality arrangements as it shall in its sole discretion deem fit and necessary.

13. Personal Data Processing

You hereby accept and give consent that the Company can process your sensitive personal data or information lawfully and in accordance with good faith, accurate and up to date, for specified, explicit and legitimate purposes, relevant, limited and not excessive in relation to the purposes, kept for a period which is prescribed by laws or is no longer than is necessary for the purposes in line with the provisions of the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011 and the Information Technology Act 2000.

14. Company's Copyright & Media:

All works such as development, modifications, improvements in the form of programmes, policies, studies, reports, manuals, products etc., carried out for the Company, with your involvement shall be the property of the Company. The copyright for such works shall be with the Company and you will not have any claims on the same.

During the course of your employment with the Company, you will refrain from giving any sort of interview or comment or feedback to media, either print or visual, without prior written authorization of the Company. Nothing contained herein shall absolve you from your obligation to maintain confidentiality in accordance with the terms hereof.

15. Retirement and Termination

After confirmation of your employment as per Clause 4, this Letter of Appointment is terminable without cause by giving One (01) month written notice or on One month's salary in lieu thereof.

If at any time, in the opinion of the management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, theft, fraud or withholding of any information or of any other form of misconduct, negligence or have acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and no notice will be required nor will any notice pay be payable to you.

The Company shall be fully empowered to settle your final account subject to your having returned all Company assets, documents, information in your custody and / or provided to you during the course of your employment with the Company.

Scanned with CamScanner

You shall retire from the service of the Company on attaining the age of 60. The date of birth as submitted by you at the time of joining the services of the Company will be treated as binding and final.

You completely understand that Company has entered into a Concession Agreement for providing Ground Handling Services ("Assignment/project"), accordingly your services are hired for a specific duration which is assignment/project specific and accordingly, your services shall stand terminated automatically and no specific communication will require to be issued by the Company on completion of the Assignment/project. It is made clear herein that if the Concession Agreement is extended further, then in such circumstances the terms & conditions of this Letter of Appointment shall be further abided by either party till the termination as per present clause.

16. **Post Resignation/Termination**
On termination of this employment or post resignation, you will immediately give up to the Company all correspondence, specifications, formulas, books, documents, effects, market data, cost data, drawings or records or instruments or objects etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items.

17. Your employment will be governed by general guidelines, standards, rules, policies and practices of the Company laid down by the Company from time to time. Such changes may affect or result in a modification of the terms and conditions governing your employment which are set out in this or elsewhere, and you shall be bound by such changes as long as they are permitted by law.

18. This Letter of Appointment is subject to your being declared medically fit by the Company's Medical Officer or such other Medical Officer that the Company may appoint.

19. **Other Terms & Conditions**

a) You shall be governed by the "Conditions of Service" of the organization, which are in force and/or are framed from time to time. The terms and conditions of service can be changed without any reference to you and the same shall be binding upon you as is applicable to other employees of your grade/level/function/department of the Company.

b) You shall, throughout your service with the Company, conduct yourself in a manner befitting a responsible employee of the Company and maintain absolute integrity. Apart from your assignments, you will also be expected to follow all reasonable orders / instructions / directions issued by your Senior Officers from time to time.

c) Further, if you absent yourself from work for more than three consecutive days without informing and taking prior sanction of leave, it will be considered that you are no longer interested in continuing your services with the Company and that you have left the employment on your own without giving notice and thereafter you

Scanned with CamScanner

have no lien on employment. The Company shall initiate disciplinary proceedings as per the policy of the Company for such un-authorised absenteeism.

d) During the employment you shall not take up any other job/assignment in any capacity, whether remunerative or honorary, and/or you shall not engage in any business of whatsoever nature without the permission of the management in writing.

e) You shall communicate the change, if any, in your permanent/present residential address/telephone/mobile number hereafter immediately, failing which communication sent to you at your notified address, shall be deemed to have been received by you.

f) You may not receive or obtain for personal gain any discount, rebate or commission in respect of any business transacted on behalf of the Company and will provide all details of gifts offered to or received by you, to your superior.

g) If you or your dependent family members have a financial / gainful interest in any company, business, firm or other body whether incorporated or unincorporated, and such body proposes to do business with the Company or any member/s of the Celebi Group, then it would be obligatory on your part to make written declaration to this effect to the Company and obtain its prior approval before any business deal is entered into.

h) Governing law and dispute resolution: This Letter of Appointment shall be governed by the subsisting Indian Laws. Any disputes arising hereunder shall be resolved by reference to arbitration under the provisions of the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be (Mumbai). Subject to this provision for arbitration, courts at (Mumbai) alone shall have jurisdiction to hear disputes arising out of this Agreement.

i) Notices: Any notice to be given under this Agreement to you may be given to you personally or sent to you by registered post at your last known place of residence as per our records. Any notice to be given to the Company, may be given by you by leaving it at or sending by registered post to its registered office.

j) Before getting involved with any election of Union or any other local body, you will give advance written notice to Company.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Yours sincerely,
For **Celebi NAS Airport Services India Pvt. Ltd.**

Vijayalakshmi Iyer
Manager-Human Resource

Scanned with CamScanner

I hereby accept employment on the terms and conditions mentioned herein the Letter of Appointment. I hereby accept the offer of employment in the Company. I further declare that I have read and understood all the terms and conditions of this Letter of the Appointment as well as the process and policies of the Company. I hereby agree to abide by the same and have put my signature hereunder, as well as on all the copies of the Letter of Appointment, as a token of my total acceptance of the terms and conditions of employment as well as the Process & Policies of Company.

I also declare that I have read and understood the Regulation on Principles of Ethical Conduct of the Company. I signify my acceptance, to adhere to the provisions of the Regulation on Principles of Ethical Conduct of Company, and also to accept that changes in these terms of Ethical Conduct may be made by the Company from time to time which will be notified to and accepted by me, by signing the duplicate copy of this Letter of Appointment and return the same to you.

I confirm that the content of this Letter of Appointment was explained to me in my regional Language & I clearly understood and accept the terms & conditions of the same.

Date: 20/06/19

Vivek

(Signature of Employee)

Place: Mumbai

Scanned with CamScanner

Annexure -1

Your Cost to Company will be as follows

Annexure		
Salary Earning Heads	**Monthly (Rs.)**	**Yearly (Rs.)**
BASIC	7,924	95,088
House Rent Allowance (HRA)	3,962	47,544
Airport Duty Allowance	600	7,200
Washing Allowance	800	9,600
Medical Allowance	700	8,400
Educational Allowance	200	2,400
Mobile	-	-
Conveyance	1,200	14,400
LTA	2,223	26,676
Gross Wage	**17,609**	**211,308**
PF Employer	951	11,412
ESIC Employer	836	10,032
Salary CTC	**19,396**	**232,752**

Vijayalakshmi Iyer
Manager - Human Resources

Vivek Chaurasiya

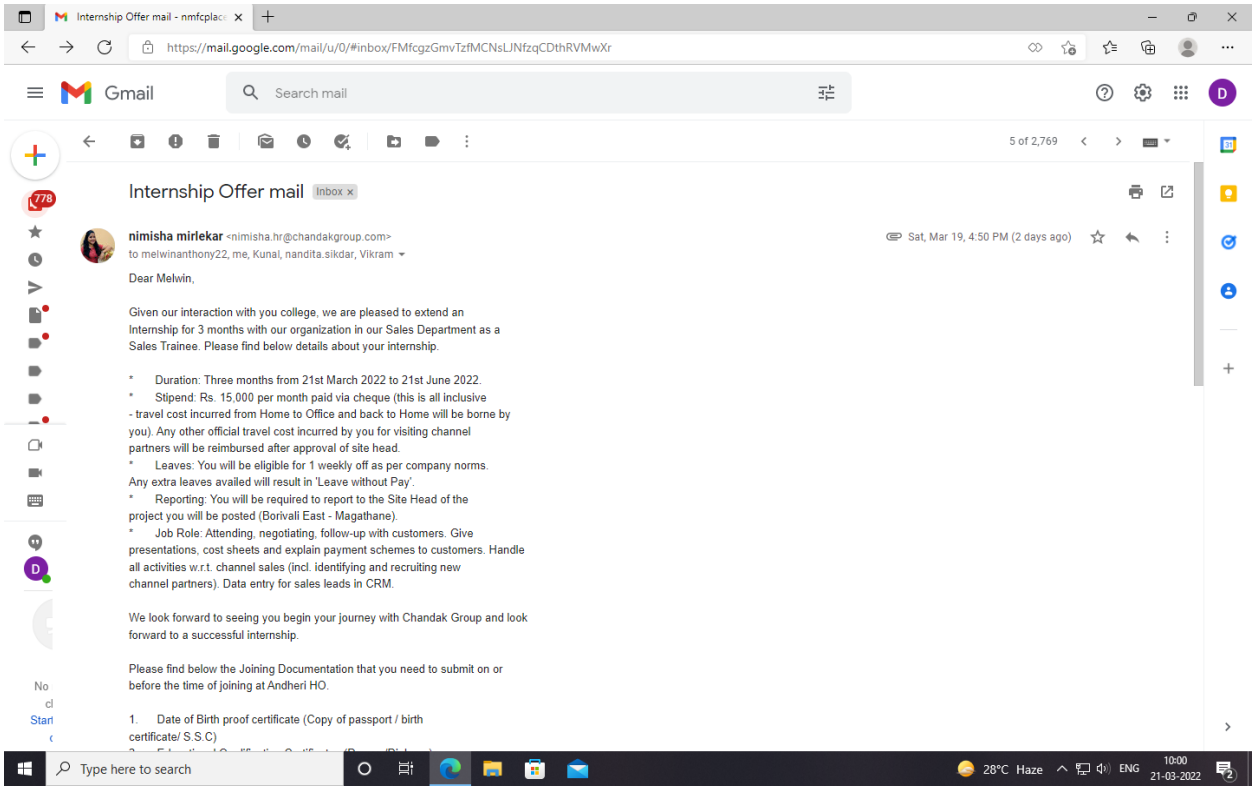
Scanned with CamScanner

ANNEXURE - 2

Not Applicable

1. Group Med claim Insurance
2. Group Personal Accident Insurance

Scanned with CamScanner



Internship Offer mail - nmfcplace

https://mail.google.com/mail/u/0/#inbox/FMfcgzGmvTzfMCNsLJNfzqCDthRVMwXr

Gmail

Search mail

5 of 2,769

Internship Offer mail Inbox ×

nimisha mirlekar <nimisha.hr@chandakgroup.com>
to melwinanthony22, me, Kunal, nandita.sikdar, Vikram

Sat, Mar 19, 4:50 PM (2 days ago)

Dear Melwin,

Given our interaction with you college, we are pleased to extend an Internship for 3 months with our organization in our Sales Department as a Sales Trainee. Please find below details about your internship.

* Duration: Three months from 21st March 2022 to 21st June 2022.
* Stipend: Rs. 15,000 per month paid via cheque (this is all inclusive - travel cost incurred from Home to Office and back to Home will be borne by you). Any other official travel cost incurred by you for visiting channel partners will be reimbursed after approval of site head.
* Leaves: You will be eligible for 1 weekly off as per company norms. Any extra leaves availed will result in 'Leave without Pay'.
* Reporting: You will be required to report to the Site Head of the project you will be posted (Borivali East - Magathane).
* Job Role: Attending, negotiating, follow-up with customers. Give presentations, cost sheets and explain payment schemes to customers. Handle all activities w.r.t. channel sales (incl. identifying and recruiting new channel partners). Data entry for sales leads in CRM.

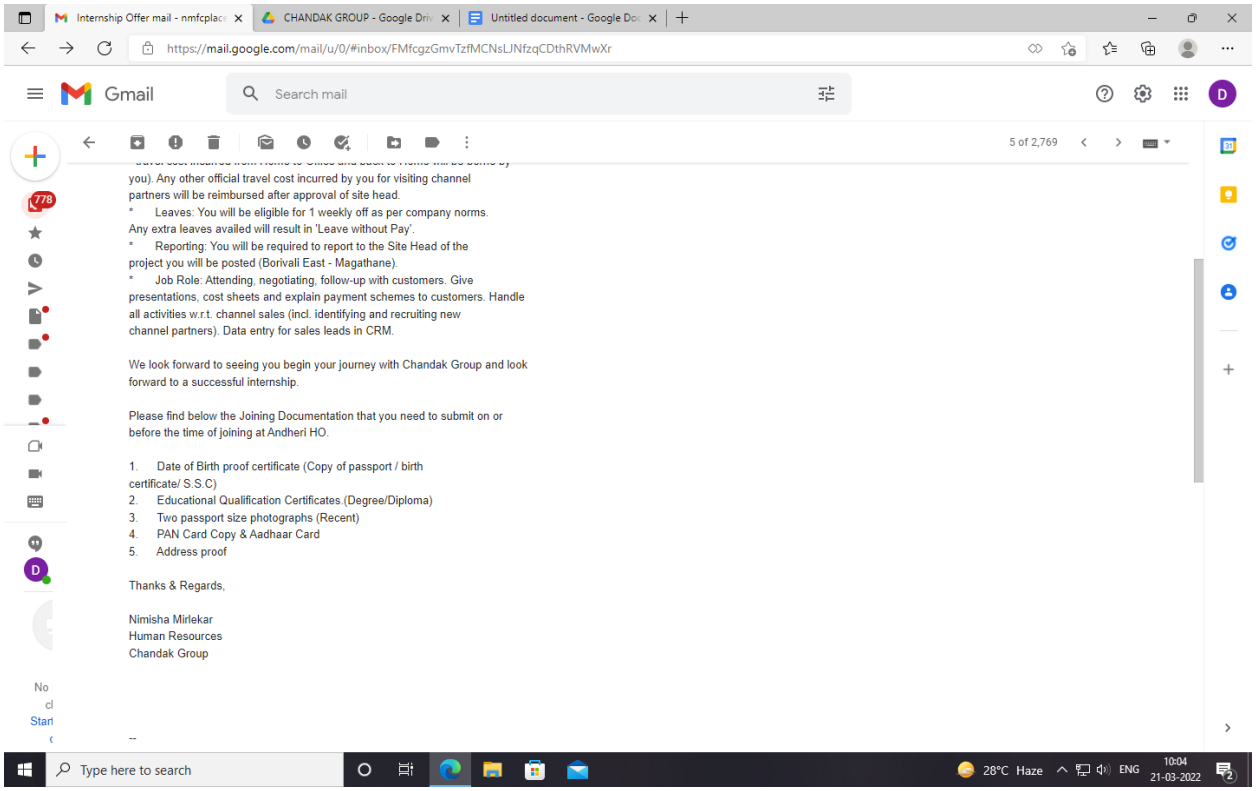
We look forward to seeing you begin your journey with Chandak Group and look forward to a successful internship.

Please find below the Joining Documentation that you need to submit on or before the time of joining at Andheri HO.

1. Date of Birth proof certificate (Copy of passport / birth certificate/ S.S.C)

Type here to search

28°C Haze ENG 10:00 21-03-2022



Internship Offer mail - nmfcplace | CHANDAK GROUP - Google Drive | Untitled document - Google Doc

https://mail.google.com/mail/u/0/#inbox/FMfcgzGmvTzfMCNsLJNfzqCDthRVMwXr

Gmail

Search mail

5 of 2,769

you). Any other official travel cost incurred by you for visiting channel partners will be reimbursed after approval of site head.
* Leaves: You will be eligible for 1 weekly off as per company norms. Any extra leaves availed will result in 'Leave without Pay'.
* Reporting: You will be required to report to the Site Head of the project you will be posted (Borivali East - Magathane).
* Job Role: Attending, negotiating, follow-up with customers. Give presentations, cost sheets and explain payment schemes to customers. Handle all activities w.r.t. channel sales (incl. identifying and recruiting new channel partners). Data entry for sales leads in CRM.

We look forward to seeing you begin your journey with Chandak Group and look forward to a successful internship.

Please find below the Joining Documentation that you need to submit on or before the time of joining at Andheri HO.

1. Date of Birth proof certificate (Copy of passport / birth certificate/ S.S.C)
2. Educational Qualification Certificates (Degree/Diploma)
3. Two passport size photographs (Recent)
4. PAN Card Copy & Aadhaar Card
5. Address proof

Thanks & Regards,

Nimisha Mirlekar
Human Resources
Chandak Group

--

Type here to search

28°C Haze ENG 10:04 21-03-2022

Codezero2pi
A unit of Rapid Innovation

Mr. Akhil Vithoba Tawde **30th July 2021**

Address: - 714/7, Ganesh Krupa Housing Society,
Tanaji Nagar, Kurar Village,
Malad East,
Mumbai-400097

Sub-: Internship Letter

Dear Akhil,

With reference to your application and subsequent discussion/interview, we are pleased to offer you the position of **"Blockchain Intern"**. You are expected to join on **2nd August 2021 i.e., on Monday.**

It will be three months of Internship starting from your date of joining, during which the stipend will be Rs. 12,000/-. After three months we will judge your performance and accordingly will provide feedback & further confirmation for full time job.

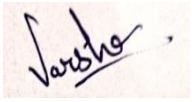
Please bring following documents at the time of joining:

- Mark sheets and Certificates (10th onwards till your last degree)
- Address & Photo ID proof (Adhaar card/ pan card/Passport)
- Passport Size Photos- 2

We are confident that you will be able to make a significant contribution to the success of our Company.

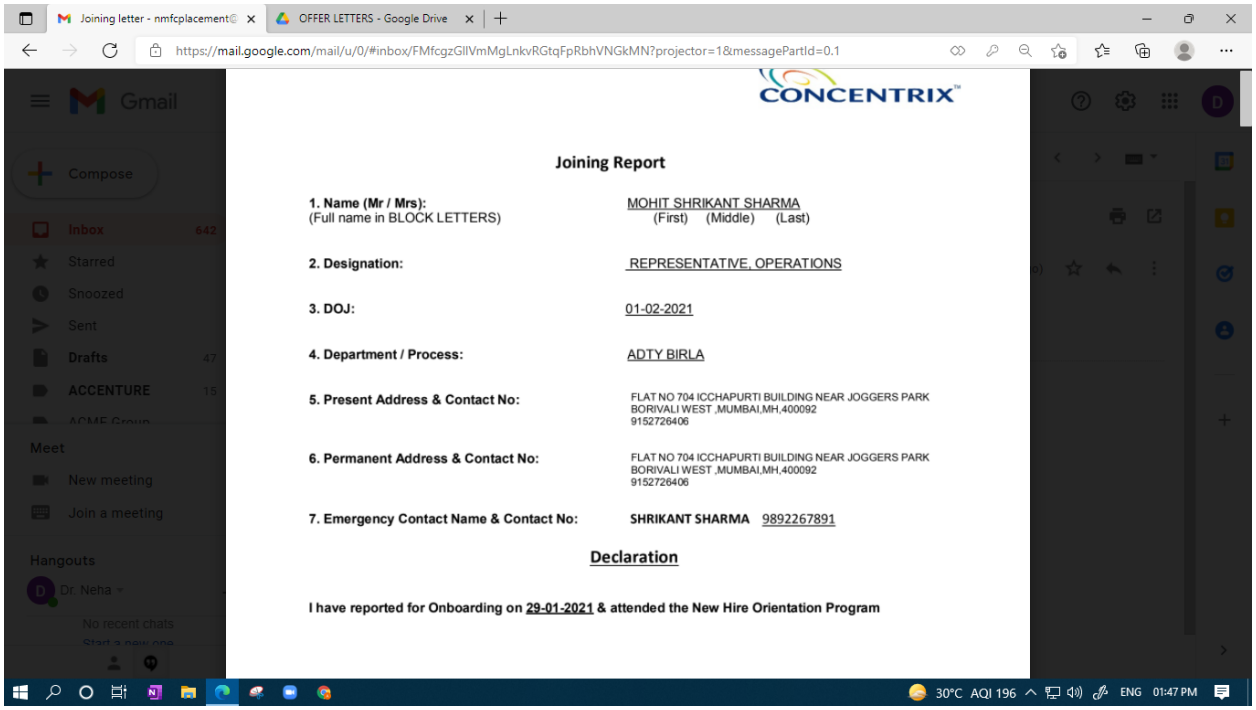
Please sign and share the scanned copy of this letter and return it to the HR Department to indicate your acceptance of this offer.

Sincerely,



Varsha Singh Raghav
HR Department

Accepted By
Akhil



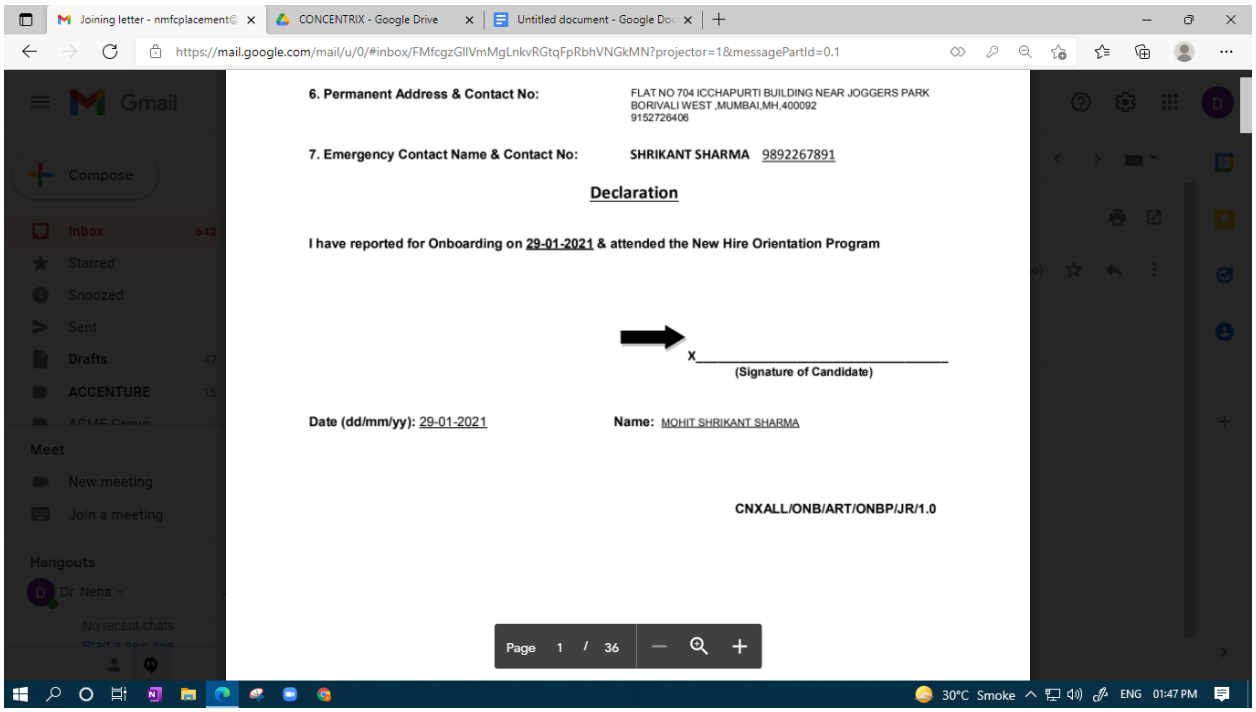
CONCENTRIX

Joining Report

1. Name (Mr / Mrs): (Full name in BLOCK LETTERS)	MOHIT SHRIKANT SHARMA (First) (Middle) (Last)
2. Designation:	REPRESENTATIVE, OPERATIONS
3. DOJ:	01-02-2021
4. Department / Process:	ADTY BIRLA
5. Present Address & Contact No:	FLAT NO 704 ICCHAPURTI BUILDING NEAR JOGGERS PARK BORIVALI WEST ,MUMBAI,MH,400092 9152726406
6. Permanent Address & Contact No:	FLAT NO 704 ICCHAPURTI BUILDING NEAR JOGGERS PARK BORIVALI WEST ,MUMBAI,MH,400092 9152726406
7. Emergency Contact Name & Contact No:	**SHRIKANT SHARMA** 9892267891

Declaration

I have reported for Onboarding on 29-01-2021 & attended the New Hire Orientation Program



6. Permanent Address & Contact No: FLAT NO 704 ICCHAPURTI BUILDING NEAR JOGGERS PARK BORIVALI WEST ,MUMBAI,MH,400092 9152726406

7. Emergency Contact Name & Contact No: **SHRIKANT SHARMA** 9892267891

Declaration

I have reported for Onboarding on 29-01-2021 & attended the New Hire Orientation Program

X_____

(Signature of Candidate)

Date (dd/mm/yy): 29-01-2021 **Name:** MOHIT SHRIKANT SHARMA

CNXALL/ONB/ART/ONBP/JR/1.0

8. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators and assignees. No person shall have a right or cause to cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.

9. Non-Solicitation of Customers, Customer Prospects, and Vendors. You also covenant and agree that during the term of your employment with the Company and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, solicit or attempt to solicit any business from any of the Company's Customers, Customer Prospects, or Vendors with whom you had Material Contact during the last two (2) years of your employment with the Company.

10. Non-Solicitation of Employees. You also covenant and agree that during the term of your employment with the Company and for thirty six (36) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any non-clerical employee of the Company with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment relationship with the Company.

11. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

Employee: Siddhi Manji Patel

Patel

(Signature)
(Date): 9/9/21

Employer: Shalini Thomas - HR (Dynamic Staffing Services Pvt. Ltd.)

Shalini Thomas

(Date)

Witness:

(Signature)
(Date)

DYNAMIC
STAFFING SERVICES PVT. LTD.

ISO 9001 : 2015 Certified Company

Annexure II

EMPLOYEE CONFIDENTIALITY AGREEMENT LETTER

This employee confidentiality agreement is made between **Siddhi Manji Patel** (hereon referred to as the "Employee") and Dynamic Staffing Services Pvt. Ltd (hereon referred to as the "Employer" which term includes the Employer's subsidiaries, sister companies and any of its affiliates including but not limited to Dynamic Fashions Private Limited, eDynamic softech solutions private limited, Dynamac India Private Limited, Brentford Services Pvt. Ltd ,Dynamic Brentford Private Limited, Brentford Construction Private Limited, Dynamic Staffing Services Private Limited).

The Employee agrees to the terms of this agreement:

1. The Employee acknowledges that, in the course of employment by the Employer, the Employee has come into the possession of certain confidential information belonging to the Employer including but not limited to trade secrets, financial data, transactions, government notices, customer lists, supplier lists and prices, pricing schedules, methods, processes, strategies, balance sheets, taxation, legal cases, legal notices, confidential knowledge, strategies, techniques, processes and/or any other information of any type relating to documentation, invoices, service charge, data, flow charts, pricing, customers, the salaries, duties, qualifications, performance levels and terms of compensation of other employees, and/or cost or other financial data concerning any of the foregoing or the Employer and its operations.

2. The Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, use for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information under any circumstances whatsoever.

3. The Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, use for his or her own benefit or the benefit of others, or disclose or divulge to others, any data related to the proprietors, directors, owners and relatives of owners of the Employer.

4. Upon termination of employment, the Employee will return to the Employer, retaining no copies, all documents relating to the Employers business including, but not limited to, reports, manuals, financial data, financial documents, blueprints, correspondence, customer lists, computer programs, excel sheets, print outs e-mail, hand written notes and all other materials and all copies of such materials, obtained by the Employee during employment on e-mail, hand written notes or any other way.

5. Violation of this agreement by the Employee will entitle the Employer to an injunction to prevent such competition or disclosure, and will entitle the Employer to other legal remedies, including attorney's fees and costs.

6. This agreement shall be governed by the laws of India.

7. If any part of this agreement is adjudged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

DYNAMIC
STAFFING SERVICES PVT. LTD.

AS/NZS ISO 9001 : 2015 Certified Company

Salary Structure:

Name: **Ms. Siddhi Manji Patel**

Role: **HR Trainee**

Annual CTC: Rs 1, 80, 120

	Yearly Salary	Monthly Salary
Total Cost to Company	180120	15010
Components of Salary (Per Annum)		
Basic Salary	180120	15010
Total Cost to Company	180120	15010
Salary per month in Hand before Tax Deductions		15010

With Best Wishes,	Accepted by:	Ms. Siddhi Manji Patel
Dynamic Staffing Services Pvt. Ltd,		
Shalini Thomas Shalini Thomas	Location:	Mumbai
Assistant Manager - HR	Date:	09th September 2021

11. **Transfer:** You are liable to be transferred / posted from one work of the company to any other establishment / branches / sister concern of the company now in existence or that may come up in future anywhere in Gurgaon / Dwarka / NCR region. You are also liable to be transferred from one department to another, from one shift to another whether in day or in night. Your refusal to carry out such orders will constitute misconduct;

12. **Bonus:** Bonus is applicable as per Bonus Act.

13. **Gratuity:** Gratuity is applicable as per Gratuity Act.

14. **Age of Retirement:** The age of Retirement or Superannuation shall be on completion of 58 years of age.

15. **Abandonment and Automatic Termination:** Absent for continuous of 10 days (including absence when leave though applied for but not granted) and when overstayed for a period of 10 consecutive days would make you to lose your lien on the services and the same shall automatically come to an end without any notice or intimation. You will be liable to pay one month's salary lieu of notice which shall be deducted from your salary or other dues.

16. If in case one receives 3 warning letters for non-performance or any other issue then he/she will be considered as terminated from the organization without any compensation.

Please return the duplicate copy of this letter, duly signed by you, in token of acceptance of this offer of appointment.
Yours Sincerely

Shalini Thomas

Shalini Thomas

Assistant Manager - HR
Dynamic Staffing Services. Pvt. Ltd.
Website: www.dss-hr.com

You may indicate your acceptance with the offer and with the aforesaid terms by signing and dating the enclosed duplicate original of this letter. This offer and your employment with the Company, should you accept the offer, would commence on **09th September 2021**

AGREED AND ACCEPTED ALL THE TERMS AND CONDITIONS MENTIONED ABOVE.

SIGNATURE

iv. Commission of any act of fraud, embezzlement, or dishonesty with respect to the Company;

v. Unauthorized use or disclosure of confidential information or trade secrets of the Company (or any associate entity of the Company; or

vi. Any other intentional misconduct that materially harms the business affairs of the Company; or

vii. Any other reasons justifying the same in the sole discretion of the Company.

k. You shall be liable/responsible to make good any loss or damages that the Company may suffer on account of your breach of any covenants or other provisions of this Appointment Letter and that Liquidated damages of an amount (in Indian National Rupees) which represent a genuine estimated of damages that were caused to the business of the Company on account of the said breach shall be payable by you to the Company.

4. Your employment may be terminated by the Company at any time with immediate effect, if any act of dishonesty, fraud etc. on your part is detected and/or if the information given by you or representations made by you at the time of interview or in the job application are found to be incorrect. In such cases no compensation will be due or payable by the Company to you.

5. **Termination:** After confirmation, the management reserves the right to terminate this appointment by giving you one month notice or one month gross payment in lieu thereof.

6. A. After completion of probation period and within a year of your employment you will have to give the company a minimum notice period of one month from the date of acceptance of resignation or your will have to compensate the company with one month's salary in lieu of the mandatory notice period. Failure to do so will result in Disciplinary / Legal Action and loss of incentive is due to you.

   B. After completion of one year of your employment you will have to give the company a minimum notice period of one month from the date of acceptance of resignation or your will have to compensate the company with one month's salary in lieu of the mandatory notice period. Failure to do so will result in Disciplinary / Legal Action and loss of incentive is due to you.

7. This Appointment Letter and all the exhibits attached thereto along with the Company's

8. This Appointment Letter and all the exhibits attached thereto along with the Company's rules and regulations regarding employment including the leave policy contain all of the terms of your employment with the Company and supersede any other understanding, oral or written, between you and the Company, which shall have no bearing on the employment.

9. Any additions or modifications to these terms would have to be in writing and signed by authorized signatory.

10. Any disputes under or with respect to this Appointment Letter, Employment Agreement or related to your employment shall be governed by Indian Law and shall be subject to jurisdiction of the courts of Delhi.

d. On your transfer to any other office of the Company, you will observe the rules, regulations and guidelines, including work timings and leave policy as applicable to the office where you have been transferred without any change in Salary.

e. You will devote your best efforts, attention and energies to the Company's business and during employment will not engage in any other business activity, regardless of whether or not such activity is pursued for profit or not. During the period of employment and for two years thereafter, you leave our company, you will not disclose any information related to our business interest and nor you will contact or solicitate any of our group clients or affiliates for any purpose which, directly or indirectly, engage in (or own interest in any entity which engages in) activities in competition affects the company's business.

f. You also will not assist any person, organization or entity in competition with the Company or in preparing to engage in competition with the existing or proposed business of the Company for a period of two years after leaving the company.

g. Your employment in the Company is on a need to know basis and that any information as to the business affairs including without limitation, any information as to the names of the clients/customers, business techniques, and other such information and documents shall be deemed to be confidential. You shall not divulge any such information to any person who does not require to know of the same for the purposes of the business of the Company or to any other person, organisation or entity including any existing or prospecting competitor of the Company.

h. Under no circumstances what so ever, shall you accept any job, business opportunity etc from any company / entity that DSS works with or is associated with.By signing this letter, you agree not to engage in any form of employment or business activities with DSS stakeholders. The Management reserves the right to terminate your employment or/and seek legal action in case an employee is found engaged into the above activities.

i. You shall maintain and keep in your safe custody and strict confidence, documents and other papers as may be issued to you or may come in your possession and shall return the same when required or when your employment with the Company terminates. You accept and acknowledge that all such documents, notes and information are the property of the Company and that any interest you may acquire in them will automatically get assigned to the Company in case of the termination of employment for any reason.

j. You shall at all times maintain proper discipline and dignity of your office and shall deal with all matters with sobriety and any misconduct on your part will lead to disciplinary action including fine and termination from employment. Without prejudice to the generality of the aforegoing you shall abstain from : -

i. Discrimination or sexual harassment or assault to a fellow employee.

ii. Reckless or wilful misconduct in the performance of your duties to the Company;

iii. Absenting yourself without proper intimation and application for leave;

DYNAMIC
STAFFING SERVICES PVT. LTD.

AS/NZS ISO 9001 : 2015 Certified Company

Date: 09/09/2021

To
Ms. Siddhi Manji Patel
109, B-29,Ganamurti CHS,
Gorai-1, BOrivali, West Mumbai 91

Dear Ms. Siddhi

LETTER OF APPOINTMENT

With reference to your application for the post of **HR Trainee** and subsequent interview, we are pleased to advise you that, based on your representations therein, you have been selected for a probationary period of 6 months in Dynamic Staffing Services Pvt. Ltd a company registered under the Companies Act, 1956 with its registered office at Dynamic house, Bagdola ,Sector- 8 B, Dwarka ,New Delhi- 110077 (***Company***) subject to your acceptance of the terms and conditions in this appointment (***Appointment Letter***).

Salary: Your annual salary will be **Rs.1, 80, 120**/- (Rupees One Lakh, Eighty Thousand and one hundred and Twenty Only ***(Cost to Company)***, **Rs. 15,010 /-** (Fifteen Thousand and Ten Only) per month. Any applicable taxes will be deducted from the Cost to Company as per the prevailing rates under the law.
Probation: 6 Months
a. **Notice of termination from DSS during Probation:** DSS can terminate the employment during probation with no warning or notice period.
b. **Resignation by employee during Probation:** You are required to give a 30 Days' notice period or you will have to compensate

1. **Leave:** You shall be entitled to annual leave and public holidays as required by applicable law, subject to Company's policies on leave. You may take a leave only according to such policies.

2. However, the Company in its sole discretion reserves the right to make reasonable changes in the designation and salary patterns from time to time without giving any notice or reasons therefore. This offer and your employment with the Company, should you accept the offer would commence on **9th September 2021** which date you will be expected to join the office and assume your duties as **HR Trainee**

3. **Rules & Regulations:** In addition to the aforesaid you will be bound by the following terms and conditions of your employment with the Company : -

    a. You will observe the Company's rules, regulations and guidelines as may be in force from time to time, including without limitation, the observance of work timings and leave policy of the Company.

    b. Your salary is strictly **confidential**. Disclosure of the same will invite disciplinary action.

    c. You shall obey the orders, directions of the managers and superiors.

years in business | 300,000 promises delivered | 24 countries served
uilding the lives of people

Date:11-11-2021

Sub: Letter of Intent : Offer

Dear **Anushka Ravi Marekant,**

We are pleased to confirm our intention to appoint you in **Empirical F&M Academy Pvt Ltd** as **Operation Executive, on Permanent staffing and** Training your will be hire don the Company Payroll out from **Mumbai** Location.

Your gross annual compensationon Cost-to-180000/-
Company(CTC) basis will be as per our discussion and mutual agreement at the time of your interview. The amount of gross compensation is inclusive of all the amounts payable to you/ incurred on your behalf by the Company, including all current/ future statutory liabilities. The amounts under different payment heads will be liable for (a) appropriate modifications in accordance with the compensation structure implemented at the relevant time; (b)appropriated educations towards tax liabilities, statutory payments and any other deductions to be done at the relevant time. You will be eligible to seek suitable tax exemptions by fulfilling the requisite formalities in accordance with the rules / procedures in force. We have enclosed the indicative salary breakup (ScheduleA) for your reference.

This proposal is on the assumption of veracity of the information provided by you at the time of your selection and accordingly you will be required to submit proof of your qualifications, work experience etc. and fulfill all the joining formalities at the time of assuming your responsibilities. We request you to come fully prepared for the completion of the joining formalities as per checklist provided as an attachment to this letter.

Please note that in case you do not assume your responsibilities and complete all the joining formalities latest by **1-11-21**,this proposal shall stand withdrawn and cancelled without any further notice to you.

Subject to the spirit of the different provisions specified herein, the association envisaged herein can be terminated by the Company, without any notice and without any compensation in lieu of such notice, in any of the following events, namely:

- Any act of dishonesty, fraud, disobedience, insubordination, incivility, intemperance, irregularity in attendance or any other misconduct, orneglect /non-performance /inadequate performance of duties, or incompetence in the discharge of duties on your part;

- Notice period will be decide by the organization at the time of training. ***Post completion of the training mandatory to serve the Notice of 1 month.***

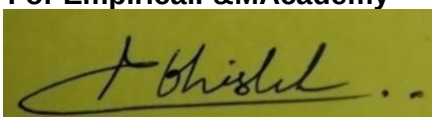
- Any Property provide by the company should not be damage or harm. If any case found or issue related to the Property. Cost will be bearer directly incurred to employee.

- Mis-selling or Wrong information provide to clients or candidates employee has to face all the consciousness

Kindly confirm your concurrence for the above proposal of mutual association by returning the confirmation copy duly signed by you. This proposal will stand withdrawn and cancelled in case we do not receive the confirmation latest by 1-11-2021

Yoursfaithfully,

For EmpiricalF&MAcademy



AbhishekSharma

Empirical F&M Academy
Learn, Grow, Excel

Name of the Candidate: ***Anushka Ravi Marekant***
Function/Department: Operation
Location: Mumbai
Designation: Operation Executive

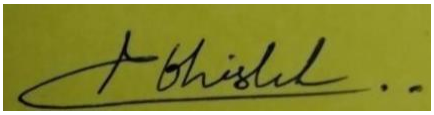
Compensation Package Sheet		
Particulars	**Monthly**	**Annual**
Basic	10900	**130800**
HRA	1500	**18000**
Conveyance Expenses	2600	**31200**
Other Allowance		
Gross	**15000**	**180000**
CTC	**15000**	**180000**
P. Tax	200	2400
Income Tax (As applicable) *	0	0
Net*	**14800**	**177600**

Profile :
Help desk solving all the issues and query and managing all complains via email and calls.
- **Sales with the additional Income of 600 on per sales.**
- **Coordinating with the faculty, Operations and sales team.**
- **Managing records and data of the company via Excel and LMS.**
- **Informing the clients on upcoming class and their enrolment details.**
- **Manage the social media presence of the company.**
- **Training of the system to faculty and new joiners.**

Notes:

1) Compensation structure (including Basic Salary) will be liable for modifications from time to time withmutual consent. The amount of compensation indicated above is all-inclusive / comprehensive remuneration applicable to the employee on Cost-to-Company (CTC) basis. Accordingly, all statutory payments (currentandfuture) will be borne out of the gross compensation amount indicated above.
2) Compensation details are strictly confidential and are notliable for disclosure to any third party.
3) Salary will be credited on 7th of every month.
4) Yearly Bonus and other Company benefit will be received on the basis of Overall Performance

ForEmpiricalF&MAcademy **Signature ofAcceptance**



AbhishekSharma **Anushka Ravi Marekant.**

Date**: 30th MAR 2021**

To,

Mr. Mayur Madhav Laxman

Dear**,**
Mayur Madhav Laxman
This is with reference to your application and the subsequent interviews that we had with you. We are pleased to offer you a position of Consultant.

You have indicated that you are in a position to join us by **01st APR 2021**. Failing to do which this offer stands withdrawn.

The gross compensation we shall offer will be Rs. **12053/-**per month on a cost to company basis asagreed mutually.
Following are the deductions:
TDS: 7.5%-10%
Professional Tax: Rs. 200/-

A formal appointment letter will be issued to you in due course; In the meanwhile this may be treated as a confirmation of our discussion.

At the time of joining you are requested to bring along original & photo copies of the following certificates & testimonials for our records.

1. Proof of age & Identity (PAN Card / Passport / Driving License / Aadhar Card)
2. Proof of address
3. Qualification certificates
4. Work experience letters
5. Last 3 month's salary slips
6. Resignation acceptance copy / Relieving Letter

Kindly sign a copy of this letter as confirmation of having understood and accepted the same

We welcome you to ENFUSE SOLUTIONS PVT. LTD. And look forward to working closely with you.

For Enfuse Solutions Pvt. Ltd.

Authorized Signatory
(Imran Ansari)

Employee Confidentiality Agreement

This Agreement is effective when signed by and between **Enfuse Solutions Private Limited** (hereinafter referred as the "Company"), a private limited company having its registered office at A 1503, Bonaventure Apts, RangnathKeskar Road, Behind Honda Showroom, Dahisar (West), Mumbai 400068 and **Mr. Mayur Madhav Laxman**, (hereinafter referred as the "Employee"), **S/O. Mr. Laxman Waman Madhav**, residing at b-highway view b\4 4th floor room no.27 near kurar police station kurar village malad east mumbai- 400097, collectively referred to as the "Parties".

The Company has employed **Mr. Mayur Madhav Laxman** from DATE OF JOINING (01-04-2021) and this agreement is intended to protect the confidential information disclosed by the Company in the course of employment **to Mr. Mayur Madhav Laxman**. In consideration of the remuneration paid by the Company, thereceipt and adequacy of which is hereby acknowledged, the Employee hereto agrees as follows:

1. **Confidential Information:** The Parties agree that information disclosed orally or in writing or made available by the Company ("Company") to another Party ("Employee"), including, but not limited to, information acquired from employees; trade secrets; strategic plans; invention plans and disclosures; customer information; computer programs; software codes; databases; suppliers; software; distribution channels; marketing studies; intellectual property; information relating to process and products, designs, business plans, business opportunities, marketing plans, finances, research, development, know-how or personnel; confidential information originally received from third parties; information relating to any type of technology, and all other material whether written or oral, tangible or intangible, shall be deemed "Confidential Information". In addition, the existence and terms of this Agreement shall also be treated as Confidential Information. The parties agree that any Confidential Information disclosed prior to the execution of this Agreement during the course of employment was intended to be and shall be subject to the terms and conditions of this Agreement.
2. **Restrictions and Exceptions:** The Employee agrees to maintain the confidentiality of the Confidential Information and to prevent its unauthorized dissemination or use for a period of two (2) years from the date of last disclosure by the Company.
3. **Non-Disclosure**: The Employee expressly agrees that he/she shall not use Confidential Information provided by the Company in the development or delivery or for personal gain from providing of any products or services for his/her own account or for the account of any third party. The Employee shall protect the Confidential Information by using the same degree of care, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as the Employee uses to protect its own Confidential Information. The Employee shall limit its internal disclosure of the Confidential Information to only those employees and agents who have a need to know the information for the limited purpose of executing his/her job responsibility.
4. **Ownership of Confidential Information:** All Confidential Information, and all material items delivered by the Company to the Employee, remains the property of the Company and no license or other rights in the Confidential Information are granted to the Employee by this Agreement or by the act of disclosure.
5. **Return of materials and documents:** Upon the written request of the Company, the Employee shall return to it (or, at the request of the Company, erase or destroy) all materials that contain or embody any Confidential Information of the Company, including but not limited to all computer programs, documentation, financial statement, forms, notes, plans, drawings, customer information and copies thereof. Return or destruction of such material shall not relieve the Employee of its

obligations of confidentiality. Upon the request of the Company, the Employee will certify that it has complied with the provisions of this paragraph.

6. **Non-Circumvention:** The Employee agree to not circumvent the Company and work with business associates, clients, and other third party vendors introduced by the Company. This non-circumvention provision shall expire at the end of two (2) years from the termination of this Agreement.
7. **Non-Solicitation:** For a period of two (2) years after the termination of this Agreement, the Employee agrees that he/she will not solicit for work, or provide service or advice or assist others with the opportunity to do the same, any Client of any the Company.
8. **No Tampering:** While Employee is employed by the Company and for two year following the termination of Employee's employment with the Company, the Employee shall not (a) request, induce or attempt to influence any supplier of goods or services to the Company to curtail or cancel any business they may transact with the Company; (b) request, induce or attempt to influence any customers of the Company that have done business with or potential customers which have been in contact with the Company to curtail or cancel any business they may transact with the Company; or (c) request, induce or attempt to influence any employee of the Company to terminate his or her employment with the Company.
9. **Remedy:** The Employee hereby acknowledge that unauthorized disclosure or use of Confidential Information or a breach of this Agreement is a fraud perpetrated on the Company, which could cause significant and irreparable financial harm. Accordingly, the Employee agree that the Company shall have the right to seek and obtain injunctive relief from breaches of this Agreement in addition to any money damages in excess of Rs.10 lakh per each instance of breach of agreement, other rights and remedies it may have from a court of competent jurisdiction.
10. **Termination:** This Agreement shall survive and remain in effect and expressly terminated in writing and signed by all Parties, or until two (2) years from the date of termination of employment between the Company and the Employee.
11. **General:** This Agreement contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter contained herein. The provisions of this Agreement may be waived, altered, amended or repealed, in whole or in part, only upon the written consent of all parties. The waiver of any party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof. This Agreement constitutes the product of negotiations of the parties hereto and any enforcement hereof will be interpreted in a neutral manner and not more strongly for against any party based upon the source of the draftsmanship of this Agreement. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall continue to be fully effective.

The Employee acknowledges that the Company shall or may in reliance of this agreement provide Employee access to trade secrets, customers and other confidential data and good will. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

Date: 30/03/2021
Place: Mumbai

Employee Name: **Mayur Madhav Laxman** for EnFuse Solutions Pvt Ltd,

Employee Signature:

THE ENTREPRENEURSHIP NETWORK

Internship Offer with The Entrepreneurship Network

Date: 8/15/2021
Employee ID: TEN/GM/2170
Document No.: TEN/OL/13387

Harsh Dani
Nirmala memorial foundation college

Dear **Harsh Dani**,

We are delighted & excited to welcome you to "**The Entrepreneurship Network**" as a **General Management - Associate**, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with "**The Entrepreneurship Network**". The candidate is duly informed that he/she will not be eligible for any fixed stipend over the course of his/her internship. Your joining date is 8/16/2021.

We look forward to you joining with us. The Company Policies manual is attached below, please go through it thoroughly. Please do not hesitate to call us for any information you may need. Also**, please sign the duplicate of this offer as your acceptance and forward the same to us on ten.hr.contact@gmail.com.**

Congratulations!

Swetha Sabu
Chief Human Resource Officer
The Entrepreneurship Network

THE ENTREPRENEURSHIP NETWORK

Company Policy & Procedure Manual

Congratulations & Welcome on board!
Please go through the manual

The Entrepreneurship Network

Contents

Welcome	1
What we do?	2
Our mission, vision & values	3
Your internship	4
Business Environment	5
Code of Conduct Policy	6
IT, Internet, Email & Social Media Policies	8
Recruitment	11
Induction	12
Equal Internship Opportunity (EIO) & Anti Bullying	13
Leave	18
Performance Management	19
Performance Improvement	20
Grievance Complaints	22
Conflict of Interest	23
Intellectual Property & Security	24
The Entrepreneurship Network - Policies & Declaration	26 27

THE ENTREPRENEURSHIP NETWORK

Welcome!

Congratulations on your appointment and welcome to the team at **The Entrepreneurship Network!** We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. **The Entrepreneurship Network is a community based Edu-Tech group whose objective is to provide quality learning and expertise**. You have been hired because we believe you can help us to deliver these high levels of customer satisfaction. We want to ensure that your interactions with other **The Entrepreneurship Network** interns and our customers will reflect the value that **The Entrepreneurship Network** places on bottom up management.

The purpose of this Manual is to introduce you to the **The Entrepreneurship Network**, give you some information about our history, our clients and what we do. You will also find information about your terms and conditions and internship, our expectations around your behavior and our policies and procedures.

This Manual is by no means an exhaustive guide to your internship with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and easily accessed via the contents page. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur.

THE ENTREPRENEURSHIP NETWORK

What we do?

The Entrepreneurship Network (TEN) is a community based EduTech group whose objective is to provide quality learning and to expertise individual's aspirations by providing them an opportunity to master their most desired skill sets in today's market with richly experienced faculty. Their current customer segment, at present, stands at 500+ colleges and 15000+ students, with new institutions coming in all the time. TEN came into existence in the month of March 2020 as an Edutech startup, imparting technical knowledge to budding and hopeful entrepreneurs and slowly moved into consultancy line of services. For more information you can visit us on our **website**.

THE ENTREPRENEURSHIP NETWORK

Our Mission, Vision & Values

Mission Statement:

TEN aims to enrich the country with future entrepreneurs, by providing them the desired skill sets of today's market

Vision Statement:

Our aim is to be:
~ Known for high quality outcomes
~ Known for growth strategies
~ Feel like home, with a "family of invisible friends".

Values:

1. Ethical
2. Respect
3. Flexible
4. Experts
5. Integrity
6. Teamwork

THE ENTREPRENEURSHIP NETWORK

Your Internship

Your internship with The Entrepreneurship Network is essentially governed by The Entrepreneurship Network Policies, in conjunction with this Manual. The following section provides general information regarding your perks, conditions and our expectations of you.

Perks

After successful completion of your internship with TEN, you'll be entitled to receive your requisites (i.e., LOC and LOR) based on the criterion mentioned while joining.

Hours of Work

We have flexible working hours. Your hours of work will depend on business needs and the requirements of the work you are assigned. Your Manager will work with you to establish your standard hours of work and break times.

The Entrepreneurship Network adopts a common-sense approach to managing work hours.

Lateness for work

Any absence or late work due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your supervisor as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf.

Subsequent to this, you must keep your Manager informed of your progress.

It is essential that you are ready to commence work at your normal commencement time as other interns and the business depend upon you and your contribution.

Resignation Policy

Our Resignation policy presents guidelines for handling resignations at our company. Voluntary separations happen occasionally, and we want to ensure that our company appropriately handles them and ensures smooth running workplace.

An intern is obliged to give advance notice before resigning. An intern will have to announce intent to resign to their immediate senior at least a week in advance. It is required to ensure efficiency and smooth operations of our workplace.

Business Environment

Work from Home

All the internships provided are work from home. From ease of your home, you can learn and gain experience with TEN.

The Noise Factor

Try to avoid arguments with co-workers and respect people's busy periods or meeting times. Or if someone is engrossed in something at their work or there are more than two people meeting with someone, it usually means they are busy. Try to talk politely when you are on the call and respect others working with you.

THE ENTREPRENEURSHIP NETWORK

Code of Conduct Policy

Purpose

This policy affirms **TEN's** belief in responsible social and ethical behaviour from all interns. This policy clarifies the standards of behaviour that TEN expects of all interns.

Principles

Our interns/interns contribute to the success of our organisation. TEN fully endorse that all interns are not deprived of their basic human rights.

Furthermore, our interns have an obligation to the Business and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine intern and Client trust.

THE ENTREPRENEURSHIP NETWORK

Code of Conduct Policy

Policy

Our Code of Conduct policy applies to all interns and provides the framework of principles for conducting business, dealing with other interns. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other interns, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to a TEN senior manager, any interest which may constitute a conflict of interest
- Promote the interests of TEN
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your internship with TEN
- Under no circumstances may interns offer or accept money
- Any intern, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

TEN expects cooperation from all interns in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any intern in breach of this policy may be subject to disciplinary action, including termination.

THE ENTREPRENEURSHIP NETWORK

IT, Email and Social Media Policies

Email Use

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an intern's work. However, management has the right to access incoming and outgoing email messages to check if an intern's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect TEN from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of TEN in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
5. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

This policy also applies to all interns, contractors and subcontractors of TEN who:

Have an active profile on a social or business networking site such as LinkedIn, Facebook, Instagram, Twitter and Snapchat;

Write or maintain a personal or business' blog; and/or

Post comments on public and/or private web-based forums or message boards or any other internet sites.

IT, Email and Social Media Policies

Professional Use of Social Media

TEN expects its interns to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all interns/Interns of TEN who contribute to or perform duties such as:

- maintaining a profile page for TEN on any social or business networking site (including, but not limited to, LinkedIn, Facebook, Instagram, Twitter and Snapchat);
- making comments on such networking sites for and on behalf of TEN;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of TEN; and/or
- posting comments for and on behalf of TEN on any public and/or private web-based forums or message boards or other internet sites.

Procedure

No intern/Intern of TEN is to engage in Social Media as a representative or on behalf of TEN unless they first obtainTEN's approval.

If any intern/Intern of TEN is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of TEN.

All intern/Intern of TEN must ensure they do not communicate any:

- Confidential Information relating to TEN or its clients, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of TEN without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to TEN and related bodies, clients or businesses, which is not in the public domain.

IT, Email and Social Media Policies

Private / Personal Use of Social Media

Procedure

TEN acknowledges its intern/Intern have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by TEN. However, inappropriate behaviour on such sites has the potential to cause damage to TEN, as well as its interns, clients, business partners and/or suppliers.

All interns/interns, of TEN must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to TEN or its clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of TEN, or its clients, business partners or suppliers; and/or
- Contains any form of Confidential Information relating to TEN, or its clients, business partners or suppliers.

All interns of TEN must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of internship. Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of TEN's computer network.

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (e.g. Facebook, LinkedIn), video and/or photo sharing websites (e.g.. YouTube, Instagram), business/corporate and personal blogs, micro-blogs (e.g. Twitter), chat rooms and forums and/or Social Media.

Recruitment

Policy

TEN recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

Our Business recruits people via the following methods:

- Internal
- External
- Intern Referred

Procedure

1. Create a simple position description for the job covering key activities, tasks, skills required, expectations, deliverables and safety considerations. When advertising, avoid discriminatory language e.g. young person. Target the requirements of the job e.g. we seek an energetic person.
2. The recruitment process may include some or all of these: an application form, interviews, practical testing, and reference checks. If undertaking an interview ensure there are no possible discriminatory requests for information
3. Give the successful candidate an Offer letter. This includes the nature of employment e.g. permanent, part time, internship, casual. The contract should include a welcome note and start details.
4. Once the candidate has accepted, contact the unsuccessful candidates as a matter of courtesy.

Induction

Policy

TEN will make sure all new interns feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process which this manual forms part of.

Procedure

Complete an induction plan for each new starter with details of:

- introductions
- business overview
- team engagement
- a working safely plan
- policy and procedural requirements, e.g. equal internship opportunity

Equal Employment Opportunity (EEO) & Anti Bullying

Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by The Entrepreneurship Network.

It also applies for all recruitment, selection and promotion decisions.

The objective of The Entrepreneurship Network's Equal Opportunity Policy is to improve business success by:

- attracting and retaining the best possible interns
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

The Entrepreneurship Network is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Equal Employment Opportunity (EEO) & Anti Bullying

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an intern, or group of interns, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

The Entrepreneurship Network provides equal opportunity in internship to people without discrimination based on a personal characteristic.

Any intern found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Interns must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Interns will not be victimised or treated unfairly for raising an issue or making a complaint.

Equal Employment Opportunity (EEO) & Anti Bullying

Reasonable adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

The Entrepreneurship Network will make reasonable adjustments for a person with a disability who:

- applies for a job, is offered internship, or is an intern, and
- requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

Examples of reasonable adjustments can include:

- reviewing and, if necessary, adjusting the performance requirements of the job
- arranging flexibility in work hours (see 'flexible work arrangements')
- approving more regular breaks for people with chronic pain or fatigue

When thinking about reasonable adjustments The Entrepreneurship Network will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.

In some cases The Entrepreneurship Network can discriminate on the basis of disability, if:

- the adjustments needed are not reasonable, or
- the person with the disability could not perform the genuine and reasonable requirements of the job even if the adjustments were made.

Equal Employment Opportunity (EEO) & Anti Bullying

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your supervisor or manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager.

Interns should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene The Entrepreneurship Network EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of The Entrepreneurship Network EEO policies) then the manager should:

- act promptly
- maintain confidentiality
- pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

Equal Employment Opportunity (EEO) & Anti Bullying

Procedure: To investigate a complaint

When a manager investigates a complaint, they should follow this procedure.

1. Do not assume guilt
2. Advise on the potential outcomes of the investigation if the allegations are substantiated
3. Interview all directly concerned, separately
4. Interview witnesses, separately
5. Keep records of interviews and the investigation
6. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
7. Listen carefully and record details
8. Ensure confidentiality, minimise disclosure
9. Decide on appropriate action based on investigation and evidence collected
10. Check to ensure the action meets the needs of the complainant and The Entrepreneurship Network
11. If resolution is not immediately possible, refer the complainant to more senior management. If the resolution needs a more senior manager's authority, refer the complainant to senior manager.
12. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)

Leave

General Leave Policy

Unless specified otherwise, interns referred to in this policy mean permanent full-time or part-time interns.

All interns are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, internship contract or internship law takes precedence.

All planned leave has to be mutually agreed, and take into account workloads and the intern's needs. Leave must be approved in advance, except when the intern can't anticipate the absence. Any documents regarding leave will be kept on the intern's personnel file.

Performance Management

Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, interns can also give management feedback on performance.

All interns will undergo a formal performance review with their immediate managers.

The Entrepreneurship Network

Performance Improvement

Policy

Where warranted The Entrepreneurship Network will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an intern's performance, The Entrepreneurship Network may decide to end an intern's internship. Depending on the circumstances, performance improvement action may include verbal or written warnings, counselling or retraining.

The Entrepreneurship Network requires a minimum standard of conduct and performance which will be made clear to interns in management appraisals. If an intern does not meet this standard, The Entrepreneurship Network will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an intern deliberately breaches business policy or procedure, or engages in misconduct, The Entrepreneurship Network may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an intern.

Each intern must understand their responsibilities, be counselled and given the opportunity to reach the standards expected of them. The Entrepreneurship Network will give an intern the opportunity to defend themselves before management takes further action.

Note: If interns have a disability that requires reasonable adjustments to be made to the job to allow you to work safely and productively, they should raise this with their manager. The Entrepreneurship Network will only refuse such requests on reasonable business grounds.

THE ENTREPRENEURSHIP NETWORK

Performance Improvement

Procedure

1. The Entrepreneurship Network will advise the intern of any shortfall in their performance, and give them an opportunity to respond.

2. Once they respond, the manager will consider their response and decide if performance improvement action should be taken. The Entrepreneurship Network will provide support such as training where appropriate.

3. If the intern is given a verbal warning, the manager should make a note of it, date it and sign it.

4. The manager will advise the intern in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct policy or procedure.

5. The manager will allow the intern to respond before making a decision and consider the intern's responses. The intern may have a support person present at such meetings.

6. The manager will decide if more action is needed.

7. If a written warning is to follow, the manager is to:

- document it and give the intern a copy
- give the intern the opportunity (and their support person the opportunity) to sign the warning
- keep a copy on file

8. The warning must clearly define:

- the deficiency
- a clear explanation of the expected standard
- by when the intern needs to achieve it
- how the business will help the intern achieve the improvement required
- consequences of failing to improve

9. The manager concerned will keep a record of all meetings, training and/or coaching given and a summary of discussions, and put a copy on the intern's personnel file. This should include date and time of discussion.

10. They will continue to support the intern and note the support they give, for example, training or counselling.

11. If the intern's performance or conduct doesn't improve, the manager will give the intern a final written warning and follow steps 4–10 above. This document needs to warn the intern in clear terms The Entrepreneurship Network will terminate their internship if there is not enough improvement, and a sustained improvement in, their performance.

Note: some circumstances justify going straight to a second or final warning.

Gross or Serious Misconduct

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

Procedure

1. The manager is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The manager should ask the intern for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall give genuine consideration to the intern's response and circumstances.
3. If still appropriate, following a thorough investigation, the manager can terminate/dismiss the intern.
4. The manager should keep a file of all evidence collected and action taken in these circumstances.
5. The Entrepreneurship Network will send the intern a letter of termination noting brief details.

Grievance Complaints

Policy

The Entrepreneurship Network supports the right of every intern to lodge a grievance with their manager if they believe a decision, behaviour or action affecting their internship is unfair. An intern may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, The Entrepreneurship Network will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the intern lodging the grievance.

Procedure

1. The intern should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
2. To start the formal grievance the complainants must fully describe their grievance in writing, with dates wherever possible and how they have already tried to settle the grievance.
3. The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the intern.

Conflict of Interest

Policy

Conflict of interest arises whenever the personal, professional or business interests of an intern are potentially at odds with the best interests of The Entrepreneurship Network.

All interns are required to act in good faith towards The Entrepreneurship Network. Interns need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of The Entrepreneurship Network.

As individuals, interns may have private interests that from time to time conflict, or appear to conflict, with their internship with The Entrepreneurship Network. Interns should aim to avoid being put in a situation where there may be a conflict between the interests of The Entrepreneurship Network and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of The Entrepreneurship Network will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of The Entrepreneurship Network.

It is impossible to define all potential areas of conflict of interest. If an intern is in doubt if a conflict exists, they should raise the matter with their manager.

Conflict of Interest

Procedure

Interns must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by The Entrepreneurship Network to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during internship by The Entrepreneurship Network to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an intern declares such an interest, The Entrepreneurship Network will review the potential areas of conflict with the intern and mutually agree on practical arrangements to resolve the situation.

Interns must disclose any other internship that might cause a conflict of interest with The Entrepreneurship Network to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at The Entrepreneurship Network. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with The Entrepreneurship Network, in a timely manner, may result in performance improvement proceedings including dismissal.

Intellectual Property & Security

All intellectual property developed by interns during their internship with The Entrepreneurship Network, including discoveries or inventions made in the performance of their duties related in any way to the business of The Entrepreneurship Network, will remain the property of The Entrepreneurship Network.

Interns may be given access to confidential information, data, or any other business related information in the performance of their duties. This must be protected and used only in the interests of The Entrepreneurship Network.

Interns must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of The Entrepreneurship Network; or
- authorise or be involved in the improper use or disclosure of confidential information;
- during or after their internship without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to The Entrepreneurship Network and related bodies, clients or businesses, which is not in the public domain.

Interns must act in good faith towards The Entrepreneurship Network and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and The Entrepreneurship Network may also pursue monetary damages or other remedies.

THE ENTREPRENEURSHIP NETWORK

The Entrepreneurship Network

Policies & Declaration

You must read all the policies contained in this document and listed below. Company policies are a part of your internship contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an intern of The Entrepreneurship Network.

Please read each of the policies listed below a to be aware of the rules and responsibilities you have whilst employed by The Entrepreneurship Network.

1. Code of Conduct Policy
2. IT, Email and Internet Policy
3. Recruitment and Selection Policy
4. Induction Policy
5. EEO and Anti-Bullying Policy
6. Performance Management Policy
7. Performance Improvement Policy
8. Gross and Serious Misconduct Policy
9. Grievance and Complaint Policy
10. Conflict of interest Policy
11. Intellectual Property and Security Policy

Intern Declaration:

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

Intern Name:

Intern Signature:

Date:

Epicenter Technologies Private Limited
Salasar Business Park, Off 150 Ft
Flyover, Opp. Maxus Mall, Bhyander (W)

PaySlip :	543	**Payslip for the month : November 2021**			**Branch :**	Bhayander	
Emp Code :	53886	**Name :**	Mr. Ridge Michael Thomas Horne				
Grade :	International				**Designation :**	Customer Relationship Associate	
		UAN No. :			**Division :**	International	
Joining Dt. :	09-11-2021	**Emp PAN No. :**	AZOPH4248N				
		PF No. :					
Days Paid :	21.00	**Days Present :**	21.00	**W.Off/Pd.Off :**	0.00 / 0.00	**LWP/Absent :**	1.00 / 0.00

Earnings & Reimbursements ...		**Deductions & Recoveries ...**	
Basic	10535.00	E.S.I.C	85.00
CCA	8.00	P.Tax	200.00
Stat Bonus	730.00		
Total Earnings	11273.00	Total Deductions	285.00
		Net Pay	**10988.00**

Bank Name: CHQ Bank A/c No.: 0

OFFER LETTER

Hi Aakanksha Mestry,

Greetings from Team Analysed.

We are glad that you have joined our team "Analysed" which is part of parent company **Variant Labs**. You are officially part of our team and we will work together to build Projects associated with Variant labs.

We request you to not share any details about our projects or source code of the project with any individual or organization under any circumstances. If you do so, we will take legal action against you.

Your current role in our team is to work as **Machine learning intern** irrespective of task. We also want **4-5 hours** of your time exclusively dedicated to our organization in a day for the period of **3 months** starting from **21th October, 2021** so that we can complete the project on time. The notice period for this internship is 20 days.

You will be also provided internship certificate, endorsements and any other documents which will help you out positively in your career.

Terms and conditions:

1. If you share any sensitive information about the project, you will be liable for legal action.
2. You should follow all the instructions given to you by CEO/CTO accurately.
3. If any loss occurred because of you to the project, you will be liable to pay the team analysed accordingly.
4. If you face any Problem from users or other team members you need to report it to CEO or CTO as soon as possible and it will be taken care by them.
5. Entire code developed by you with our guidance will be long to team analysed and there is no right to claim code/use the same code anywhere else.

Regards
Vivek Vadrevu
Founder and CEO
Team Analysed.

Edit with WPS Office

101/2, Rimsan Industrial Est, Mindspace, Chincholi, Malad West, Mumbai - 400 064.

Tel: +91-22-6131-8400 / 8310 **E-mail**: sameer@equations.in **Web**: www.equations.in

Mumbai . Pune

Equations Placements

Grooming Business Solution Providers

DATE: 07th August 2021

LETTER OF INTENT

Dear Gaurav Pandey,

We are pleased to inform you that you have been selected as a Recruter with EQUATIONS PLACEMENTS on the basis of discussion and understanding. We are pleased to offer you this position with a salary of Rs. 15,000/- in hand plus attendance Incentives. We expect you to join us on 09th August 2021.

All above are as per company policies and proceedings and are subject to change.

We take this opportunity to welcome you to EQUATIONS PLACEMENTS and hope you find your association with the company both enjoyable and rewarding.

Your Sincerely,

I accept the terms and Conditions of this letter.

EQUATIONS PLACEMENTS

Name: Atin Mahajan

https://feynnlabs.com/

Phone: (+91) 9085280728
support-vectors@feynnlabs.com
IPCEB building, Boragaon
Guwahati, Assam -781011

Dear **Aakanksha Mestry**,

Subject: Appointment in the position of **Machine Learning Intern**.

Feynn Labs Services is the B2B unit of Feynn Labs where we provide Artificial Intelligence integrated services like Market Analysis and Segmentation, Product Segmentation to Businesses, develop AI Products/Services, implement Deep Tech under our Smart Regions Initiative etc.

Feynn Labs is primarily an **Artificial Intelligence Company** currently focusing on AI integration in Small and Medium Businesses and ensuring providence of a high quality education in AI/Machine Learning.

Our primary mission is to build premier chain of institutes in India where students will experiment with and apply what they learn hand in hand.

This vision is implemented with our "**Project based Top-Down Learning**" approach, focusing on some of the frontier technologies like Artificial Intelligence(AI), IoT, Augmented Reality(AR), Block chain, Quantum Computing etc.

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment as an executive under an Internship opportunity expanding over **3 months** for the above-said position in Feynn Labs Services subject to the following terms and conditions.

You will be solely **working from home (online),**
Under the guidance of a Project Co-ordinator assigned by the company.

The Internship will commence from 22th November, 2021.

https://feynnlabs.com/

Phone: (+91) 9085280728
support-vectors@feynnlabs.com
IPCEB building, Boragaon
Guwahati, Assam -781011

Your job role would entail these tasks and operations:

Summary of role:

As an intern, you will be responsible for the planning, organizing, and directing as well as managing and a thorough evaluation on a daily basis of the tasks within the organization/company.

You will be assigned to one or more of the following projects:

AI in Education:
Product/Service: Machine Learning Classroom Courses, AI Developer Course
Projects Under Development: Smart Schools, FeynnAI: Learning Assistant, Adaptive Question System, Segmentation of Foundational Knowledge Blocks.

AI in Economy:
Product/Service: Predictive Market Analysis, Market Analysis and Segmentation.
Projects Under Development: Product Segmentation, Micro-Macro Economic Forecasting, Consumer Spending Behaviour Prediction System.

AI in Innovation:
Projects Under Development: Feynn Labs AI Incubator.

In addition, you will be given **exposure** through the management and technical tasks to help you upskill yourself and build your resume.

A **Certificate** will be provided to the intern by Feynn Labs upon the successful completion of the internship.

A **Letter of Recommendation** is also provided by the Head of Operations on excellence in performance.

https://feynnlabs.com/

Phone: (+91) 9085280728
support-vectors@feynnlabs.com
IPCEB building, Boragaon
Guwahati, Assam -781011

The company shall not provide any stipend at the end of the aforementioned Internship period. We do, however, provide Project Payouts to Interns depending on the quality of Projects they present.

Project Payouts: Projects Payouts are an alternate form of PAYMENT we provide to our Interns depending on the quality of Projects they produce during the period of their Internship. AI Product/Service Prototypes and Market Segmentation Reports are merchantable items i.e. you can sell them to Corporates, Startups, Businesses etc.

The good reports & prototypes will undergo adjustments, development and validations from our experts then showcased for sale to Corporates, Businesses, Startups etc. In the event, the prototypes (ideated by Interns and developed by Feynn Labs) are purchased from Feynn Labs Services in future, the Interns will be provided payments given in the pay structure.

Pay Structure:

Revenue achieved	**Incentives**
ML Intern (Segment B)	**Stipend:** NIL
Project Payouts **(*T&C applies – Performance Based)**	1. **AI Product/Service Prototype Reports** Rs. 10,000/- (50% of total sale amount of Prototype Reports Rs. 20,000) 2. **Market Segmentation Reports (team)** Rs. 10,000/- (50% of total sale amount of Prototype Reports Rs. 20,000)

https://feynnlabs.com/

Phone: (+91) 9085280728
support-vectors@feynnlabs.com
IPCEB building, Boragaon
Guwahati, Assam -781011

Terms and Conditions

Project Payout: Prototype Reports with the most potential in terms of business feasibility and viability will be chosen for Project Payout.

Dos and Don'ts -

- Kindly use the official marketing material provided by the company (if necessary).
  - Do not commit to marketing any posters or content that is not approved by the company authority.
- This offer letter is confidential and should not be posted on social media and LinkedIn.
- Collaboration with third party platforms is restricted
- Social media pages on the name of “Feynn Labs” or related pages should not be created by the intern.
  - The official Social Media pages of the company only have to be promoted, if and when necessary.

Non-Disclosure Agreement -

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company (including ,but not limited to “source code”, “graphic assets”, “source repositories”, “practical documentation” ,”development binaries”, “Company internet accounts” etc.). By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential, and should not be used for Intern’s own
purposes or disclosed to anyone outside the company, unless authorized by the in writing by the company. In addition, the intern agrees that, upon termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all of its property, equipment and documents, including but not limited to electronically stored information. The Intern agrees to hereby indefinitely assign ownership of any intellectual property right and copyrights to the company for any and all work that is done as a part of the internship program with the company.

https://feynnlabs.com/

Phone: (+91) 9085280728
support-vectors@feynnlabs.com
IPCEB building, Boragaon
Guwahati, Assam -781011

Non-Compete Agreement -

The Intern undertakes, agrees and covenants with the Company that for a period of 1 month from the termination/ expiry of this internship, as the case may be ("Non-Compete Period"), the Intern shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology.

We hope you have a great learning experience with us and grow in the process of this role. Hearty congratulations and a warm welcome to the Feynn Labs community.

Yours sincerely,

Sanjay Basumatary
Director, Feynn Labs.
UDYAM-AS-19-0000179
GSTIN: 18CDDPB8175P1ZZ

FINCOADVISORS.COM
Enhance your credit strength

To,
Parul Bhagatsingh Malhotra
Flat No.201, C/12, Sector No.4
Shanti Nagar, Mira Road (East),
Thane - 401107

Sub: Offer Letter

With reference to your interview with us on 16th January 2021, we are pleased to offer you the position of **Operation Executive** in our firm **M/s Finco Advisors** based at **Kandivali East, Mumbai** w.e.f. **18th January 2021** with following terms and conditions:

1. Your probation period will be for two months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

2. Your take home salary will be Rs. 1,20,000 per annum (Rs. 10,000 per month).

3. You are not entitled to any leaves with pay during the probation period.

4. You are required to submit the following documents to the firm at the time of your joining as per company's HR policy;
   a) Signed Copy of this offer letter indication your acceptance to this offer
   b) Copy of address proof
   c) Copy of identity proof
   d) Copy of Graduation/Post Graduation Passing Certificate
   e) 1 passport size colour photograph
   f) Copy of cancelled cheque
   g) Last relieving letter and/or experience letter of your previous organization (if applicable)
   h) Last salary slip and/or salary certificate of your previous organization (if applicable)

5. You are required to abide by the rules, policy of the company and maintain utmost privacy and confidentiality of company's data and information.

At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will be receiving a formal letter of appointment with the terms and conditions of appointment for permanent employment.

Sincerely,
For M/s Finco Advisors

Partner
Date: 16.01.2021

I, _____ have read, understood & accept the probationary policy.

_____
(Signature & Date)

A: **Frontier India Technology**
No 22, 4th Floor, MK Joshi Building, Devi Chowk, Shastri Nagar, Dombivli West, Maharashtra, India.
Pin: 421202
frontierindia.com

E: editor@frontierindia.com

T: +91-9702062111

TO
Whomsoever Concerned

DATE
September 28, 2021

Dear Sir/Madam,

Vaibhay Agrawal, 3rd year - BAMMC (Bachelor of Arts in Multimedia and Mass Communications), at Nirmala Memorial Foundation College of Commerce and Science, Kandivali has been accepted for internship for 3 months from 28 September 2021.

I wish him luck.

Regards

Joseph P Chacko

Publisher

Thank you

29th July 2021

Naiti Patel

Offer of Internship with IGP.com

Dear Naiti**,**

On behalf of IGP.Com, I am pleased to extend to you this one-month Internship offer in our Logistics department. If you accept this offer, you will begin your internship with the Company on 29th July 2021 at the Mumbai Office.

Your all-inclusive stipend will be INR 10,000 (Rupees Ten Thousand Only)

During your internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you would keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. I hope that your association with the Company will be successful and rewarding.

Please indicate your acceptance of this offer by signing below.

Santosh Johny
Admin Head

Naiti Patel

022 - 4343 3333

support@igp.com

A - 006, Wing A, Lower Ground Floor, Boomerang,
Chandivali Farm Road, Andheri (E), Mumbai - 72

CIN - U74899DL2001PTC110316

Kreative Digitals

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

Brijesh Chauhan

has completed his role of Website Development Intern at Kreative Digitals
from 1st August '21 to 1st October '21.
We found him sincere, hardworking, and result-oriented. We take this opportunity to thank him and wish him all the best for future endevours

KARAN GOYAL
FOUNDER

KVB Staffing Solutions Private Limited
No. 10, 12th Cross, 4th Main Road, SR Nagar, Bangalore,
Karnataka, India - 560027

Date:-15-Dec-2021

Offer Letter

EMP ID: - KVB36003
Name:- Ayush Dubey
Address: - Sant Kabir Chawl, Akurli Road, Hanuman Nagar, Kandiwali East, Mumbai, Maharashtra

Dear Ayush Dubey,

With reference to your application and subsequent interviews held with us, we have pleasure in appointing you as **' Picker '** with effect from "**15-Dec-2021"** at our organization on the following terms and conditions.

1. Your assignment will be on contract basis for the period of 11 Months from the date of your joining duty and it can be automatically extendable at the sole discretion of **KVB Staffing Solutions Private Limited.**
2. On behalf of **KVB Staffing Solutions Private Limited.**, Initially you will be deputed at our Client located in, " **Mumbai"** on temporary basis. However, we reserve the right to transfer you to any of our Clients' place or its Subsidiaries or Associates having their office premises anywhere within India depending on the requirements.
3. You are expected to maintain high standard of discipline and comply with all the safety rules/regulations of the client.
4. During the period of contract you will be paid monthly Gross Salary of **Rs. 15650.00 /-**
5. You will be entitled for statutory payments / deductions like Bonus, PF, ESIC, PT, LWF, IT as per rules, governed by state or government bodies of state/country.
6. You shall be responsible for the care and safe custody of property, goods and stores issued to you for carrying out the work entrusted to you.
7. You will be provided with ID cards (free of cost) which shall be returned once you resign from the services of **KVB Staffing Solutions Private Limited.**
8. This appointment does not confer upon you any right for regular employment or any other benefits from our client Company.
9. The employee will enter into service agreement with the company as per company policy. In the event of demonstrably gross misconduct, the company can terminate your services any time without any prior notice.
10. The Contract Shall be terminable by either party giving **30 days' notice** in writing or Salary in lieu of notice, to the other Party.

If the above terms and conditions are acceptable to you please sign the copy for our records.

For **KVB Staffing Solutions Private Limited**

KVB STAFFING SOLUTIONS PVT LTD

AUTHORISED SIGNATORY

KVB Staffing Solutions Private Limited
No. 10, 12th Cross, 4th Main Road, SR Nagar, Bangalore,
Karnataka, India - 560027

Dear Ayush Dubey,
EMP ID:- KVB36003

Salary Structure

Salary Head	Amount Per Month
Basic	11113
HRA	3611
Special Allowance	0
Bonus	926
Gross Salary	15650
Reimbursement	0
Deduction	
Employee PF	1334
Employee ESIC	118
P.Tax	200
NTH	13998
Employer PF	1445
Employer ESIC	509
CTC	17604

KVB Staffing Solutions Private Limited

AUTHORISED SIGNATORY

Declaration by the Employee

By signing this letter, I hereby accept the offer and the terms and conditions mentioned in the aforesaid letter.

Signature of the Employee with Date

Dear Jash Khinversa,

Congratulations and Welcome aboard Onsitego.

With the information gathered from the documents shared with us;

It would be our pleasure to designate you as **an Intern Salary** of **Rs. 12,000 /- per month** , joining us no later than **Wednesday, December 1, 2021.**

You are requested to carry the below mentioned documents for validation at earliest.

Education Qualification Certificates.

Aadhar Card

Pan Card

Address Proof

Soft copy passport sized photo

Bank details and cancelled cheque of the same account for payments

In case of any doubt please feel free to call.

Kindly acknowledge the receipt of the offer.

Warm Regards,
Moni Singh
Talent Acquisition Specialist
Onsite Electro Services Pvt. Ltd.
G3/A, Ground Floor, Skyline Icon,
86/92, Andheri Kurla Road,
Marol
Andheri (E), Mumbai - 400 069 | INDIA
Mobile: +91 7304467188 | www.onsitego.com |

Date 19/08/2021

Subject:- CONTRACT FOR FIXED TE RM APPOINTMENT

Dear.
Miss.Maitri
Parekh

We are pleased to appoint you as Promoter with NXTSEARCH. For a fixed term starting from 19/08/2021 on the following:

TERMS AND CONDITION

1. During your employment with us, you would be deputed to our client- **Dlecta Foods Pvt Ltd,** assignment. You will be based at **Metro Mumbai .**
2. You will be on permanent Secondment to our client assignment.
3. In the day to day functioning or carrying out all the responsibilities, you will receive instruction from Client Company i.e. **Dlecta Foods Private Limited** officials and you are liable to adhere to the same.
4. You shall also abide to undergo any training that may be offered to you by the client during the tenure of this contract.
5. **NXTSEARCH**. Shall be free to end your services towards the organization any time even before the above-referred period being over by giving 15 days' notice or gross salary in Lieu thereof similarly, you shall be free to end this service any time by giving 15 days advance notice or Gross Salary in Lieu of the same to NXTSEARCH.
6. The fixed term employment shall not create any right of any nature whatsoever for future employment or otherwise in your favor. You shall at no point of time make or assert for damage, loss or compensation of any sort against **Dlecta Foods Private Limited** By accepting this offer, you confirm that no past dues are pending with NXTSEARCH.
7. You shall bind yourself to follow the rules regulations and direction of the company issued from time to time and presently in force.
8. In case, you change your residential address or mobile no. / telephone no. , the same should be intimated to the company immed ately for your own interest.
9. You are liable to be shifted from one job or department or shift or city to another branch or client as per the company requirement.
10. You will be follow the attendanc system whichever introduced by company.
11. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
12. You will be required to undertake travel on company work as and when required for which you will be reimbursed travel expenses as per the company policy applicable for your level.
13. You will be required to engage yourself exclusively in the work assigned by NXTSEARCH and shall not take up any independent or individual assignment (Whether the same is part time or full time, in an honorary capacity or otherwise) directly or indirectly.
14. You will be covered by leave, Holidays and working hours as per the company policy, Company offers 10 days paid leaves per six month.
15. You also will have an access to the information about the NXTSEARCH and our clients on paper and soft copies or in any other form. You will be required to comply with the confidentiality policy of the company. Therefore, you shall not divulge or disclose any such confidential information outside NXTSEARCH. Under any circumstance during the course of your employment. This clausse would remain applicable during your employment and for a period of one year from the cessation of your employment with NXTSEARCH. **ESIC NO**: **UNA NO.**

16. In the event of Breach of the confidentiality by you, you undertake to indemnify NXTSEARCH andthe **Dlecta Foods Private Limited**, for any loss or damage caused as a result of such breach.
17. You shall be responsible for prot cting any property of the **Dlecta Foods Private Limited** entrustedto you during the discharge of your duties and you shall keep NXTSEARCH., indemnified a**g**ainst any claim whatsoever against loss of any kind of the said property. You shall also return to the **Dlecta Foods Private Limited.** all such property as entrusted to you on termination of your contract.
18. If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from the services without notice.
19. You will be appointed for a period of six months from the effective date of deputation (commencement of work). After six months of Service Company will be review your perf**o**rmance. Based on performance review result company will take further decision. If the performance is not satisfied then company will terminate from the service.
20. In the event you are Absent from duty without information or permission of leave or you overstay your sanctioned leave, will entail loss of your lien on the job and your services shall automatically come to an end without in notice or presume that you have abounded the employment of your own accord and you shall be liable to pay the Company one 15 days salary in lieu of notice for abandoning the service in such a manner.
21. Company have all the rights to terminate this agreement any time without compensation for following reason
    a) Absent for 3 days without intimation or your absence for continuous period of 3 days including absence when leave though applied for but after expiry of leave.
    b) If at any time you shall, by your conduct, render yourself incompetent to perform your duties, or if you are found to be dishonest, disobedient, intemperate, irregular in attendance, breach of any of the terms of the agreement.
    c) If you are convicted by any Court of Law or detained by the police for any offence involving moral turpitude
22. You would not accept an offer of employment, directly or indirectly, from any clients of NXTSEARCH., with whom you have interacted during the course of you work or form any company/ brand in direct compet tion to the client/project that you have been working for at NXTSEARCH., This would be for a period of six months after leaving the organization, unless agreed upon in writing by the company.
23. Monthly sales target will be shared by the Company Officials (ASM/GM) to the candidate and they need to achieve the same.
    a) Monthly salary will be paid based on % of monthly sales target achieved by you. If the sales target achieved less than 50% then will be paid a total sum of Rs.3500 inclusive of all their expenses and dues for the month and you will be relieved of his services for the month effective immediately. If you resigns from the job in the middle of the month, the amount will be calculated pro-rata. For example, you leaves the organization on 15th and target achievement is less than 50%, the payment will be 50% of Rs. 3500.
    b) If the sales target achieved between 51%-100% then salary will be calculated based on % of achieved sales target. So for 90% achievement, the candidate will be eligible for 90% salary & expenses.
    c) For more than 100% target achievement, the candidates' will be eligible for bonuses. The calculation will be based on the net sales realized by the company (Net Sales = Gross Sales – Sales Returns due to expiries or damages). This will be done post 6 months of joining. The bonus rate will be decided by the Company. Bonus will be paid by Company which will be disbursed half yearly (stock return, unrealized sales etc. will be deducted from sales figures).

24. All legal matters are subject to the jurisdiction of Mumbai only.

25. Your appointment letter is completely contractual. And in case of any dispute, difference, tthe matter will be settled before an Arbitrator and the jurisdiction of court case, if any, will be in Mumbai only.

In token of acceptance of the above terms, please return the duplicate copy of the letter dulsigned by you.

For NXTSEARCH

I agree to the terms and condition stated above and accepts the appointment.

Signature Date:

Name Place

Salary Annexure:

Offered salary	13000 (TH)
HEADS	**Amt per month**
Basic	8828.00
HRA	496.00
Conveyence	3952.00
Other Allowance	1092.00
Gross Salary : (A)	**14368.00**
Other Employer Cost	
PF Employer Contribution as per Selling of 15000/-	1059.36
PF Admn. Charges	88.28
ESIC Contribution @ 3.25%	466.96
Sub Total : (B)	**1614.06**
Cost to Company : (A) + (B)	**15982.06**
Less Deductions :	
PF Employee Contribution	1059.36
ESIC Contribution @ 0.75%	107.76
Professional Tax (as per state Norms)	200.00
Sub Total : (C)	**1367.12**
Take Home : (A) – (C)	**13000.88**

Shivam Apt. 1st Floor, Chendani Koliwada, Thane (E). | Mob.: 9869735789
Email: amit@nxtsearch.com | Web: www.nxtsearch.com

Internship Offer with I PRIME SKILL

Date: - Dec 16th, 2021

Aakanksha Mestry
Nirmala Memorial Foundation College of Commerce & Science
Phone: +91 9967484621

Dear **Aakanksha**,

I am delighted & excited to welcome you to I Prime Skill as an Machine Learning Intern. At I PRIME SKILL, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with I PRIME SKILL.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Vinay Pathak
C.I.O, I Prime Skill

Annexure A

You shall be governed by the following terms and condition of service during your internship with I PRIME SKILL, and those may be amended from time to time.

1. You are being hired as a Machine Learning **Intern** and Mr. Pratik would be your Reporting Manager and Mentor during the internship. As a Machine Learning Intern you would be responsible for I Prime Skill Machine Learning Course Work Design projects.

2. Your date of joining is 27th May and the duration of the internship would be 2 Months. During this time you are expected to devote your time and efforts solely to I PRIME SKILL work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. You will be working from home for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.

4. All the work that you will produce at or in relation to I PRIME SKILL will be the intellectual property of I PRIME SKILL. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.

5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. I PRIME SKILL operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all I PRIME SKILL work/data stored on your Personal Computer to your mentor and delete the same from your machine.

6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. I PRIME SKILL is an Automotive Industry and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are core of what I PRIME SKILL stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

12. You will be provided 3,000/- INR per month as stipend. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:
Signature:

Place:
Name:

OFFER LETTER

DATE: 04/09/2021

Dear, Ghanshyam Sukanraj Parihar
(BMS)

We are pleased to welcome you to PTE UNIVERSE as a Social media marketing Intern. **At PTE UNIVERSE, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience.**

We look forward to you joining us. Please do not hesitate to contact us for any information you may need. Also, please sign the duplicate of this offer as your acceptance & forward the same to us.

Congratulations!

ADITI SINGLA
(MD OF PTE UNIVERSE)
+91 8708695575

pte_universe
PTE universe
PTE UNIVERSE
PTE UNIVERSE
PTE Universe
+91 9992220207
+91 9992223347

You shall be governed by the following terms and conditions of service during your internship with PTE UNIVERSE and those may be amended from time to time.

1. You are being hired as a Social media marketing intern and Ms. Sneha Agarwal would be your Reporting Manager and Mentor during the internship. As a Social media marketing intern, you would be responsible for the tasks and responsibilities.

2. The duration of the internship would be 4 weeks. During this time, you are expected to devote your time and efforts solely to PTE UNIVERSE work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. All the work that you will produce at or in relation to PTE UNIVERSE will be the intellectual property of PTE UNIVERSE. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your mentor.

4. We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. PTE UNIVERSE operates on the zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all PTE UNIVERSE work/data stored on your Personal Computer to your mentor and delete the same from your machine.

5. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event, of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

6. You are not supposed to share any of your personal details like your qualifications & contract of indemnity. This contract is valid between PTE Universe & you. No 3rd party will be included. If you still forward the properties without the consent of the employer, the contract will get void & you will be entitled to pay for the damages along with legal action.

7. You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress & overall internship experience at regular intervals, accordingly.

8. Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behavior.

9. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.

10. PTE UNIVERSE is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.

11. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

12. Have fun at what you do and do the right thing – both the principles are the core of what PTE UNIVERSE stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.

13. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.

14. The documentaries provided to you are the intellectual properties of the PTE Universe that falls under The Trade Marks Act, 1999. Further, reselling them & forwarding them to any third party will claim legal damages against you.

Rupal India

1005 , Laxmisagar, Bhubaneswar, Odisha-751006
+ 91 -7789863214
www. rupalindia. org
27th September 2021

Dear Divya tiwari,

Rupal India ("the Company") is pleased to offer you the position of "**Social Media Marketing Intern**". You will initially report to **Tarini Prasad Mohanty** and, or any other person as decided by the Company from time to time.

Your Internship shall commence with effect from **27th September 2021 for three weeks.**. You must treat the details of this offer with utmost confidentiality.

The Company has extended this Internship to you based upon your knowledge, background, experience, skills and abilities and as a condition of this Internship Letter with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer which will be sent separately to you. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing the Internship letter and returning a copy of the document to the Company. This contract shall be concluded and effective only on your delivering a signed copy of this letter to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Authorized Signature

Tarini Prasad Mohanty

Tarini Prasad Mohanty
CEO & Founder | Rupal |

Acceptance Signature

Divya tiwari

Internship Offer Letter

6-12-2021

To,

Durga Jha

Mumbai

We are pleased to offer you an internship in the SALES department at our company. Your internship shall commence on 7 DECEMBER 2021 and shall end on 7 MARCH 2022 (“3 MONTHS DURATION”). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions, your project and responsibilities during the Term will be explained by your supervisor.
2. You are eligible for a stipend of (BREAK-UP BELOW) during the Term, which shall be paid on completing the tasks assigned to you during your internship to the satisfaction of the Company.
    a. 1st Month: INR 5000/-, INR 4000/- will be fixed, and INR 1000/- is the retention bonus and will be dispersed with the fixed.
    b. 2nd Month: INR 7000/-, INR 5000/- will be fixed, and INR 2000/- is the retention bonus and will be dispersed with the fixed.
    c. 3rd Month: in which INR 7000/- will be fixed and INR 3000/- is the retention bonus and will be dispersed with the fixed.

Note: *Increased Stipend in the 2nd and 3rd months are subject to performance, which will be defined by your supervisor while assigning the tasks.*

3. Your timings will be communicated to you by your supervisor, Monday to Sunday *[with one week-off(weekdays)]*. Please be sure to submit [DOCUMENTS LINK BELOW] documents with you on your first day to complete your profile.
    a. Last Year’s or 2nd Year’s Marksheet
    b. PAN Card
    c. Adhaar Card
    d. Address Proof
    e. College NOC
    f. Passport Size Photo (clearly scanned)

4. It is also a confidentiality agreement with the company as you commence your internship.
5. You will be eligible for the pre-placement offer [PPO], which will be subject to performance.
6. The internship cannot be construed as employment or an offer with SOCIALSWAG Technologies Private Limited.
7. Internship with the Social swag Technologies Private Limited is “at-will,” which means that either you or the Company may terminate your internship at any time, with or without cause and with a seven-day notice*[if ethical]*.

Please confirm your acceptance of the terms of this offer by 7th DECEMBER 2021, failing which we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

Social Swag Technologies Private Limited

Authorized Signatory

I, Durga Jha, accept the above offer and will begin the internship position on 7 December 2021.

Intern’s Name: Durga Jha

Signature:

Date: 6-12-2021

Internship Offer Letter

6-12-2021

To,

Suhita

Mumbai

We are pleased to offer you an internship in the SALES department at our company. Your internship shall commence on 7 DECEMBER 2021 and shall end on 7 MARCH 2022 (“3 MONTHS DURATION”). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions, your project and responsibilities during the Term will be explained by your supervisor.
2. You are eligible for a stipend of (BREAK-UP BELOW) during the Term, which shall be paid on completing the tasks assigned to you during your internship to the satisfaction of the Company.
    a. 1st Month: INR 5000/-, INR 4000/- will be fixed, and INR 1000/- is the retention bonus and will be dispersed with the fixed.
    b. 2nd Month: INR 7000/-, INR 5000/- will be fixed, and INR 2000/- is the retention bonus and will be dispersed with the fixed.
    c. 3rd Month: in which INR 7000/- will be fixed and INR 3000/- is the retention bonus and will be dispersed with the fixed.

Note: *Increased Stipend in the 2nd and 3rd months are subject to performance, which will be defined by your supervisor while assigning the tasks.*

3. Your timings will be communicated to you by your supervisor, Monday to Sunday *[with one week-off(weekdays)]*. Please be sure to submit [DOCUMENTS LINK BELOW] documents with you on your first day to complete your profile.
    a. Last Year’s or 2nd Year’s Marksheet
    b. PAN Card
    c. Adhaar Card
    d. Address Proof
    e. College NOC
    f. Passport Size Photo (clearly scanned)

4. It is also a confidentiality agreement with the company as you commence your internship.
5. You will be eligible for the pre-placement offer [PPO], which will be subject to performance.
6. The internship cannot be construed as employment or an offer with SOCIALSWAG Technologies Private Limited.
7. Internship with the Social swag Technologies Private Limited is “at-will,” which means that either you or the Company may terminate your internship at any time, with or without cause and with a seven-day notice*[if ethical]*.

Please confirm your acceptance of the terms of this offer by 7th DECEMBER 2021, failing which we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

Social Swag Technologies Private Limited

Authorized Signatory

I, Suhita, accept the above offer and will begin the internship position on 7 December 2021.

Intern’s Name: Suhita

Signature:

Date: 6-12-2021

Internship Offer Letter

6-12-2021

To,

Krishna Vora

Mumbai

We are pleased to offer you an internship in the SALES department at our company. Your internship shall commence on 7 DECEMBER 2021 and shall end on 7 MARCH 2022 (“3 MONTHS DURATION”). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions, your project and responsibilities during the Term will be explained by your supervisor.
2. You are eligible for a stipend of (BREAK-UP BELOW) during the Term, which shall be paid on completing the tasks assigned to you during your internship to the satisfaction of the Company.
    a. 1st Month: INR 5000/-, INR 4000/- will be fixed, and INR 1000/- is the retention bonus and will be dispersed with the fixed.
    b. 2nd Month: INR 7000/-, INR 5000/- will be fixed, and INR 2000/- is the retention bonus and will be dispersed with the fixed.
    c. 3rd Month: in which INR 7000/- will be fixed and INR 3000/- is the retention bonus and will be dispersed with the fixed.

Note: *Increased Stipend in the 2nd and 3rd months are subject to performance, which will be defined by your supervisor while assigning the tasks.*

3. Your timings will be communicated to you by your supervisor, Monday to Sunday *[with one week-off(weekdays)]*. Please be sure to submit [DOCUMENTS LINK BELOW] documents with you on your first day to complete your profile.
    a. Last Year’s or 2nd Year’s Marksheet
    b. PAN Card
    c. Adhaar Card
    d. Address Proof
    e. College NOC
    f. Passport Size Photo (clearly scanned)

4. It is also a confidentiality agreement with the company as you commence your internship.
5. You will be eligible for the pre-placement offer [PPO], which will be subject to performance.
6. The internship cannot be construed as employment or an offer with SOCIALSWAG Technologies Private Limited.
7. Internship with the Social swag Technologies Private Limited is “at-will,” which means that either you or the Company may terminate your internship at any time, with or without cause and with a seven-day notice*[if ethical]*.

Please confirm your acceptance of the terms of this offer by 7th DECEMBER 2021, failing which we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

Social Swag Technologies Private Limited

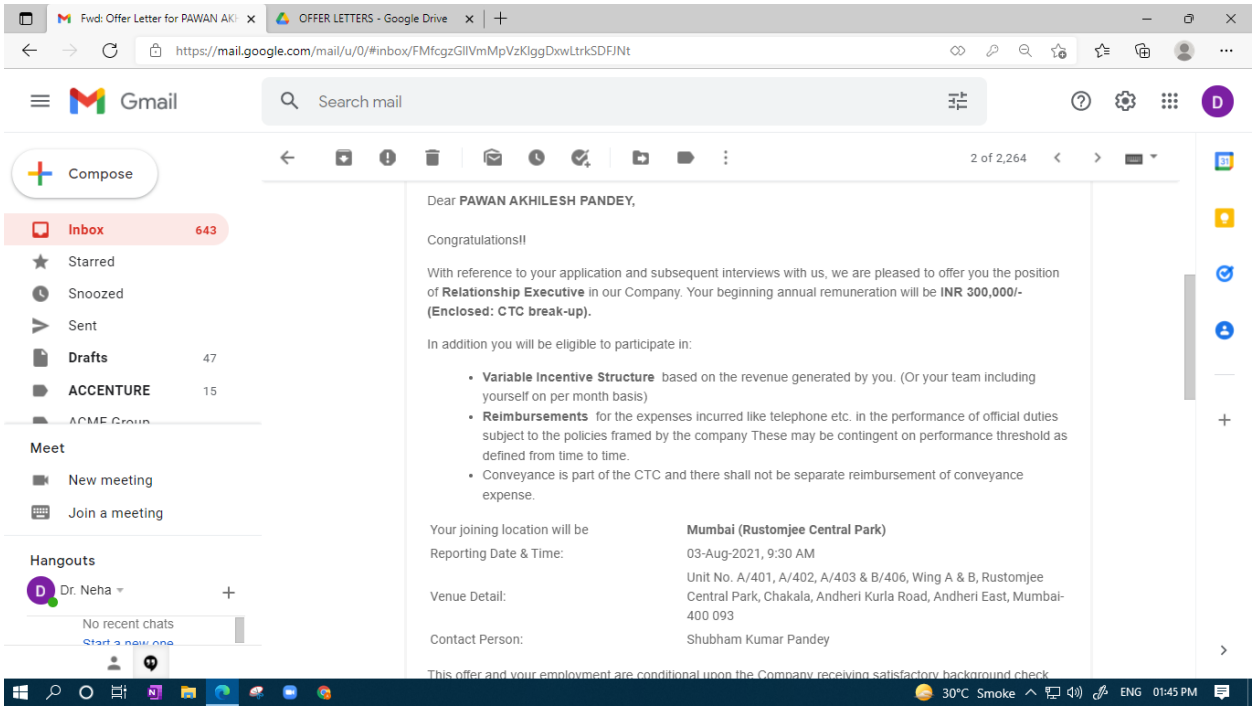
Authorized Signatory

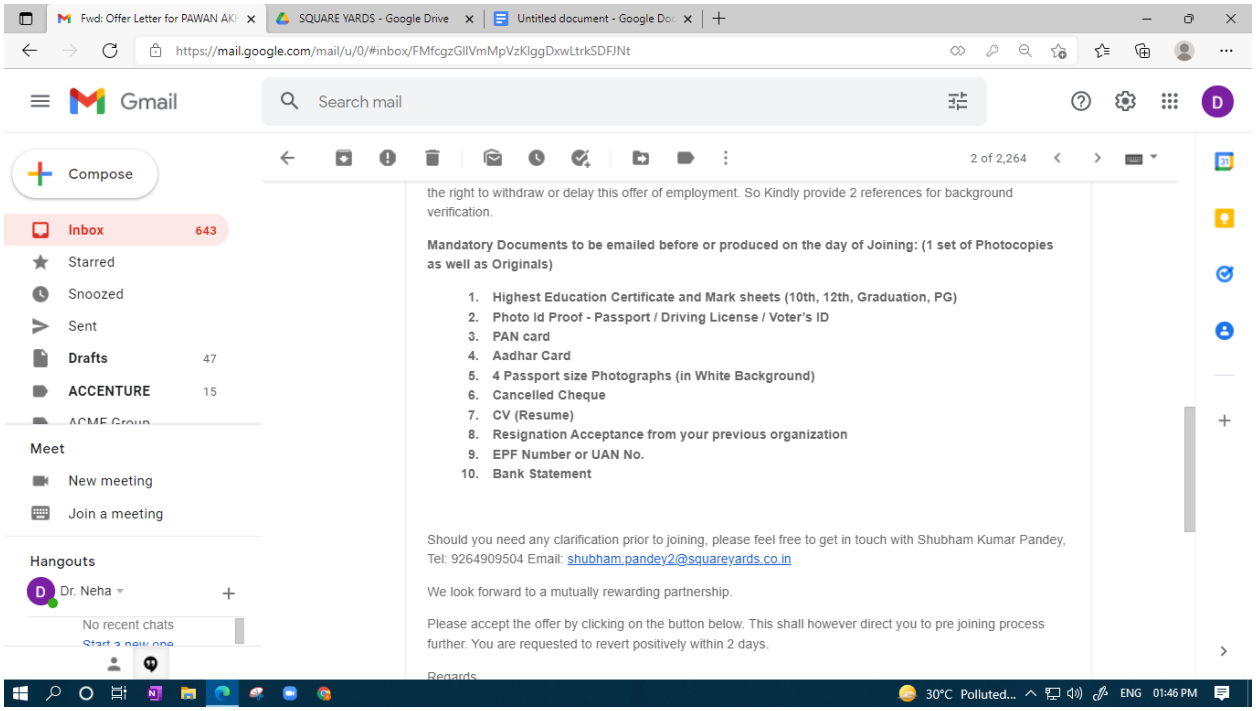
I, Krishna Vora, accept the above offer and will begin the internship position on 7 December 2021.

Intern’s Name: Krishna Vora

Signature:

Date: 6-12-2021


Fwd: Offer Letter for PAWAN AKI
OFFER LETTERS - Google Drive
https://mail.google.com/mail/u/0/#inbox/FMfcgzGllVmMpVzKlggDxwLtrkSDFJNt
Gmail
Search mail
Compose
Inbox 643
Starred
Snoozed
Sent
Drafts 47
ACCENTURE 15
Meet
New meeting
Join a meeting
Hangouts
Dr. Neha
No recent chats
2 of 2,264
Dear PAWAN AKHILESH PANDEY,
Congratulations!!
With reference to your application and subsequent interviews with us, we are pleased to offer you the position of Relationship Executive in our Company. Your beginning annual remuneration will be INR 300,000/- (Enclosed: CTC break-up).
In addition you will be eligible to participate in:
Variable Incentive Structure based on the revenue generated by you. (Or your team including yourself on per month basis)
Reimbursements for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company These may be contingent on performance threshold as defined from time to time.
Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.
Your joining location will be
Mumbai (Rustomjee Central Park)
Reporting Date & Time:
03-Aug-2021, 9:30 AM
Venue Detail:
Unit No. A/401, A/402, A/403 & B/406, Wing A & B, Rustomjee Central Park, Chakala, Andheri Kurla Road, Andheri East, Mumbai-400 093
Contact Person:
Shubham Kumar Pandey
This offer and your employment are conditional upon the Company receiving satisfactory background check
30°C Smoke
ENG 01:45 PM


Fwd: Offer Letter for PAWAN AKI
SQUARE YARDS - Google Drive
Untitled document - Google Do
https://mail.google.com/mail/u/0/#inbox/FMfcgzGllVmMpVzKlggDxwLtrkSDFJNt
Gmail
Search mail
Compose
Inbox 643
Starred
Snoozed
Sent
Drafts 47
ACCENTURE 15
Meet
New meeting
Join a meeting
Hangouts
Dr. Neha
No recent chats
2 of 2,264
the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.
Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)
1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement
Should you need any clarification prior to joining, please feel free to get in touch with Shubham Kumar Pandey, Tel: 9264909504 Email: shubham.pandey2@squareyards.co.in
We look forward to a mutually rewarding partnership.
Please accept the offer by clicking on the button below. This shall however direct you to pre joining process further. You are requested to revert positively within 2 days.
Regards
30°C Polluted...
ENG 01:46 PM

THE ENTREPRENEURSHIP NETWORK

Internship Offer with The Entrepreneurship Network

Date: 5 August, 2021
Employee ID: TEN/HR/3448
Document No.: TEN/OL/7561

Pratham Sagar
Nirmala college

Dear **Pratham Sagar**,

We are delighted & excited to welcome you to "**The Entrepreneurship Network**" as a **Human Resource - Associate**, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with "**The Entrepreneurship Network**". The candidate is duly informed that he/she will not be eligible for any fixed stipend over the course of his/her internship. Your joining date is 6 August, 2021.

We look forward to you joining with us. The Company Policies manual is attached below, please go through it thoroughly. Please do not hesitate to call us for any information you may need. Also**, please sign the duplicate of this offer as your acceptance and forward the same to us on ten.hr.contact@gmail.com.**

Congratulations!

Swetha Sabu
Chief Human Resource Officer
The Entrepreneurship Network

THE ENTREPRENEURSHIP NETWORK

Company Policy & Procedure Manual

Congratulations & Welcome on board!
Please go through the manual

The Entrepreneurship Network

Contents

Welcome	1
What we do?	2
Our mission, vision & values	3
Your internship	4
Business Environment	5
Code of Conduct Policy	6
IT, Internet, Email & Social Media Policies	8
Recruitment	11
Induction	12
Equal Internship Opportunity (EIO) & Anti Bullying	13
Leave	18
Performance Management	19
Performance Improvement	20
Grievance Complaints	22
Conflict of Interest	23
Intellectual Property & Security	24
The Entrepreneurship Network - Policies & Declaration	26 27

THE ENTREPRENEURSHIP NETWORK

Welcome!

Congratulations on your appointment and welcome to the team at **The Entrepreneurship Network!** We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. **The Entrepreneurship Network is a community based Edu-Tech group whose objective is to provide quality learning and expertise**. You have been hired because we believe you can help us to deliver these high levels of customer satisfaction. We want to ensure that your interactions with other **The Entrepreneurship Network** interns and our customers will reflect the value that **The Entrepreneurship Network** places on bottom up management.

The purpose of this Manual is to introduce you to the **The Entrepreneurship Network**, give you some information about our history, our clients and what we do. You will also find information about your terms and conditions and internship, our expectations around your behavior and our policies and procedures.

This Manual is by no means an exhaustive guide to your internship with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and easily accessed via the contents page. This Manual will be updated as required as our business evolves and grows. You will be notified of any changes as they occur.

THE ENTREPRENEURSHIP NETWORK

What we do?

The Entrepreneurship Network (TEN) is a community based EduTech group whose objective is to provide quality learning and to expertise individual's aspirations by providing them an opportunity to master their most desired skill sets in today's market with richly experienced faculty. Their current customer segment, at present, stands at 500+ colleges and 15000+ students, with new institutions coming in all the time. TEN came into existence in the month of March 2020 as an Edutech startup, imparting technical knowledge to budding and hopeful entrepreneurs and slowly moved into consultancy line of services. For more information you can visit us on our **website**.

THE ENTREPRENEURSHIP NETWORK

Our Mission, Vision & Values

Mission Statement:

TEN aims to enrich the country with future entrepreneurs, by providing them the desired skill sets of today's market

Vision Statement:

Our aim is to be:
~ Known for high quality outcomes
~ Known for growth strategies
~ Feel like home, with a "family of invisible friends".

Values:

1. Ethical
2. Respect
3. Flexible
4. Experts
5. Integrity
6. Teamwork

THE ENTREPRENEURSHIP NETWORK

Your Internship

Your internship with The Entrepreneurship Network is essentially governed by The Entrepreneurship Network Policies, in conjunction with this Manual. The following section provides general information regarding your perks, conditions and our expectations of you.

Perks

After successful completion of your internship with TEN, you'll be entitled to receive your requisites (i.e., LOC and LOR) based on the criterion mentioned while joining.

Hours of Work

We have flexible working hours. Your hours of work will depend on business needs and the requirements of the work you are assigned. Your Manager will work with you to establish your standard hours of work and break times.

The Entrepreneurship Network adopts a common-sense approach to managing work hours.

Lateness for work

Any absence or late work due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your supervisor as soon as practicable (and prior to your normal starting time wherever possible). If you are unable to do this personally, you are requested to ask someone to telephone on your behalf.

Subsequent to this, you must keep your Manager informed of your progress.

It is essential that you are ready to commence work at your normal commencement time as other interns and the business depend upon you and your contribution.

Resignation Policy

Our Resignation policy presents guidelines for handling resignations at our company. Voluntary separations happen occasionally, and we want to ensure that our company appropriately handles them and ensures smooth running workplace.

An intern is obliged to give advance notice before resigning. An intern will have to announce intent to resign to their immediate senior at least a week in advance. It is required to ensure efficiency and smooth operations of our workplace.

Business Environment

Work from Home

All the internships provided are work from home. From ease of your home, you can learn and gain experience with TEN.

The Noise Factor

Try to avoid arguments with co-workers and respect people's busy periods or meeting times. Or if someone is engrossed in something at their work or there are more than two people meeting with someone, it usually means they are busy. Try to talk politely when you are on the call and respect others working with you.

THE ENTREPRENEURSHIP NETWORK

Code of Conduct Policy

Purpose

This policy affirms **TEN's** belief in responsible social and ethical behaviour from all interns. This policy clarifies the standards of behaviour that TEN expects of all interns.

Principles

Our interns/interns contribute to the success of our organisation. TEN fully endorse that all interns are not deprived of their basic human rights.

Furthermore, our interns have an obligation to the Business and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine intern and Client trust.

THE ENTREPRENEURSHIP NETWORK

Code of Conduct Policy

Policy

Our Code of Conduct policy applies to all interns and provides the framework of principles for conducting business, dealing with other interns. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other interns, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to a TEN senior manager, any interest which may constitute a conflict of interest
- Promote the interests of TEN
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your internship with TEN
- Under no circumstances may interns offer or accept money
- Any intern, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

TEN expects cooperation from all interns in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any intern in breach of this policy may be subject to disciplinary action, including termination.

THE ENTREPRENEURSHIP NETWORK

IT, Email and Social Media Policies

Email Use

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an intern's work. However, management has the right to access incoming and outgoing email messages to check if an intern's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect TEN from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of TEN in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
5. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

This policy also applies to all interns, contractors and subcontractors of TEN who:

Have an active profile on a social or business networking site such as LinkedIn, Facebook, Instagram, Twitter and Snapchat;

Write or maintain a personal or business' blog; and/or

Post comments on public and/or private web-based forums or message boards or any other internet sites.

IT, Email and Social Media Policies

Professional Use of Social Media

TEN expects its interns to maintain a certain standard of behaviour when using Social Media for work or personal purposes.

This policy applies to all interns/Interns of TEN who contribute to or perform duties such as:

- maintaining a profile page for TEN on any social or business networking site (including, but not limited to, LinkedIn, Facebook, Instagram, Twitter and Snapchat);
- making comments on such networking sites for and on behalf of TEN;
- writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of TEN; and/or
- posting comments for and on behalf of TEN on any public and/or private web-based forums or message boards or other internet sites.

Procedure

No intern/Intern of TEN is to engage in Social Media as a representative or on behalf of TEN unless they first obtainTEN's approval.

If any intern/Intern of TEN is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of TEN.

All intern/Intern of TEN must ensure they do not communicate any:

- Confidential Information relating to TEN or its clients, business partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, business partners or suppliers of TEN without their prior authorisation or approval to do so; on any social or business networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to TEN and related bodies, clients or businesses, which is not in the public domain.

IT, Email and Social Media Policies

Private / Personal Use of Social Media

Procedure

TEN acknowledges its intern/Intern have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by TEN. However, inappropriate behaviour on such sites has the potential to cause damage to TEN, as well as its interns, clients, business partners and/or suppliers.

All interns/interns, of TEN must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to TEN or its clients, business partners or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of TEN, or its clients, business partners or suppliers; and/or
- Contains any form of Confidential Information relating to TEN, or its clients, business partners or suppliers.

All interns of TEN must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of internship. Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of TEN's computer network.

For the purposes of this policy, the following definitions apply:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (e.g. Facebook, LinkedIn), video and/or photo sharing websites (e.g.. YouTube, Instagram), business/corporate and personal blogs, micro-blogs (e.g. Twitter), chat rooms and forums and/or Social Media.

Recruitment

Policy

TEN recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

Our Business recruits people via the following methods:

- Internal
- External
- Intern Referred

Procedure

1. Create a simple position description for the job covering key activities, tasks, skills required, expectations, deliverables and safety considerations. When advertising, avoid discriminatory language e.g. young person. Target the requirements of the job e.g. we seek an energetic person.
2. The recruitment process may include some or all of these: an application form, interviews, practical testing, and reference checks. If undertaking an interview ensure there are no possible discriminatory requests for information
3. Give the successful candidate an Offer letter. This includes the nature of employment e.g. permanent, part time, internship, casual. The contract should include a welcome note and start details.
4. Once the candidate has accepted, contact the unsuccessful candidates as a matter of courtesy.

Induction

Policy

TEN will make sure all new interns feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process which this manual forms part of.

Procedure

Complete an induction plan for each new starter with details of:

- introductions
- business overview
- team engagement
- a working safely plan
- policy and procedural requirements, e.g. equal internship opportunity

Equal Employment Opportunity (EEO) & Anti Bullying

Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by The Entrepreneurship Network.

It also applies for all recruitment, selection and promotion decisions.

The objective of The Entrepreneurship Network's Equal Opportunity Policy is to improve business success by:

- attracting and retaining the best possible interns
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

The Entrepreneurship Network is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Equal Employment Opportunity (EEO) & Anti Bullying

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an intern, or group of interns, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

The Entrepreneurship Network provides equal opportunity in internship to people without discrimination based on a personal characteristic.

Any intern found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Interns must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Interns will not be victimised or treated unfairly for raising an issue or making a complaint.

Equal Employment Opportunity (EEO) & Anti Bullying

Reasonable adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

The Entrepreneurship Network will make reasonable adjustments for a person with a disability who:

- applies for a job, is offered internship, or is an intern, and
- requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

Examples of reasonable adjustments can include:

- reviewing and, if necessary, adjusting the performance requirements of the job
- arranging flexibility in work hours (see 'flexible work arrangements')
- approving more regular breaks for people with chronic pain or fatigue

When thinking about reasonable adjustments The Entrepreneurship Network will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.

In some cases The Entrepreneurship Network can discriminate on the basis of disability, if:

- the adjustments needed are not reasonable, or
- the person with the disability could not perform the genuine and reasonable requirements of the job even if the adjustments were made.

Equal Employment Opportunity (EEO) & Anti Bullying

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your supervisor or manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager.

Interns should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene The Entrepreneurship Network EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of The Entrepreneurship Network EEO policies) then the manager should:

- act promptly
- maintain confidentiality
- pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

Equal Employment Opportunity (EEO) & Anti Bullying

Procedure: To investigate a complaint

When a manager investigates a complaint, they should follow this procedure.

1. Do not assume guilt
2. Advise on the potential outcomes of the investigation if the allegations are substantiated
3. Interview all directly concerned, separately
4. Interview witnesses, separately
5. Keep records of interviews and the investigation
6. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
7. Listen carefully and record details
8. Ensure confidentiality, minimise disclosure
9. Decide on appropriate action based on investigation and evidence collected
10. Check to ensure the action meets the needs of the complainant and The Entrepreneurship Network
11. If resolution is not immediately possible, refer the complainant to more senior management. If the resolution needs a more senior manager's authority, refer the complainant to senior manager.
12. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)

Leave

General Leave Policy

Unless specified otherwise, interns referred to in this policy mean permanent full-time or part-time interns.

All interns are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, internship contract or internship law takes precedence.

All planned leave has to be mutually agreed, and take into account workloads and the intern's needs. Leave must be approved in advance, except when the intern can't anticipate the absence. Any documents regarding leave will be kept on the intern's personnel file.

Performance Management

Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, interns can also give management feedback on performance.

All interns will undergo a formal performance review with their immediate managers.

The Entrepreneurship Network

Performance Improvement

Policy

Where warranted The Entrepreneurship Network will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an intern's performance, The Entrepreneurship Network may decide to end an intern's internship. Depending on the circumstances, performance improvement action may include verbal or written warnings, counselling or retraining.

The Entrepreneurship Network requires a minimum standard of conduct and performance which will be made clear to interns in management appraisals. If an intern does not meet this standard, The Entrepreneurship Network will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an intern deliberately breaches business policy or procedure, or engages in misconduct, The Entrepreneurship Network may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an intern.

Each intern must understand their responsibilities, be counselled and given the opportunity to reach the standards expected of them. The Entrepreneurship Network will give an intern the opportunity to defend themselves before management takes further action.

Note: If interns have a disability that requires reasonable adjustments to be made to the job to allow you to work safely and productively, they should raise this with their manager. The Entrepreneurship Network will only refuse such requests on reasonable business grounds.

THE ENTREPRENEURSHIP NETWORK

Performance Improvement

Procedure

1. The Entrepreneurship Network will advise the intern of any shortfall in their performance, and give them an opportunity to respond.

2. Once they respond, the manager will consider their response and decide if performance improvement action should be taken. The Entrepreneurship Network will provide support such as training where appropriate.

3. If the intern is given a verbal warning, the manager should make a note of it, date it and sign it.

4. The manager will advise the intern in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct policy or procedure.

5. The manager will allow the intern to respond before making a decision and consider the intern's responses. The intern may have a support person present at such meetings.

6. The manager will decide if more action is needed.

7. If a written warning is to follow, the manager is to:

- document it and give the intern a copy
- give the intern the opportunity (and their support person the opportunity) to sign the warning
- keep a copy on file

8. The warning must clearly define:

- the deficiency
- a clear explanation of the expected standard
- by when the intern needs to achieve it
- how the business will help the intern achieve the improvement required
- consequences of failing to improve

9. The manager concerned will keep a record of all meetings, training and/or coaching given and a summary of discussions, and put a copy on the intern's personnel file. This should include date and time of discussion.

10. They will continue to support the intern and note the support they give, for example, training or counselling.

11. If the intern's performance or conduct doesn't improve, the manager will give the intern a final written warning and follow steps 4–10 above. This document needs to warn the intern in clear terms The Entrepreneurship Network will terminate their internship if there is not enough improvement, and a sustained improvement in, their performance.

Note: some circumstances justify going straight to a second or final warning.

Gross or Serious Misconduct

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

Procedure

1. The manager is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The manager should ask the intern for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall give genuine consideration to the intern's response and circumstances.
3. If still appropriate, following a thorough investigation, the manager can terminate/dismiss the intern.
4. The manager should keep a file of all evidence collected and action taken in these circumstances.
5. The Entrepreneurship Network will send the intern a letter of termination noting brief details.

Grievance Complaints

Policy

The Entrepreneurship Network supports the right of every intern to lodge a grievance with their manager if they believe a decision, behaviour or action affecting their internship is unfair. An intern may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, The Entrepreneurship Network will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the intern lodging the grievance.

Procedure

1. The intern should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
2. To start the formal grievance the complainants must fully describe their grievance in writing, with dates wherever possible and how they have already tried to settle the grievance.
3. The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the intern.

Conflict of Interest

Policy

Conflict of interest arises whenever the personal, professional or business interests of an intern are potentially at odds with the best interests of The Entrepreneurship Network.

All interns are required to act in good faith towards The Entrepreneurship Network. Interns need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of The Entrepreneurship Network.

As individuals, interns may have private interests that from time to time conflict, or appear to conflict, with their internship with The Entrepreneurship Network. Interns should aim to avoid being put in a situation where there may be a conflict between the interests of The Entrepreneurship Network and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of The Entrepreneurship Network will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of The Entrepreneurship Network.

It is impossible to define all potential areas of conflict of interest. If an intern is in doubt if a conflict exists, they should raise the matter with their manager.

Conflict of Interest

Procedure

Interns must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by The Entrepreneurship Network to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during internship by The Entrepreneurship Network to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an intern declares such an interest, The Entrepreneurship Network will review the potential areas of conflict with the intern and mutually agree on practical arrangements to resolve the situation.

Interns must disclose any other internship that might cause a conflict of interest with The Entrepreneurship Network to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at The Entrepreneurship Network. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with The Entrepreneurship Network, in a timely manner, may result in performance improvement proceedings including dismissal.

Intellectual Property & Security

All intellectual property developed by interns during their internship with The Entrepreneurship Network, including discoveries or inventions made in the performance of their duties related in any way to the business of The Entrepreneurship Network, will remain the property of The Entrepreneurship Network.

Interns may be given access to confidential information, data, or any other business related information in the performance of their duties. This must be protected and used only in the interests of The Entrepreneurship Network.

Interns must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of The Entrepreneurship Network; or
- authorise or be involved in the improper use or disclosure of confidential information;
- during or after their internship without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to The Entrepreneurship Network and related bodies, clients or businesses, which is not in the public domain.

Interns must act in good faith towards The Entrepreneurship Network and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and The Entrepreneurship Network may also pursue monetary damages or other remedies.

THE ENTREPRENEURSHIP NETWORK

The Entrepreneurship Network

Policies & Declaration

You must read all the policies contained in this document and listed below. Company policies are a part of your internship contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an intern of The Entrepreneurship Network.

Please read each of the policies listed below a to be aware of the rules and responsibilities you have whilst employed by The Entrepreneurship Network.

1. Code of Conduct Policy
2. IT, Email and Internet Policy
3. Recruitment and Selection Policy
4. Induction Policy
5. EEO and Anti-Bullying Policy
6. Performance Management Policy
7. Performance Improvement Policy
8. Gross and Serious Misconduct Policy
9. Grievance and Complaint Policy
10. Conflict of interest Policy
11. Intellectual Property and Security Policy

Intern Declaration:

I have read and understand the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

Intern Name:

Intern Signature:

Date:

THE ENTREPRENEURSHIP NETWORK

Internship Offer with The Entrepreneurship Network

Date: July 1, 2021
Employee ID: TEN/PdM/1217
Document No.: TEN/OL/9733

Ghanshyam Sukanraj Parihar
Nirmala Memorial Foundation Degree College

Dear **Ghanshyam Sukanraj Parihar**,

I am delighted & excited to welcome you to "**The Entrepreneurship Network**" as a **Product Management-Associate**, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with "**The Entrepreneurship Network**". The candidate is duly informed that he/she will not be eligible for any stipend over the course of his/her internship. Your joining date is July 1, 2021.

We look forward to you joining with us. Please do not hesitate to call us for any information you may need. Also**, please sign the duplicate of this offer as your acceptance and forward the same to us.**

Congratulations!

Swetha Sabu
Chief Human Resource Officer
The Entrepreneurship Network

UNIVERSAL TRIBES
Empowerment & Uplifement of Tribal Art
Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

INTERNSHIP OFFER LETTER

Date: 29/01/2022.

Dear BHOOMI THAKUR,

Greetings from Universal Tribes

With reference to your application and subsequent discussions, we have pleasure in offering you Internship in our organization as **SALES AND MARKETING INTERN.**

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

RAJAT RAGHATWAN
FOUNDER & CEO
UNIVERSAL TRIBES

JOB DESCRIPTION

Sales & Marketing Internship

Jobs and Responsibilities

1. Understanding the Nature of Business and Product Details.
2. Product Presentation.
3. Leads and Sales Generation.
4. Creating Marketing Pitches.
5. Digital Marketing and New Vendor Registration.
6. Interacting with Potential Customers for Demonstration and Presentation.
7. Conducting Research and Analyzing Data to Identify and Define Audiences.
8. Maintaining Accurate Records and Updating Database in Excel daily.
9. Reviewing Sale Performances and Aiming to Achieve Monthly Targets.

Skills Required

1. Business Communication Skills.
2. Influencing and Negotiation Skills.
3. MS Excel.
4. Time Management.

Perks and benefits: -

1. **Experience Certificate** on achieving sales target of 5000rs, an intern who achieved 5K sales target will be also eligible for **receiving 500rs shopping voucher** of Universal Tribes.
2. **Excellence Certificate** on achieving sales target of **7500rs.**
3. **Stipend of 1000rs** on achieving **7500rs** sales target.
4. Sales and marketing Intern who achieved **7500rs** sales will be on boarded as a **BRAND ASSOCIATE** for the company and they will get a personalized coupon code along with a poster.
5. **BRAND ASSOCIATES** can **earn 10% incentives** against any sale if their customers use their Brand associate code to avail 15% Discount on their purchases through the Universal Tribes Shopping website.
6. **Letter of recommendation** on achieving **10,000rs** or above sales target.

Note: If an intern doesn't achieve the 7500rs sales target then no stipend will be given.

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

CODE OF CONDUCT

1. Interns should **secure >75% attendance** throughout the duration of the allocated internship, for being eligible for the internship certificates and other beneficiaries.
   - All interns who are working in this company are bound to follow all the regular tasks mentioned/provided in the SOP.
   - Interns are expected to be punctual and sincere about their work allotted.
   - Daily reporting/follow-ups and attendance for all interns are a must, excluding medical and urgent emergencies

2. During the meets, group & personal conversation, the **decorum of communication** with the higher authority has to be maintained with utmost respect and morals.

3. Only queries, complaints and suggestions regarding Internship can be put forward to their respective mentors/guests.

4. **No intern/employee/panel members/ head/ anyone related to this company are allowed to break the Code of Conduct of Universal Tribes**.

5. If found disrespecting/violating the same, severe actions will be taken by the company and its council on the respective person(s)/group(s).

6. Company **does not demand for offline work for the internship**, and focuses on giving online internships only.

I,_____, hereby assure that I have read and understood the Code-of-Conduct for interning and working in this company in the allocated job profile.
With proper consciousness and agreement, I respect and accept all the above-mentioned disciplines and rules.

Date: -
Signature: -

Re: Sales and Marketing-Intern Agreement

As discussed, we look forward to retaining you as an intern of **UNIVERSAL TRIBES**, ("UNIVERSAL TRIBES" or the "**Company**"), to provide certain services to UNIVERSAL TRIBES pursuant to the terms of this letter agreement (this "**Agreement**"). For good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged, you and UNIVERSAL TRIBES hereby agree as follows:

1. **Services. Term and Compensation.**

a) **Services**. You agree to render certain services to UNIVERSAL TRIBES as specified herein (collectively, the "**Services**") during the term of this Agreement. The Services will include:

(1) Generating publicity and interest for UNIVERSAL TRIBES on Face book, Instagram and website and (collectively, "Social Media Accounts"), or such other **Social Media Accounts** as may be agreed to in writing by you and UNIVERSAL TRIBES; and (ii) Performing such other duties as may be mutually agreed upon in writing by you and UNIVERSAL TRIBES. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of UNIVERSAL TRIBES, and shall utilize your in- dependent judgment, expertise and creative talents. You agree not to delegate or sub- contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; pro- vided, however, that from time to time, UNIVERSAL TRIBES may make certain resources available to you as necessary for the performance of the Services.

b) **Term**. The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a **period of 30 days** (the "**Training Period**"). Either you or UNIVERSAL TRIBES may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination.
.

If you leave the position before 30 days, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Experience / Excellence or Letter of Recommendation.

C) Independent Contractor Relationship. Both you and UNIVERSAL TRIBES agree that your relationship with UNIVERSAL TRIBES will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits. Performance and Target based stipend with minimum of Rs.1000 upon successful completion of the Statement of Purpose assigned by the Corporation as mentioned in Job description.

2. Proprietary Information Agreement; Confidentiality. Any content, idea, or process you create for UNIVERSAL TRIBES which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product ("Company **Work Product**"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product, including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the **"Proprietary Rights**").

In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

3. Assignment. This Agreement may not be assigned by you without UNIVERSAL TRIBES's express written consent. Any attempted assignment in violation of this provision will be null and void.

4. Dispute Resolution. Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules set by UNIVERSAL TRIBES.

5. Confidentiality. You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.

6. Miscellaneous. This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions.

Understood and Accepted By

Signature

Name:

Date:

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

Exhibit A

Benefits

Internship Program: We provide practical training and experience that will help you in the fields of marketing, communication, branding, Sales and entrepreneurship.

Certificate/Letter of Recommendation: If you do the bare minimum, you'll get Internship Completion Certificate. However, if you go above and beyond, and really put in the effort needed to succeed in this role, we will reward you with a Certificate of Excellence. These certificates will have all of your accomplishments listed on them so that you have a track record of your performance. Who knows, we might just offer you a full-time job on our team!

Exclusive events: You will be invited to attend networking events, virtual parties to get closer to the UNIVERSAL TRIBES community from different places virtually. This is a great opportunity to expand your network, have a bit of fun, and share interesting stories and ideas.

Promotion/Employment Offer: You will also have an opportunity to apply for 6 months on probation position after the 1 Month of internship and chance to work on a diverse range of exciting projects.

Consent form for Internship with Universal tribes

Parent/Guardian I,_____(Name of Parent/Guardian), am a parent/ guardian of._____(Student's Name) I hereby consent to let my ward named above, who is studying at_____, to carryout internship with details as follows:

Internship at Universal Tribes

Type of internship- Sales Marketing internship
Duration of Internship- 1 Month

Mode of internship- Online (WORK FROM HOME)

It is my understanding that I am fully aware about this internship program and I am allowing my child/ward to do the same.

During this internship if your ward is having any misbehavior/misconduct on the name of the organization or your ward has bothered any management person or the intern on personal note, then we will be eligible to talk to the parents/ guardian and they will be sole responsible person for the, misconduct caused by the ward.

Note- It is a remote internship and company will never ask any candidate to step out of their home for any kind of work/ Company won't charge any fee for providing internship opportunity.

Name of Parent/Guardian –

Contact Number:

Signature of Parent/Guardian – Date-

Universal Tribes

UNIVERSAL TRIBES
Empowerment & Uplifement of Tribal Art
Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

INTERNSHIP OFFER LETTER

Date: 29/01/2022.

Dear DHWANI SONI ,

Greetings from Universal Tribes

With reference to your application and subsequent discussions, we have pleasure in offering you Internship in our organization as **SALES AND MARKETING INTERN.**

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

RAJAT RAGHATWAN
FOUNDER & CEO
UNIVERSAL TRIBES

JOB DESCRIPTION

Sales & Marketing Internship

Jobs and Responsibilities

1. Understanding the Nature of Business and Product Details.
2. Product Presentation.
3. Leads and Sales Generation.
4. Creating Marketing Pitches.
5. Digital Marketing and New Vendor Registration.
6. Interacting with Potential Customers for Demonstration and Presentation.
7. Conducting Research and Analyzing Data to Identify and Define Audiences.
8. Maintaining Accurate Records and Updating Database in Excel daily.
9. Reviewing Sale Performances and Aiming to Achieve Monthly Targets.

Skills Required

1. Business Communication Skills.
2. Influencing and Negotiation Skills.
3. MS Excel.
4. Time Management.

Perks and benefits: -

1. **Experience Certificate** on achieving sales target of 5000rs, an intern who achieved 5K sales target will be also eligible for **receiving 500rs shopping voucher** of Universal Tribes.
2. **Excellence Certificate** on achieving sales target of **7500rs.**
3. **Stipend of 1000rs** on achieving **7500rs** sales target.
4. Sales and marketing Intern who achieved **7500rs** sales will be on boarded as a **BRAND ASSOCIATE** for the company and they will get a personalized coupon code along with a poster.
5. **BRAND ASSOCIATES** can **earn 10% incentives** against any sale if their customers use their Brand associate code to avail 15% Discount on their purchases through the Universal Tribes Shopping website.
6. **Letter of recommendation** on achieving **10,000rs** or above sales target.

Note: If an intern doesn't achieve the 7500rs sales target then no stipend will be given.

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

CODE OF CONDUCT

1. Interns should **secure >75% attendance** throughout the duration of the allocated internship, for being eligible for the internship certificates and other beneficiaries.
   - All interns who are working in this company are bound to follow all the regular tasks mentioned/provided in the SOP.
   - Interns are expected to be punctual and sincere about their work allotted.
   - Daily reporting/follow-ups and attendance for all interns are a must, excluding medical and urgent emergencies

2. During the meets, group & personal conversation, the **decorum of communication** with the higher authority has to be maintained with utmost respect and morals.

3. Only queries, complaints and suggestions regarding Internship can be put forward to their respective mentors/guests.

4. **No intern/employee/panel members/ head/ anyone related to this company are allowed to break the Code of Conduct of Universal Tribes**.

5. If found disrespecting/violating the same, severe actions will be taken by the company and its council on the respective person(s)/group(s).

6. Company **does not demand for offline work for the internship**, and focuses on giving online internships only.

I,_____, hereby assure that I have read and understood the Code-of-Conduct for interning and working in this company in the allocated job profile.
With proper consciousness and agreement, I respect and accept all the above-mentioned disciplines and rules.

Date: -
Signature: -

Re: Sales and Marketing-Intern Agreement

As discussed, we look forward to retaining you as an intern of **UNIVERSAL TRIBES**, ("UNIVERSAL TRIBES" or the "**Company**"), to provide certain services to UNIVERSAL TRIBES pursuant to the terms of this letter agreement (this "**Agreement**"). For good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged, you and UNIVERSAL TRIBES hereby agree as follows:

1. **Services. Term and Compensation.**

a) **Services**. You agree to render certain services to UNIVERSAL TRIBES as specified herein (collectively, the "**Services**") during the term of this Agreement. The Services will include:

(1) Generating publicity and interest for UNIVERSAL TRIBES on Face book, Instagram and website and (collectively, "Social Media Accounts"), or such other **Social Media Accounts** as may be agreed to in writing by you and UNIVERSAL TRIBES; and (ii) Performing such other duties as may be mutually agreed upon in writing by you and UNIVERSAL TRIBES. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of UNIVERSAL TRIBES, and shall utilize your in- dependent judgment, expertise and creative talents. You agree not to delegate or sub- contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; pro- vided, however, that from time to time, UNIVERSAL TRIBES may make certain resources available to you as necessary for the performance of the Services.

b) **Term**. The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a **period of 30 days** (the "**Training Period**"). Either you or UNIVERSAL TRIBES may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination.
.

If you leave the position before 30 days, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Experience / Excellence or Letter of Recommendation.

C) Independent Contractor Relationship. Both you and UNIVERSAL TRIBES agree that your relationship with UNIVERSAL TRIBES will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits. Performance and Target based stipend with minimum of Rs.1000 upon successful completion of the Statement of Purpose assigned by the Corporation as mentioned in Job description.

2. Proprietary Information Agreement; Confidentiality. Any content, idea, or process you create for UNIVERSAL TRIBES which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product ("Company **Work Product**"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product, including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the **"Proprietary Rights**").

In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

3. Assignment. This Agreement may not be assigned by you without UNIVERSAL TRIBES's express written consent. Any attempted assignment in violation of this provision will be null and void.

4. Dispute Resolution. Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules set by UNIVERSAL TRIBES.

5. Confidentiality. You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.

6. Miscellaneous. This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions.

Understood and Accepted By

Signature

Name:

Date:

Exhibit A

Benefits

Internship Program: We provide practical training and experience that will help you in the fields of marketing, communication, branding, Sales and entrepreneurship.

Certificate/Letter of Recommendation: If you do the bare minimum, you'll get Internship Completion Certificate. However, if you go above and beyond, and really put in the effort needed to succeed in this role, we will reward you with a Certificate of Excellence. These certificates will have all of your accomplishments listed on them so that you have a track record of your performance. Who knows, we might just offer you a full-time job on our team!

Exclusive events: You will be invited to attend networking events, virtual parties to get closer to the UNIVERSAL TRIBES community from different places virtually. This is a great opportunity to expand your network, have a bit of fun, and share interesting stories and ideas.

Promotion/Employment Offer: You will also have an opportunity to apply for 6 months on probation position after the 1 Month of internship and chance to work on a diverse range of exciting projects.

Consent form for Internship with Universal tribes

Parent/Guardian I,_____(Name of Parent/Guardian), am a parent/ guardian of._____(Student's Name) I hereby consent to let my ward named above, who is studying at_____, to carryout internship with details as follows:

Internship at Universal Tribes

Type of internship- Sales Marketing internship
Duration of Internship- 1 Month

Mode of internship- Online (WORK FROM HOME)

It is my understanding that I am fully aware about this internship program and I am allowing my child/ward to do the same.

During this internship if your ward is having any misbehavior/misconduct on the name of the organization or your ward has bothered any management person or the intern on personal note, then we will be eligible to talk to the parents/ guardian and they will be sole responsible person for the, misconduct caused by the ward.

Note- It is a remote internship and company will never ask any candidate to step out of their home for any kind of work/ Company won't charge any fee for providing internship opportunity.

Name of Parent/Guardian –

Contact Number:

Signature of Parent/Guardian – Date-

Universal Tribes

UNIVERSAL TRIBES
Empowerment & Uplifement of Tribal Art
Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

INTERNSHIP OFFER LETTER

Date: 29/01/2022.

Dear NITIN YADAV ,

Greetings from Universal Tribes

With reference to your application and subsequent discussions, we have pleasure in offering you Internship in our organization as **SALES AND MARKETING INTERN.**

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

RAJAT RAGHATWAN
FOUNDER & CEO
UNIVERSAL TRIBES

JOB DESCRIPTION

Sales & Marketing Internship

Jobs and Responsibilities

1. Understanding the Nature of Business and Product Details.
2. Product Presentation.
3. Leads and Sales Generation.
4. Creating Marketing Pitches.
5. Digital Marketing and New Vendor Registration.
6. Interacting with Potential Customers for Demonstration and Presentation.
7. Conducting Research and Analyzing Data to Identify and Define Audiences.
8. Maintaining Accurate Records and Updating Database in Excel daily.
9. Reviewing Sale Performances and Aiming to Achieve Monthly Targets.

Skills Required

1. Business Communication Skills.
2. Influencing and Negotiation Skills.
3. MS Excel.
4. Time Management.

Perks and benefits: -

1. **Experience Certificate** on achieving sales target of 5000rs, an intern who achieved 5K sales target will be also eligible for **receiving 500rs shopping voucher** of Universal Tribes.
2. **Excellence Certificate** on achieving sales target of **7500rs.**
3. **Stipend of 1000rs** on achieving **7500rs** sales target.
4. Sales and marketing Intern who achieved **7500rs** sales will be on boarded as a **BRAND ASSOCIATE** for the company and they will get a personalized coupon code along with a poster.
5. **BRAND ASSOCIATES** can **earn 10% incentives** against any sale if their customers use their Brand associate code to avail 15% Discount on their purchases through the Universal Tribes Shopping website.
6. **Letter of recommendation** on achieving **10,000rs** or above sales target.

Note: If an intern doesn't achieve the 7500rs sales target then no stipend will be given.

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

CODE OF CONDUCT

1. Interns should **secure >75% attendance** throughout the duration of the allocated internship, for being eligible for the internship certificates and other beneficiaries.
   - All interns who are working in this company are bound to follow all the regular tasks mentioned/provided in the SOP.
   - Interns are expected to be punctual and sincere about their work allotted.
   - Daily reporting/follow-ups and attendance for all interns are a must, excluding medical and urgent emergencies

2. During the meets, group & personal conversation, the **decorum of communication** with the higher authority has to be maintained with utmost respect and morals.

3. Only queries, complaints and suggestions regarding Internship can be put forward to their respective mentors/guests.

4. **No intern/employee/panel members/ head/ anyone related to this company are allowed to break the Code of Conduct of Universal Tribes**.

5. If found disrespecting/violating the same, severe actions will be taken by the company and its council on the respective person(s)/group(s).

6. Company **does not demand for offline work for the internship**, and focuses on giving online internships only.

I,_____, hereby assure that I have read and understood the Code-of-Conduct for interning and working in this company in the allocated job profile.
With proper consciousness and agreement, I respect and accept all the above-mentioned disciplines and rules.

Date: -
Signature: -

Re: Sales and Marketing-Intern Agreement

As discussed, we look forward to retaining you as an intern of **UNIVERSAL TRIBES**, ("UNIVERSAL TRIBES" or the "**Company**"), to provide certain services to UNIVERSAL TRIBES pursuant to the terms of this letter agreement (this "**Agreement**"). For good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged, you and UNIVERSAL TRIBES hereby agree as follows:

1. **Services. Term and Compensation.**

a) **Services**. You agree to render certain services to UNIVERSAL TRIBES as specified herein (collectively, the "**Services**") during the term of this Agreement. The Services will include:

(1) Generating publicity and interest for UNIVERSAL TRIBES on Face book, Instagram and website and (collectively, "Social Media Accounts"), or such other **Social Media Accounts** as may be agreed to in writing by you and UNIVERSAL TRIBES; and (ii) Performing such other duties as may be mutually agreed upon in writing by you and UNIVERSAL TRIBES. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of UNIVERSAL TRIBES, and shall utilize your in- dependent judgment, expertise and creative talents. You agree not to delegate or sub- contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; pro- vided, however, that from time to time, UNIVERSAL TRIBES may make certain resources available to you as necessary for the performance of the Services.

b) **Term**. The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a **period of 30 days** (the "**Training Period**"). Either you or UNIVERSAL TRIBES may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination.
.

If you leave the position before 30 days, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Experience / Excellence or Letter of Recommendation.

C) Independent Contractor Relationship. Both you and UNIVERSAL TRIBES agree that your relationship with UNIVERSAL TRIBES will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits. Performance and Target based stipend with minimum of Rs.1000 upon successful completion of the Statement of Purpose assigned by the Corporation as mentioned in Job description.

2. Proprietary Information Agreement; Confidentiality. Any content, idea, or process you create for UNIVERSAL TRIBES which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product ("Company **Work Product**"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product, including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the **"Proprietary Rights**").

In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

3. Assignment. This Agreement may not be assigned by you without UNIVERSAL TRIBES's express written consent. Any attempted assignment in violation of this provision will be null and void.

4. Dispute Resolution. Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules set by UNIVERSAL TRIBES.

5. Confidentiality. You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.

6. Miscellaneous. This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions.

Understood and Accepted By

Signature

Name:

Date:

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

Exhibit A

Benefits

Internship Program: We provide practical training and experience that will help you in the fields of marketing, communication, branding, Sales and entrepreneurship.

Certificate/Letter of Recommendation: If you do the bare minimum, you'll get Internship Completion Certificate. However, if you go above and beyond, and really put in the effort needed to succeed in this role, we will reward you with a Certificate of Excellence. These certificates will have all of your accomplishments listed on them so that you have a track record of your performance. Who knows, we might just offer you a full-time job on our team!

Exclusive events: You will be invited to attend networking events, virtual parties to get closer to the UNIVERSAL TRIBES community from different places virtually. This is a great opportunity to expand your network, have a bit of fun, and share interesting stories and ideas.

Promotion/Employment Offer: You will also have an opportunity to apply for 6 months on probation position after the 1 Month of internship and chance to work on a diverse range of exciting projects.

Consent form for Internship with Universal tribes

Parent/Guardian I,_____(Name of Parent/Guardian), am a parent/ guardian of._____(Student's Name) I hereby consent to let my ward named above, who is studying at_____, to carryout internship with details as follows:

Internship at Universal Tribes

Type of internship- Sales Marketing internship
Duration of Internship- 1 Month

Mode of internship- Online (WORK FROM HOME)

It is my understanding that I am fully aware about this internship program and I am allowing my child/ward to do the same.

During this internship if your ward is having any misbehavior/misconduct on the name of the organization or your ward has bothered any management person or the intern on personal note, then we will be eligible to talk to the parents/ guardian and they will be sole responsible person for the, misconduct caused by the ward.

Note- It is a remote internship and company will never ask any candidate to step out of their home for any kind of work/ Company won't charge any fee for providing internship opportunity.

Name of Parent/Guardian –

Contact Number:

Signature of Parent/Guardian – Date-

Universal Tribes

UNIVERSAL TRIBES
Empowerment & Uplifement of Tribal Art
Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

INTERNSHIP OFFER LETTER

Date: 29/01/2022.

Dear PRATHAMESH KANKAMOL,

Greetings from Universal Tribes

With reference to your application and subsequent discussions, we have pleasure in offering you Internship in our organization as **SALES AND MARKETING INTERN.**

You'll be representing our organization and functioning based on our requirements. You'll be provided with number of opportunities to exhibit your leadership and managerial skills. At the end of the term, based on your performance you'll receive a certificate describing your achievements and active participation.

During the period of internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company.

In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information. Your appointment will be governed by the terms and conditions presented in the **Agreement**.

Best Regards,

RAJAT RAGHATWAN
FOUNDER & CEO
UNIVERSAL TRIBES

JOB DESCRIPTION

Sales & Marketing Internship

Jobs and Responsibilities

1. Understanding the Nature of Business and Product Details.
2. Product Presentation.
3. Leads and Sales Generation.
4. Creating Marketing Pitches.
5. Digital Marketing and New Vendor Registration.
6. Interacting with Potential Customers for Demonstration and Presentation.
7. Conducting Research and Analyzing Data to Identify and Define Audiences.
8. Maintaining Accurate Records and Updating Database in Excel daily.
9. Reviewing Sale Performances and Aiming to Achieve Monthly Targets.

Skills Required

1. Business Communication Skills.
2. Influencing and Negotiation Skills.
3. MS Excel.
4. Time Management.

Perks and benefits: -

1. **Experience Certificate** on achieving sales target of 5000rs, an intern who achieved 5K sales target will be also eligible for **receiving 500rs shopping voucher** of Universal Tribes.
2. **Excellence Certificate** on achieving sales target of **7500rs.**
3. **Stipend of 1000rs** on achieving **7500rs** sales target.
4. Sales and marketing Intern who achieved **7500rs** sales will be on boarded as a **BRAND ASSOCIATE** for the company and they will get a personalized coupon code along with a poster.
5. **BRAND ASSOCIATES** can **earn 10% incentives** against any sale if their customers use their Brand associate code to avail 15% Discount on their purchases through the Universal Tribes Shopping website.
6. **Letter of recommendation** on achieving **10,000rs** or above sales target.

Note: If an intern doesn't achieve the 7500rs sales target then no stipend will be given.

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

CODE OF CONDUCT

1. Interns should **secure >75% attendance** throughout the duration of the allocated internship, for being eligible for the internship certificates and other beneficiaries.
   - All interns who are working in this company are bound to follow all the regular tasks mentioned/provided in the SOP.
   - Interns are expected to be punctual and sincere about their work allotted.
   - Daily reporting/follow-ups and attendance for all interns are a must, excluding medical and urgent emergencies

2. During the meets, group & personal conversation, the **decorum of communication** with the higher authority has to be maintained with utmost respect and morals.

3. Only queries, complaints and suggestions regarding Internship can be put forward to their respective mentors/guests.

4. **No intern/employee/panel members/ head/ anyone related to this company are allowed to break the Code of Conduct of Universal Tribes**.

5. If found disrespecting/violating the same, severe actions will be taken by the company and its council on the respective person(s)/group(s).

6. Company **does not demand for offline work for the internship**, and focuses on giving online internships only.

I,_____, hereby assure that I have read and understood the Code-of-Conduct for interning and working in this company in the allocated job profile.
With proper consciousness and agreement, I respect and accept all the above-mentioned disciplines and rules.

Date: -
Signature: -

Re: Sales and Marketing-Intern Agreement

As discussed, we look forward to retaining you as an intern of **UNIVERSAL TRIBES**, ("UNIVERSAL TRIBES" or the "**Company**"), to provide certain services to UNIVERSAL TRIBES pursuant to the terms of this letter agreement (this "**Agreement**"). For good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged, you and UNIVERSAL TRIBES hereby agree as follows:

1. **Services. Term and Compensation.**

a) **Services**. You agree to render certain services to UNIVERSAL TRIBES as specified herein (collectively, the "**Services**") during the term of this Agreement. The Services will include:

(1) Generating publicity and interest for UNIVERSAL TRIBES on Face book, Instagram and website and (collectively, "Social Media Accounts"), or such other **Social Media Accounts** as may be agreed to in writing by you and UNIVERSAL TRIBES; and (ii) Performing such other duties as may be mutually agreed upon in writing by you and UNIVERSAL TRIBES. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of UNIVERSAL TRIBES, and shall utilize your in- dependent judgment, expertise and creative talents. You agree not to delegate or sub- contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; pro- vided, however, that from time to time, UNIVERSAL TRIBES may make certain resources available to you as necessary for the performance of the Services.

b) **Term**. The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a **period of 30 days** (the "**Training Period**"). Either you or UNIVERSAL TRIBES may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination.
.

If you leave the position before 30 days, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Experience / Excellence or Letter of Recommendation.

C) Independent Contractor Relationship. Both you and UNIVERSAL TRIBES agree that your relationship with UNIVERSAL TRIBES will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits. Performance and Target based stipend with minimum of Rs.1000 upon successful completion of the Statement of Purpose assigned by the Corporation as mentioned in Job description.

2. Proprietary Information Agreement; Confidentiality. Any content, idea, or process you create for UNIVERSAL TRIBES which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product ("Company **Work Product**"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product, including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the **"Proprietary Rights**").

In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

3. Assignment. This Agreement may not be assigned by you without UNIVERSAL TRIBES's express written consent. Any attempted assignment in violation of this provision will be null and void.

4. Dispute Resolution. Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules set by UNIVERSAL TRIBES.

5. Confidentiality. You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.

6. Miscellaneous. This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions.

Understood and Accepted By

Signature

Name:

Date:

Corporate Office : D-3/5,Bibvewadi, Pune, India -411037
Contact : www.universaltribes.com | Universaltribes@gmail.com

Exhibit A

Benefits

Internship Program: We provide practical training and experience that will help you in the fields of marketing, communication, branding, Sales and entrepreneurship.

Certificate/Letter of Recommendation: If you do the bare minimum, you'll get Internship Completion Certificate. However, if you go above and beyond, and really put in the effort needed to succeed in this role, we will reward you with a Certificate of Excellence. These certificates will have all of your accomplishments listed on them so that you have a track record of your performance. Who knows, we might just offer you a full-time job on our team!

Exclusive events: You will be invited to attend networking events, virtual parties to get closer to the UNIVERSAL TRIBES community from different places virtually. This is a great opportunity to expand your network, have a bit of fun, and share interesting stories and ideas.

Promotion/Employment Offer: You will also have an opportunity to apply for 6 months on probation position after the 1 Month of internship and chance to work on a diverse range of exciting projects.

Consent form for Internship with Universal tribes

Parent/Guardian I,_____(Name of Parent/Guardian), am a parent/ guardian of._____(Student's Name) I hereby consent to let my ward named above, who is studying at_____, to carryout internship with details as follows:

Internship at Universal Tribes

Type of internship- Sales Marketing internship
Duration of Internship- 1 Month

Mode of internship- Online (WORK FROM HOME)

It is my understanding that I am fully aware about this internship program and I am allowing my child/ward to do the same.

During this internship if your ward is having any misbehavior/misconduct on the name of the organization or your ward has bothered any management person or the intern on personal note, then we will be eligible to talk to the parents/ guardian and they will be sole responsible person for the, misconduct caused by the ward.

Note- It is a remote internship and company will never ask any candidate to step out of their home for any kind of work/ Company won't charge any fee for providing internship opportunity.

Name of Parent/Guardian –

Contact Number:

Signature of Parent/Guardian – Date-

Universal Tribes