

**TABLE SHOWING LIST OF STUDENTS INTERNSHIP  
COMPLETION CERTIFICATE  
BACHELOR OF ARTS IN MULTIMEDIA AND MASS  
COMMUNICATION- INTERNSHIPS-2021-22**

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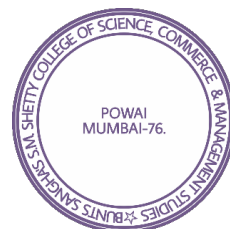
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**Dr. Sridhara Shetty**

**PRINCIPAL**

PRINCIPAL  
Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smshettyinstitute.org





MentorBoxx

# CERTIFICATE OF INTERNSHIP

This certificate is awarded to

**AMRITPAL SINGH DADIAL**

*For successful completion of Internship as Community Influencer Intern under  
MentorBoxx from 07th July 2021 to 07th August 2021*

---

**Divya Choubey**

*HR Head*

---

**Himanshi Gomber**

*Business Head*

001





white rivers media

9<sup>th</sup> September 2021

To  
Mr. Chaitanya Lodha

**SUBJECT: INTERNSHIP LETTER**

Dear Chaitanya,

We are pleased to offer you the role of "Intern" at **White Rivers Media Solutions Pvt. Ltd.** Sahney Compound, Above DHL, Opposite Neelkanth Business Park, Next to Vidyavihar Station West, Mumbai 400086.

The duration of your internship will be for **3 months** commencing from **Thursday, 9<sup>th</sup> September 2021** till **9<sup>th</sup> December 2021**. **You shall be paid a monthly stipend of Rs. 6,000/- (Rupees Six Thousand Only).**

The reporting time for **Thursday, 9<sup>th</sup> September 2021** will be **10:00 am**.

You are requested to bring along the original and certified copies of the certificates and testimonials for our records (as defined in Annexure).

Your appointment is valid subject to:

- Joining the services of the Company on or before the specified date
- Written acceptance of the Internship letter
- Verification of your testimonials
- Receipt of satisfactory reports from your provided references

The Internship letter is valid for 5 days from the date of issue beyond which it stands revoked unless otherwise extended in writing.

We welcome you aboard and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Thanking You.

Yours truly,

**White Rivers Media Solutions Pvt. Ltd.**  
**Shrenik Gandhi**  
**Chief Executive**  
**Officer and Co- Founder**

I confirm having understood and accepted the above, which form part of my appointment with White Rivers Media Solutions Pvt. Ltd. The original of this letter is in my possession.

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

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

 White Rivers Media, Sahney Compound, Above DHL, Next to Vidyavihar Station West, Mumbai.



18-19, Parshwagiriraj Chs, Opp Abhyudaya Bank, Dahisar Station, Dahisar East, Mumbai 400068

**Dear Keona,**

**Sea Water Sports is pleased to offer you the position of Content Writing (Work From Home). Your skills & experience will be an ideal fit for our company.**

**As we discussed, your starting date will be 1st December, 2021.  
The starting stipend is Rs.6,000 Per Month & is paid on a monthly basis.  
Internship Tenure is for 6 Months i.e. 180 Days.**

**Later it will be great pleasure for company to have you as part of the organization as a permanent employee.**

**Glad to have you working for us.**

A handwritten signature in black ink, which appears to read 'Bhavik', is positioned above the name of the Marketing Head.

**Bhavik Gaikwad  
Marketing Head**

# Internship Offer Letter

**Labhashri Shetty**

20<sup>th</sup> January 2022

Powering the world of good

 **Goodera**

**Dear Labhashri Shetty,**

## **Congratulations!**

On behalf of Goodera, we are delighted to welcome you to the Goodera family as an “**Intern**” and your period of Internship is for **3 months** starting from **24<sup>th</sup> January 2022 to 22<sup>nd</sup> April 2022**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you interacted with and we are excited to have you as part of our team. We foresee your skills as a valuable asset to our company and clients.

Your stipend for the internship period is Rs. **15,000**(Rs. Fifteen Thousand Only) per month and will be subject to statutory and other deduction as per Goodera policies and practices.

Your immediate manager will communicate details of your role and work responsibilities upon joining the Goodera team.

This internship offer letter, together with the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement, and the Information Security Policy, constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and Goodera or its affiliates.

### **1) Non-Disclosure Agreement**

Goodera is a knowledge enterprise and would continuously be creating original knowledge, content and processes. Each aspect of business at Goodera would have proprietary knowledge built in. As a member of the Goodera team, you would act like guardian of intellectual property of the company. You would treat all business information with care and would use it only for the purpose for which it is rightfully meant. Your information dissemination would be bound by need to know protocol. At no point would you indulge in discussing business model, client details, delivery methodology, financial performance, co-worker details with anyone outside Goodera team without explicit consent of Management and HR Manager of Goodera. A breach on non-disclosure would qualify for immediate termination. Non-disclosure agreement would apply up to one year from end of employment with Goodera.

### **2) Non-Compete Agreement**

During the tenure with Goodera, company would make significant investment in development of resources through business exposure, training, peer group interaction amongst others. Goodera would want is that the resources contribute against the interest of the organization after gaining from all organization efforts. All members joining Goodera would be, at will, restricted from taking up any assignment after leaving Goodera that directly competes with business interests of Goodera. This restriction would apply for duration of 6 months from end of Goodera employment. A breach of this agreement may lead to a legal action.

### **3) Non-Solicit Guarantee**

As a member of Goodera team, you would gain access to information of other team members and their abilities. You would take extreme care of not disclosing team member information to any third party. You would be restrained from soliciting any member of Goodera for any assignment outside the context of Goodera without due authorization from Goodera Management. This restriction would apply for up to 3 years from end of your engagement with Goodera. Breach of this clause may lead to a legal action.

### **4) Ownership of Content**

While at employment at Goodera, all the content, knowledge, process developed by you would form the property of Goodera and you'd have no ownership claim on any intellectual property. Moreover, you authorize Goodera to use your name, pictures and any credentials in a manner it deems fit to fulfil and promote business interests of Goodera. You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during your employment with us.

In addition, you agree, that you shall not directly or indirectly disclose, divulge, communicate, display, publish, or reveal the Confidential Matters about Goodera through any medium, either orally or in writing, including, but not limited to, electronic mail, television or radio, computer networks or Internet bulletin boards, blogs, social media, such as Facebook, LinkedIn, or Twitter, or any other form of communication to any third party whatsoever including without limitation, any past, present or future employee of, or any applicant for employment at Goodera.

Please sign a copy of this letter in token of your acceptance and confirmation of the terms mentioned above.

Sincerely,

Date: 20<sup>th</sup> January 2022

Manoj Parikatil

Director- Human Resource

**Acceptance:**

I, **Labhashri Shetty**, hereby accept the terms and conditions of this internship offer. I will join the Goodera on 24 January 2022

*Labhashri shetty*

Date: 15 September, 2021

Dear Manav Barai,

**The Language Network is excited to bring you on board as a Marketing Intern.**

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your benefits and the terms and conditions of your anticipated employment with The Language Network.

We are pleased to appoint you as a **Marketing Intern** at our online institute.

This will be a **1 month** Internship and is scheduled to begin from **01 September, 2021**.

You will be representing our organisation and will be functioning based on our requirements. You will be provided with several opportunities to exhibit your leadership and managerial skills.

Let us congratulate you for being a part of this establishment.

**On your acceptance, this agreement will come into force. This agreement overrides all global commitments and previous agreements made and is final and binding.**

### **Guidelines:**

**Attending all the sessions is mandatory.**

Plenty of opportunities will be given to you to showcase your leadership and management skills.

**You will be provided with a certificate of internship ONLY when you successfully complete the assigned tasks.**

### **APPOINTMENT DETAILS**

**Post Title:** Marketing Intern

**Hours:** Flexible

**Duration:** Part-time



7/112, Tejas Nagar, Reynolds Road, Wadala East, Mumbai- 400037

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## PERSONAL DETAILS

**Name:** Manav Barai

**Address:** 403 Panhalgad IIT CHS behind S M SHETTY School Hiranandani Powai Mumbai 76

## Benefits:

Certificate of Internship

Intern of the Week receives ₹1000/-

Letter of Recommendation.

Paid Internship Opportunity

## ACCEPTANCE

I accept the appointment outlined above under the general conditions referred.

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

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

This offer has been made based on information furnished by you. We ensure total confidentiality from our end. However, in case of any deviations, we retain the right to review our offer of employment.

Regards,



Pinnac Yeddy  
Co-founder & CEO  
The Language Network





**Date: 17-8-2021**

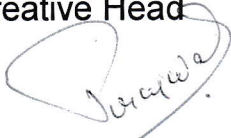
**To Whom It May Concern**

This letter is to certify that **Mr. Parth Patel** is doing internship in Digital Marketing at **Circle Infotech Pvt. Ltd**, Mumbai from **20<sup>th</sup> Jan 2021**.

During the internship he is demonstrating good skills with self-Motivated attitude to learn new thing. His performance exceeded expectations and has been able to complete the project successful on given time.

**Circle Infotech Pvt. Ltd**

**Creative Head**



**Prajwal Poojary.**



**Circle Infotech Pvt.Ltd.**

415 - A Wing, Kailas Industrial Complex, Hiranandani-Vikhroli Link Road, Vikhroli (W), Mumbai - 400 079. India **T** +91-22-6671 1234 **F** +91-22-6671 2959  
**E** : info@entercircle.com **W** : www.circleCT.com



## INTERNSHIP OFFER LETTER

Dear Rishabh Sharma,

Congratulations!

Further to the series of discussions, we are pleased to offer you an Internship as a "Video Editor" at TEB Media, a part of Jalan Media. Please note that you will receive INR 2000/- per month during the internship period. You are also entitled to an Internship Certificate after successful completion of the internship.

On acceptance of the offer, you are expected to join us from the 17th of April 2021. Currently, we are observing 6 working days in a week where Sunday is the week-off.

Thanks for your time and patience throughout the selection process.

Kindly acknowledge the receipt and acceptance of the offer within 24 hours. Please reach out to me for any further queries at the number undersigned.

Best regards,  
Surya Das,  
Jalan Media

Contact: 9040746575

## **CONFIRMATION LETTER**

**Date:** 17<sup>th</sup> January, 2022

**Ref/Legal/Conf./003**

**Name:** Rishubh Raghvendra Singh

**Address:** #502, Madhuri Co Operative Housing Society,  
Sector 6, Airoli, Navi Mumbai 400708.

**Designation:** Intern

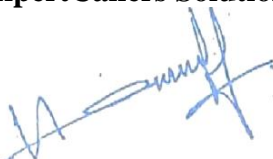
### **Sub: Confirmation of Internship**

**Dear Rishubh,**

We have the pleasure in informing you that, your application for joining as an intern is received by the HR department and being confirmed as an intern of ECPL (EXPERTCALLERS SOLUTIONS PRIVATE LIMITED), effective 21<sup>st</sup> January 2022 with the honorarium payment of Rs 25000/- (Twenty Five Thousand Only) per month.

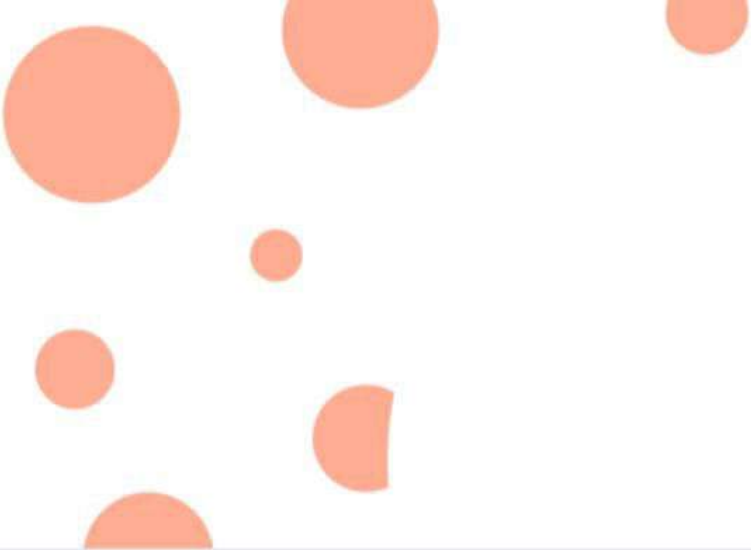
All the other terms and conditions as detailed in our guidelines for joining as an intern will remain unchanged. We look forward at your discipline and punctuality, and wish you all the very best to be a part of our organization.

**ExpertCallers Solutions Pvt Ltd**



**Hemanth Bhaskar**  
Manager – Human Resources





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Powering the world of good

Dear Sahil Suresh,

**Congratulations!**

On behalf of Goodera, we are delighted to welcome you to the Goodera family as an “**Intern**” and your period of Internship is for **6 months** starting from **19<sup>th</sup> November 2021 to 19<sup>th</sup> May 2022**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you interacted with and we are excited to have you as part of our team. We foresee your skills as a valuable asset to our company and clients.

Your stipend for the internship period is **Rs.15,000(Rs. Fifteen Thousand only)** per month and will be subject to statutory and other deduction as per Goodera policies and practices.

Your immediate manager will communicate details of your role and work responsibilities upon joining the Goodera team.

This internship offer letter, together with the NonDisclosure, NonSolicit and Intellectual Property Rights Assignment Agreement, and the Information Security Policy, constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and Goodera or its affiliates.

**1) NonDisclosure Agreement**

Goodera is a knowledge enterprise and would continuously be creating original knowledge, content and processes. Each aspect of business at Goodera would have proprietary knowledge built in. As a member of the Goodera team, you would act like guardian of intellectual property of the company. You would treat all business information with care and would use it only for the purpose for which it is rightfully meant. Your information dissemination would be bound by need to know protocol. At no point would

BREAK THE CODE  
D WING 302. TWIN ARCADE, MAROL MILITARY ROAD,  
ANDHERI EAST, MUMBAI-400059

Appointment Letter

Dear Sheldon,

Break The Code is pleased to offer you a Business Development and Client Servicing Intern position on a probationary basis effective from July 07<sup>th</sup>, 2021, subject to the following terms and conditions:

1. Designation:

- a. Your designation shall be " Business Development and Client Servicing Intern"

2. Roles & Responsibilities:

- a. Assisting in Client servicing and Business Development.
- b. Communicating openly and constructively with colleagues.
- c. Coordinating and communicating respectfully with clients.
- d. Getting leads and business to the company.
- e. Pitching company services to the prospective clients.

3. Salary:

- a. Your monthly stipend will be Rs. 3,000/- (Rupees Three thousand only) payable to you within 1 month + 15 days of the successive month.
- b. The above-mentioned stipend DOES NOT include additional bonuses, incentives, and reimbursement if applicable.
- c. Incentives will be paid on the day of the stipend depending on the payments that comes in from the client.

4. Date of Joining and Probation Period:

- a. Your date of joining is 7<sup>th</sup> July, 2021.
- b. You will be considered on probation for the first three months of your employment i.e., till 7<sup>th</sup> October, 2021.
- c. During probation, the firm can terminate your employment without any notice period.
- d. The firm reserves the right to extend your probation period if deemed fit.
- e. Leaving the internship mid-tenure will result in detention of your salary.

5. Working Hours and Leave:

- a. Working Hours: Monday - Friday every week from 10:00 am to 6:30 pm and on Saturdays from 10:00 am to 3:30 pm except on firm designated holidays and exemptions approved by management.
- b. No compensation will be paid for discretionary overtime that may be required from time to time.

6. Confidentiality:

- a. Salary: You shall observe the strictest confidentiality about the stipend you receive at the firm, including with colleagues at the firm.

- b. Information: You shall observe the strictest confidentiality about all information entrusted to you including costing, discounts, and revenue.
- c. Intellectual Property: You shall not reproduce, store or transmit by any means any material which is the property of the firm - proposals, designs, files, electronic data, reports, documents, manuals or any other data for the benefit of yourself or third party.

7. Incentive Structure:

- a. You get an incentive of 5% to 10% on every project you get to the company.

8. Severance:

- a. The firm or you can sever your internship by giving one month's notice or one month's stipend.
- b. The stipend for the notice period will be paid to you as part of your full and final settlement, including bonus and reimbursements, two weeks after your last date of work.
- c. You shall forfeit your full and final settlement if you do not complete your notice period.
- d. You will not approach for the material benefit for a period of three years or approach any client of the firm that you served during your employment at the firm.
- e. You will not divulge information about compensation policies or financial information of the firm.
- f. You will not in any way defame the firm after your exit.

Violation of any of the above terms and conditions can be prosecuted in a court of law or arbitration as deemed fit by the firm. The firm looks forward to working with you and seeking your expertise to grow.

Regards,

Break The Code



Siddhant Shah. (Founder)



Nikita Dhongdi (co-founder)

Signature Of Applicant

[www.breakthecode.in](http://www.breakthecode.in)

## CONTRACT AGREEMENT

This contract serves as an agreement with the Founder of Growth Central VC and the .

This contract, dated 21, is made between Growth Central VC [“the Firm”] Maulik Markan and [“Ambassador”] I aswini Shetty. This document constitutes a contractual agreement between these two parties and is governed by the state laws of New Delhi.

WHEREAS, the ambassador desires a position to gain valuable knowledge, experience, education, training, commission-based pay.

WHEREAS, the Company is willing to grant the ambassador a position to promote its programs at a commission and a certificate.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

### 1. Ambassadorship

The Ambassador agrees that he or she will faithfully and to the best of their ability to carry out the duties and responsibilities communicated to them by the Firm. The Ambassador shall comply with all company policies, rules and procedures at all times.

You acknowledge that you are an Ambassador. As a Campus Ambassador representing the Firm, your relationship with Growth Central VC will only be commission-based. You will not receive any payment or benefits except that.

### 2. Position

As an Ambassador, it is your duty to perform all essential job functions and duties. From time to time, the Firm may also add other duties within the reasonable scope of your work.

You must not incur any liability on behalf of Growth Central VC or purport to enter into any contract with any third party which would be binding on Growth Central VC.

### 3. Scope

The position is completely virtual.

### 4. Duration

6 weeks from the date of signing.

### 5. Compensation

Ambassadors shall be provided a 3% commission for every student who becomes a paid member of any of the programs run by Growth Central VC (The programs do not include the on-demand mentorship services) using the unique referral code assigned to the ambassador. Please note that each ambassador will be provided with a unique code, which they must ensure is provided by the referred student at the time of making the payment. The onus of ensuring that the correct code is provided at the correct time lies with the ambassador.

Payments:

Payouts will be made to an affiliate once the realised referral amount exceeds INR 5000/-. Payments will be made by neft to the bank account provided by the affiliate at the time of signing up with Growth Central VC.

### 6. Termination

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided [2 weeks] written notice is delivered to the other party. Failure of the Ambassador to complete the task within the given deadline would result in a reminder and eventual termination.

The Ambassador agrees to return any property of the Firm including intellectual property upon termination.

## 7. Non-Competition and Confidentiality

As an Ambassador, you will have access to confidential information that is the property of the Firm. You are not permitted to disclose this information outside of the Firm.

## 8. Entirety

This contract represents the entire agreement between the two parties and supersedes any previous written or oral agreement. This agreement may be modified at any time, provided the written consent of both the Firm and the Ambassador.

## 9. Severability

The parties agree that if any portion of this contract is found to be void or unenforceable, it shall be struck from the record and the remaining provisions will retain their full force and effect.

## 10. Relationship.

Nothing in this Agreement shall be construed to create an employer-employee or principal-agent relationship between Ambassador and Firm. The Ambassador does not have the authority to bind the Firm in any manner whatsoever.

## 11. Confidentiality.

During the course of this Agreement, it may be necessary for the Firm to share proprietary information, including trade secrets, industry knowledge, and other confidential information, to the Ambassador in order for him/her to complete the Duties and Responsibilities. The ambassador will not share any of this proprietary information at any time. The ambassador also will not use any of this proprietary information for his personal benefit at any time. This section remains in full force and effect even after termination of the Agreement by its natural termination or the early termination by either party.


## 12. Intellectual Property.

The ambassador agrees that any content provided to him/her by Firm in order to perform Intern's Duties and Responsibilities, including but not limited to, images, videos, and text, copyrights or trademarks, remains solely owned by Firm. Any materials developed by the Firm, making use of the content, remains the sole property of the Firm. Any work product that may be created during the course of this Agreement remains the sole property of the Firm.

I acknowledge my status as an ambassador

08/11/21

Date

  
\_\_\_\_\_

Ambassador's Signature

*Maulik Markhan*

\_\_\_\_\_  
Firm Founder's Official Signature And Date

Date: 08/11/21





**A: Frontier India Technology**

No 22, 4<sup>th</sup> 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**

August 23, 2021

**Dear Sir/Madam,**

Tejashree Nair, 3<sup>rd</sup> year - Bachelor of Arts in Mass Media and Mass Communication (B.A.M.M.C),  
at S.M. Shetty College, Powai has been accepted for internship for 3 months from 23 August 2021.

I wish her luck.

**Regards**

**FOR FRONTIER INDIA TECHNOLOGY**

*Joseph*  
**PROPRIETOR**

Joseph P Chacko

Publisher

Thank you

<https://frontierindia.com>

CEO: Joseph P Chacko



N'VEVIBE  
GEXIN LLP  
5<sup>th</sup> Floor, Sambhav IT Park  
Wagle Estate,  
Thane (W), 400604

September 18<sup>TH</sup> 2021

Subject- **Letter of Employment**

Dear Mr Chandan Chaurasia,

Please accept this letter as conformation that Mr Chandan has been employed with Gexin LLP since 18/9/2021,

Currently Mr Chandan

- Holds the title of Assistant Venue Manager
- Earns a stipend of ₹ 7000/- plus bonuses
- Works on a full-time basis of 36-48 hours per week

If you have any questions or require additional information, please give me a call on the number stated below

Best Regards,

**Mr Nachiket Khatu**  
Founder

+919833213528  
nvevibe.com  
nvevibegexin@gmail.com





S.W.A.N FOUNDATION

## Internship Appointment Letter

Deepasha Swamy,

It is My Pleasure to offer You as an Employee in Training Appointment As Social Media Handler & Editor Intern at SWAN Foundation(Ngo) .This Appointment Will Began From 1 August 2021 & It Will be Continued Till Date 2023 August .Performance based Perk & Rewards Will Be Provided. Dont Hesitate To contact us Regarding Internship or Project that you Will Be Working .All the best.

[www.swanforchange.org](http://www.swanforchange.org)

[swanfoundation658@gmail.com](mailto:swanfoundation658@gmail.com)

9321515699

Regards

Sushant Kashid

(President)

EMAIL : SWANFORCHANGE@GMAIL.COM

CONTACT; 8108159886/ 97684 33353

2204 RAJIV GANDHI CHS KOKRI AGAR ANTOPHILL SION MUMBAI  
MAHARASHTRA 400037



## HACKTECH MEDIA ENTERPRISES

DIGITAL MARKETING SERVICES AND Web development  
Regd Office : Prabhat Centre Fifth Floor shop no 505 , CBD Belapur Navi Mumbai Pincode -400614  
www.hacktechmedia.com Email id [hacktechmedia1@gmail.com](mailto:hacktechmedia1@gmail.com)  
UAM-MH19D0103195

15-Sep -2021  
Harman Badwal;  
CBD  
Belapur

### Sub: Letter of Intent

Dear Harman

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Digital Marketing Intern** based at **Navi Mumbai** Location with **HACK-TECH Media Enterprises** on mutually discussed and agreed terms.

You will work in our company for next 3 month. Your last day will be 15<sup>th</sup> Nov 2021

Your incentive will be Rs 2000 to Rs 3000 per student depend upon the course Type.

You are required to furnish following documents on your joining, and carry original of all those documents for verification:

- 1) Self-Attested Photocopies of your educational certificates.
- 2) Four pass-port size photographs.
- 3) Aadhar Card (mandatory), residence proof and PAN Card (mandatory) for Account opening.
- 4) Cancelled Cheque of existing bank account for salary transfer.

Upon completion of joining formalities and documentation, a formal appointment letter shall be issued to you.

Kindly send us your acceptance of the offer through Email

We once again congratulate you and wish you all the best for your new journey thus.

Thankyou!

For

**HACK-TECH MEDIA ENTERPRISE**

**Deepak Gulab Barve**  
**Managing Director**  
**Hacktech Media Enterprise**



## OFFER WITH LAUNIQA

Date:- 13/10/2021.



LAUNIQA LTD  
(SUBSIDIARY OF KAMLA TRADING CORPORATION)  
+918292627242  
[Sales@launiqa.com](mailto:Sales@launiqa.com)  
[www.launiqa.com](http://www.launiqa.com)

Dear HERMAN NAGPAL,

We are delighted & excited to welcome you to LAUNIQA as a BUSINESS DEVELOPMENT INTERN At LAUNIQA, 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 LAUNIQA.

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!

Anusha  
H.R DEPARTMENT

Annexure A

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

1. You are being hired as a BUSINESS DEVELOPMENT INTERN and Miss Anusha would be your Reporting Manager and Mentor during the internship. As a Business development Intern you would be responsible for generating buy leads, pitching products & services, conducting market study.

2. Your date of joining is 15th OCTOBER and the duration of the internship would be 3 MONTHS. During this time you are expected to devote your time and efforts solely to LAUNIQQA 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 remotely 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 LAUNIQQA will be the intellectual property of LAUNIQQA. 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. LAUNIQQA 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 LAUNIQQA 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 organisation (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 behaviours.
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. LAUNIQQA is a start up 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 hardwork – 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 LAUNIQQA 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 7-10% incentive (of the total billing amount) on the leads generated by YOU. All the office related expenses (phone calls, 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:

Place:

Signature:

Name:



Jul 20, 2021

Reference No:24012

**Letter of Intent**

Dear **Hrutika Mayekar,**

We are happy to announce that you have been selected for the position of “**CUSTOMER SUPPORT REPRESENTATIVE**” for OPERATIONS (477) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than **Jul 20, 2021.**

Your total monthly CTC for this position would be Rs. **18000.0/-**

*(Detailed salary annexure would be shared along with your appointment letter subject to all relevant tax laws)*

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is an Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 0.0/-** during the training period.

The training duration for the process would be of **14** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

**\*\*Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

**Eureka Outsourcing Solutions Pvt. Ltd**

Human Resource Department

*Note: This is a computer generated document. Hence does not require signature.*

**Eureka Outsourcing Solutions Pvt. Ltd.**

**Corporate office:** High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

**T:** +91 22 25302400 **F:** +91 22 25302433 **E:** connect@eosglobe.com **W:** www.eosglobe.com **025**



## **List of Documents Required**

### **Mandatory Documents**

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

*In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.*

### **Age Proof**

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

### **Address Proof (Present & Permanent)**

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

### **Previous Employment Documents**

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

### **Documents required for Bank Account Opening for Salary transfer**

Aadhar Card | PAN Card | 2 passport size photos

### **Terms :**

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Performance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

**Reporting Time :** 10:00AM

**Reporting Office :** Airoli-Reliable

504, 5th Floor, Reliable Tech Park, Off. Thane-Belapur Road, Airoli, Navi Mumbai - 400 708.

**Eureka Outsourcing Solutions Pvt. Ltd.**

**Corporate office:** High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

**T:** +91 22 25302400 **F:** +91 22 25302433 **E:** connect@eosglobe.com **W:** www.eosglobe.com **026**



**A: Frontier India Technology**

No 22, 4<sup>th</sup> 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**

August 27, 2021

**Dear Sir/Madam,**

Abhishek Dubey, 2<sup>nd</sup> year - Bachelor of Arts in Mass Media and Mass Communication (B.A.M.M.C),  
at S.M. Shetty College, Powai has been accepted for internship for 3 months from 26 August 2021.

I wish him luck.

**Regards**

**FOR FRONTIER INDIA TECHNOLOGY**

*Joseph*  
**PROPRIETOR**

Joseph P Chacko

Publisher

Thank you

<https://frontierindia.com>

CEO: Joseph P Chacko



# PICSHORT PRIVATE LIMITED

Gopalganj, Bihar, India Pin code: 841428

Contact No: +918407052414, Email Id: [info@picshort.com](mailto:info@picshort.com)

CIN: - U72900BR2021PTC050014

Date: - 25/01/2022

Ref. No: - PSBIN619

Dear Vaishnavi Moolya,

Congratulations!

We are delighted & excited to welcome you to Picshort Private Limited as a **Marketing Intern**..At Picshort Private Limited, 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 Picshort Private Limited.

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 reach us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

For any queries or suggestions mail to us at [hr.picshort@gmail.com](mailto:hr.picshort@gmail.com)

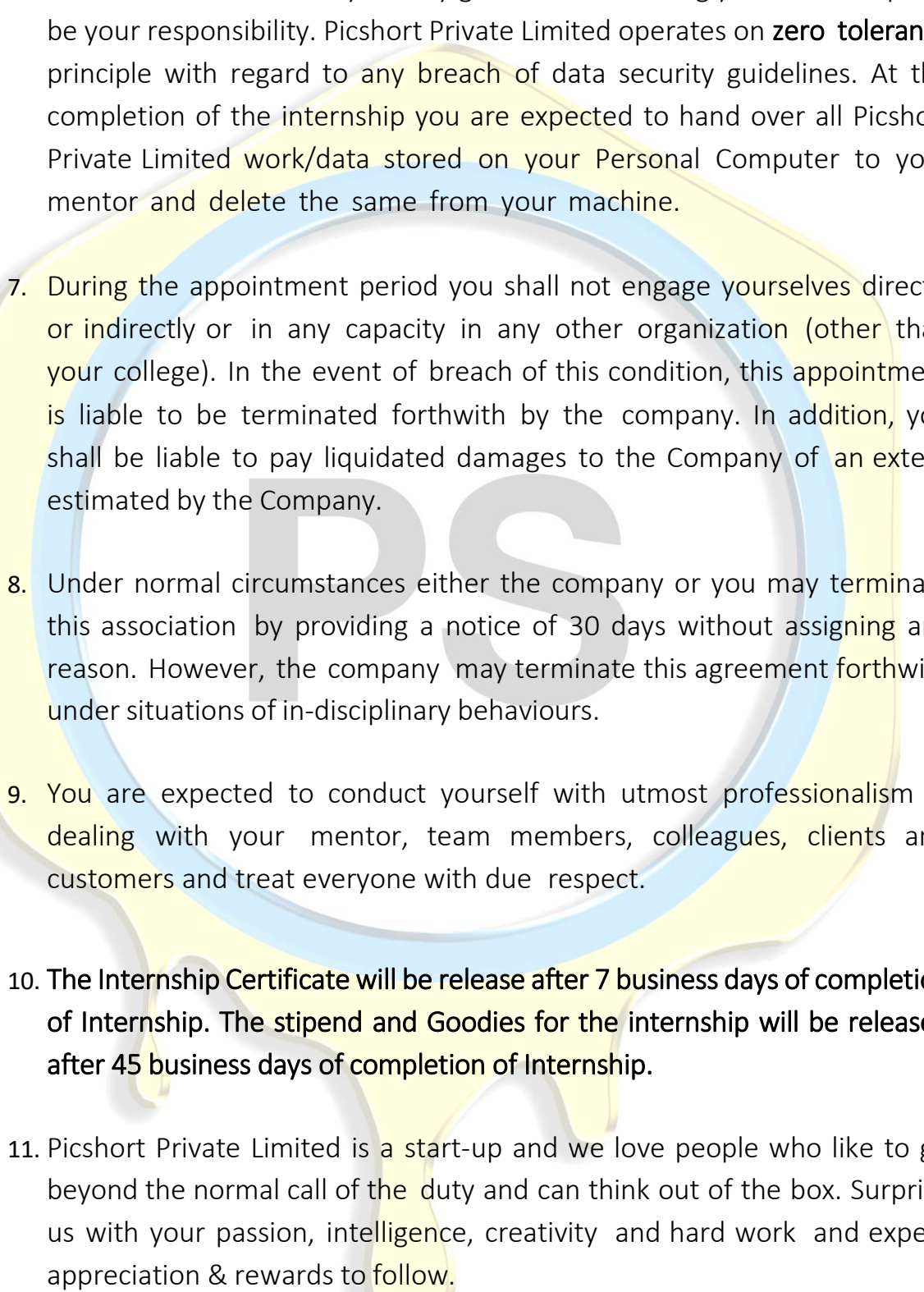
Shubham Kumar Dwivedi

Chief Marketing Officer

## Annexure A

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

1. You are being hired as a **Marketing Intern** and Pintu Thakur would be your Reporting officer and Mentor during the internship. As a Marketing Intern you would be responsible for Everything.
2. The stipend would be up to 3000/- per Month depending upon your work performance.
3. Your date of joining is \_\_\_\_\_ and the duration of the internship would be 1 Month. During this time you are expected to devote your time and efforts solely to Picshort Private Limited 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.
4. You will be working remotely 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.
5. All the work that you will produce at or in relation to Picshort Private Limited will be the intellectual property of Picshort Private Limited. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances if found so then company can take action in accordance to **Indian Patent Act 1970**. 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.

- 
6. 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. Picshort Private Limited 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 Picshort Private Limited work/data stored on your Personal Computer to your mentor and delete the same from your machine.
  7. 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.
  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 behaviours.
  9. 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.
  10. **The Internship Certificate will be release after 7 business days of completion of Internship. The stipend and Goodies for the internship will be released after 45 business days of completion of Internship.**
  11. Picshort Private Limited is a start-up 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.
  12. 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.

13. Have fun at what you do and do the right thing – both the principles are core of what Picshort Private Limited 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.

14. After completion of successful internship of mentioned period you will be provided CERTIFICATE (Picshort or Buddin), Goodies.

15. If we found any kind of issue raised by intern then company takes full fledge right to take action against the intern in the provision of Indian Law of Jurisdiction in accordance to company Act 2013. All the legal issues will be under the Jurisdiction of Patna High Court.

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

**\*\* Return this page copy to us by accepting the offer and by signing on this page by replying to the mail\*\***

Date:

Signature:



Place:

Name:

**STAR TROOPER MEDIA PRIVATE LIMITED**  
**216, Munish Plaza, Ansari Road, 20 Daryaganj,**  
**NEW DELHI**

**Dear Ishika,**

On behalf of **Star Trooper Media**, We are excited to extend **Ishika Shetty** an offer to be a part of our Fellowship Program.

This program is scheduled to begin from July 26th, 2021 and will be a 6 months paid program. This program offers a 2000/- per month stipend. In this program you will report to your respective **Reporting Manager and the HR.**

The fellow is required to prepare a comprehensive PR Strategy outline covering the research upon a certain number of companies. The content marketing team shall get access to your LinkedIn account for marketing purposes. Star Trooper Media shall pay for your subscription to your LinkedIn Premium Sales Navigator Subscription.

This engagement letter represents the full extent of the program and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this engagement please contact **Rachita Bhagat**. Please review this letter in full, and revert to us with a confirmation within 24 hours.

We look forward to having you begin your journey at Star Trooper Media and wish you a successful tenure.

Welcome to our team!



Ash Narain  
CEO and Founder  
Star Trooper Media





# JAGNA JARURI HAI

**Powai's Leading 'Digital Only' Citizen Journalism Portal**

---

**Date:** 03/05/2021

**JJH/MUM/2021/WC02**

**To Whomsoever it May Concern**

This letter is to certify that Mr. **Saad Ansari** has been working with JJH News from **10<sup>th</sup>, March to 3<sup>rd</sup>, May 2021** as an 'Editorial Assistant.'

जागना जरूरी है  
अनसुना । अनदेखा ।

Gaurav Sharma  
Editor – In – Chief  
Jagna Jaruri Hai  
Mumbai

Website: [www.jjhnews.in](http://www.jjhnews.in)  
Telephone: 091 9619784142





**A: Frontier India Technology**

No 22, 4<sup>th</sup> 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**

August 27, 2021

**Dear Sir/Madam,**

Ketan Ratanlal Barot, 2<sup>nd</sup> year - Bachelor of Arts in Mass Media and Mass Communication (B.A.M.M.C), at S.M. Shetty College, Powai has been accepted for internship for 3 months from 26 August 2021.

I wish him luck.

**Regards**

**FOR FRONTIER INDIA TECHNOLOGY**

*Joseph*  
**PROPRIETOR**

Joseph P Chacko

Publisher

Thank you

<https://frontierindia.com>

CEO: Joseph P Chacko

2<sup>nd</sup> September 2021.

Tanmay Gohil  
**Mumbai.**

Dear Tanmay,

**Sub: Internship.**

This has reference to your application received by us.

We are pleased to inform you that your request for an '**Intern**' has been accepted and the same will be with effect from **2<sup>nd</sup> September, 2021** for a period of **three months** in the **Mid Day Digital Department**.

During this period:

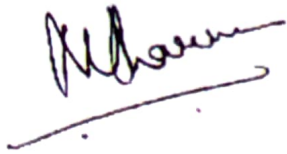
1. You will be reporting to **Joseph Fernandes –Manager**.
2. You will have to report online on all working days as communicated to you by your superior and achieve daily targets as assigned to you.
3. This internship has been offered to you as a part of a project. The Company would in no way be liable for any claim that may arise either in the course of or arising out of this internship like accidents etc.
4. You acknowledge that during the course of your internship with the Company, you will become familiar with the Company's trade secrets and with your confidential information concerning the Company and its associates and related Companies. You agree that during the term thereof and for two months thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, or deal with any other entity carrying on similar business.

5. This letter is valid only for the purpose of your internship and is not to be treated as a letter of offer or appointment in the Company.
6. You will be paid a stipend of Rs 3000 PM.
7. This letter is only to be treated as an intern offer letter and not as a **completion certificate**.

If the above terms and conditions are acceptable to you, kindly sign the second copy as a token of your acceptance.

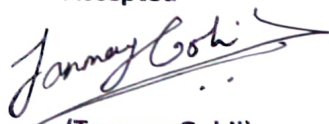
We wish you all the best.

For Midday Infomedia Limited



**Mona Tripathi**  
Head – Human Resource

Accepted

  
(Tanmay Gohil)

FIGHT ACADEMY

INTERNSHIP OFFER LETTER**Dear Mr. Pratham Gore,**

Date: - September 1st, 2021

I am delighted & excited to welcome you to Fight Academy as a Video Editing Intern. At Fight Academy, 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 Fight Academy.

Your appointment will be governed by the terms and conditions as approved on your interview.

Start Date of Internship:- September 1st, 2021

Duration of Internship:- 60 Days

Stipend per month:- Rs 5,000/-

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Congratulations!

**Regards,****Saif Raza**  
**Founder & Owner**

# NRH TECHNOLOGIES PRIVATE LIMITED

**24<sup>th</sup> September 2021**

Dear Mandeera Manohar Ramgiri,  
Welcome to Tuted!

We are delighted to make you an offer for Internship at NRH Technologies pvt Ltd, based out of P44, Rabindra Sarani, Kolkata-01.

TutED is offering you a position of Marketing Intern, starting on 24<sup>th</sup> September 2021, your reporting manager will get assigned on the day of induction. Expected hours of work are **8 hours** per day for a duration of **1 month**.

You will be provided one day off every week except Sunday and Saturday and national holidays. You would need to provide a prior notice before any planned or unplanned day off. In case of absenteeism i.e. 5 days without any information, we would consider your internship as void.

## **Benefits:**

On successful completion of your internship we would be providing a written certificate of completion, without which this offer letter should be considered as void. With an excellence in your performance, you will be offered a full time employment in the organization in your key role.

A letter of recommendation can be issued on the request of the employee and based on your performance.

Stipend: INR 2000/month

## **Other terms and condition:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of NRH Technologies and within the stipulated time of internship, you are subjected to not leave the organization at any instant of time without completing the above-mentioned time. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

As interns you would be directed by vertical leaders on roles and responsibilities further. Please send across a signed copy of the offer letter back to our team.

With regards,  
Niten Singh  
Director | NRH Technologies Ltd  
Kolkata-700001



Signature



Signature  
Mandeera Manohar Ramgiri



Date: October 4, 2021

To,

Farhan Khan (“**You**”),  
177/2765, Group no. 8B, Tagore Nagar,  
Vikhroli(E), Mumbai: 400083  
PAN: LEUPK5867E  
Contact: 9326092530  
Email: farhanat3987@gmail.com

### **ENGAGEMENT LETTER OF SERVICES**

Sub: Letter of Engagement for providing services as “Production Intern” for Contiloe Pictures Private Limited (“**Contiloe**”)

Dear Farhan Khan,

Contiloe hereby confirms your engagement to provide services as a “Production Intern” for the web-series tentatively titled “**Taj – Royal Blood**” (hereinafter called as “**Project**”) being produced by Contiloe.

The terms and conditions of your engagement are as under:

#### **1. Date of engagement**

Your engagement will be effective from October 4, 2021 (“**Effective Date**”).

#### **2. Term of Service**

Your services shall commence from the Effective Date of this Letter of Engagement and continue till December 4, 2021, the services can be extended basis Contiloe’s sole discretion.

#### **3. Services**

You shall render services as customarily rendered by a “Production Intern” in the media and entertainment industry including without limitation:

- (a) Assisting the production team, Producer, technicians, etc in producing the Project;
- (b) Render the services as per the requirement of Contiloe to the utmost of Your skill and ability in accordance with the production schedule or the revised schedules and/or delivery timelines as may be required by Contiloe, to its complete satisfaction;
- (c) Such other ancillary and incidental services as required by Contiloe.

#### **4. Consideration**

*Anup Vijai*  
Anup Vijai (Oct 23, 2021 14:43 GMT+5.5)



- (a) Subject to the full, timely and complete performance of the Services, obligations, warranties and undertakings set forth in this Agreement to the satisfaction of Contiloe and towards assignment of rights in the Works, You shall be paid an all-inclusive consideration of **INR 10,000/- (Indian National Rupees Ten Thousand Only)** per month (“**Consideration**”), subject to deduction of withholding taxes as per applicable law.
- (b) The payment of the Consideration would be made 25 (twenty-five) days after the end of the working month, subject to the timely receipt of an appropriate invoice from You in the manner instructed by Contiloe.
- (c) You agree that the Consideration is adequate consideration towards the Services and that You shall not be entitled to any other expenses or reimbursements from Contiloe unless specifically approved by Contiloe in writing.

## **5. Trade Secrets, Confidential Information, Intellectual Property**

- (a) You shall not (except in the proper course of your duties) during or after the period of engagement under this letter, divulge to any person whatsoever or otherwise make use of (and shall use your best endeavours to prevent the publication or disclosing of) any trade secret or confidential information concerning Contiloe.
- (b) The copyright in relation to all the data gathered, data base created, material prepared and material prepared by You and of which copyright subsists shall belong to Contiloe, You shall have no right or interest whatsoever in the copyright of the same.
- (c) You hereby confirm and agree that Contiloe owns all the rights in and to the Project and that the Shooting Schedule and other materials being created by You are on a “work for hire” and in accordance with Section 17 of the Copyright Act and is based on the Project including but not limited to the episodes/shots which are the sole property of Contiloe and of which Contiloe shall be deemed the first owner of all such materials. Further you agree that any material that has been/will be provided to You shall be returned and/or destroyed immediately on completion of your services.
- (d) Rights and obligations under this engagement especially in relation to intellectual property and confidential information relating to Contiloe shall continue to be in force even after termination of your engagement with Contiloe.
- (e) During the course of your engagement if You make or discover or participate in making or discovering any intellectual property including copyright on the database and confidential information relating to Contiloe which is capable of being used in the business being carried on by Contiloe, You shall disclose the same to Contiloe forthwith and which shall remain the absolute property of Contiloe.

## **6. Indemnity**

You undertake to indemnify and keep Contiloe and their affiliates, associates, employees, assigns, agents etc. at all times fully indemnified from and against all actions, proceedings, claims, demands, losses, costs (including without prejudice to the generality of this provision legal costs of an attorney) awards and damages however arising directly or indirectly as a result of any breach or non-performance by You of your undertakings, representations, warranties or obligations under this Letter of Engagement.

## **7. Termination**

- (a) In the event you are unable to develop and deliver services as per the terms of this Letter of Engagement and to the satisfaction of Contiloe, Contiloe shall have the right to terminate this Letter of Engagement



*Anup Vijai*  
Anup Vijai (Oct 23, 2021 14:43 GMT+5.5)



within 15 working days. You shall further refund to Contiloe the Consideration paid to you within 7 working days from the termination of this Letter of Engagement.

- (b) Contiloe shall be entitled to terminate this Letter of Engagement without giving any reasons by issuing prior written notice of 30 (thirty) days. You shall be entitled to Consideration on a pro-rata basis for the Services rendered by You until such date of termination.
- (c) On termination under any circumstance or upon completion of your services you will immediately give up to Contiloe all correspondence, materials/content relating to the Project, specifications, books, documents, data, literature, memorandum of any trade secret and/or any other confidential/non-confidential records/information, Contiloe's property etc. which would have been acquired by you during the course of your engagement and belonging to the Contiloe.

## **8. Jurisdiction And Governing Law**

For any breach of the above terms of employment, suitable legal proceedings will be initiated against you and all disputes will be subject exclusively to Mumbai jurisdiction, and be governed and construed in accordance with the laws of India.

Please confirm the acceptance of above terms and conditions by signing a copy of this letter of engagement.

Yours sincerely,

For and on behalf of **Contiloe Pictures Private Limited**

*Anup Vijai*

Anup Vijai (Oct 23, 2021 14:43 GMT+5.5)

(Authorised Signatory)

Name: Anup Vijai

Title: COO

I confirm the aforesaid terms and conditions

*Farhan Khan*

**Farhan Khan**







# BOLLYGRAD STUDIOZ

Affiliated to Bhashahome Services India LLP

Phone 011 4140 7008

e-mail [bollygrad.fti@gmail.com](mailto:bollygrad.fti@gmail.com)

Web [www.bollygrad.com](http://www.bollygrad.com)  
[www.bollygradstudioz.com](http://www.bollygradstudioz.com)

## JOINING LETTER

Date: **27/09/2021**

Dear **Ruchita Rajpurohit**

We are pleased to inform, that you have been selected to work as a **Content Writing** Intern for Bollygrad Studioz which is Part of Bollygrad Film and Television Institute and Affiliated to **Bhashahome Services India LLP**.

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 **Bollygrad Studioz**

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

Your Duties Include:

1. **Conducting in-depth research on cinema-related topics and developing and producing original, engaging, and creative content.**
2. **Interpreting and presenting Bollywood news and stories to the audience in an informative, interesting, and unbiased way.**
3. **Following Bollywood's current events, gathering, verifying, analyzing data from sources and investigating stories if necessary, and coming up with new ideas.**
4. **Produce engaging and creative content related to cinema, movies, web series, etc.**
5. **Updating daily work by preparing Google sheet.**

We are delighted to send you this offer to be approved and signed by you in order to start the internship from **28th September 2021**. We look forward to you joining our company in order to work with you. Please do not hesitate to call us for any information you may need.

We would also like to inform you that you will be working on a **Probation basis** for the **first 15 days**.

Sincerely,

Angad Malhotra  
[Intern Head]

## Annexure A

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

1. You are being hired as a **Content Writing** Intern and **Dr. Ramendra Chakarwari** and **Dr. Rajkumar Yadav** will be your mentors during the internship.
2. Your date of joining is **28th September 2021** and the duration of the internship would be **6 Months** working **6 days** a week. During this time you are expected to devote your time and efforts solely to Bollygrad Studioz work. You are also required to let your **reporting manager** know about **forthcoming events/leaves wanted** (if there are any) in advance so that your work can be planned accordingly.
3. During the **Internship period**, we expect your work and attitude towards your work to be positive and of basic acceptable level and to adhere to the working guidelines of the company.
4. You will not be paid any stipend if you leave the internship within 45 days from your joining date.
5. You will be working remotely 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.
6. All the work that you will produce at or in relation to **Bollygrad Studioz** will be the intellectual property of Bollygrad Studioz. 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 head.
7. 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. Bollygrad Studioz 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 Bollygrad Studioz work/data stored on your Personal Computer to your mentor and delete the same from your machine.
8. 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 to an extent estimated by the Company.
9. Under normal circumstances either the company or you may terminate this association by providing a notice of **15 days** with assigning any reason. However, the company may terminate this agreement forthwith under any situation related to work or in-disciplinary behaviours

## Annexure A

10. 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.

11. Bollygrad Studioz is an Artistic production house 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 hardwork – and expect appreciation & rewards to follow.

12. 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.

13. If you leave the internship and terminate the agreement before the completion of internship, you won't be provided with the Certificate of completion or LOR.

14. If you leave the internship and terminate the agreement in between without completing the notice period of **15 working days**, you are liable to pay liquidated damages to the Company of an extent estimated by the company i.e. the complete amount of the stipend that has been provided to you by the company since your joining, **or** the amount equal to 45 days of your stipend, if you haven't been paid yet.

15. You will be provided **three thousand rupees** per month as a stipend, by the provisions of pay-for-performance which is based on quantity and quality.

16. Any and all the leaves taken by you during the month will be considered unpaid leaves. You will be paid for that work in the extension period, which is equal to the number of total leaves taken by you during the course of your internship period.

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 all terms of the letter.

Date:

Signature:

Place:

Name:

NGO:  
Bollygrad Foundation

41-A, Fourth Floor, Kalu Sarai,  
Hauz Khas, New Delhi-16

[www.bollygrad.com](http://www.bollygrad.com)



## Selection Certificate

THIS CERTIFIES THAT

*Sai Bhowad*

is selected as a Social Media Marketing Intern at ePrakruti Technologies.

THIS CERTIFICATE IS VALID ONLY WITH CERTIFICATE OF INTERNSHIP OR EXPERIENCE CERTIFICATE FROM EPRAKRUTI TECHNOLOGIES.

Ganesh J. Jadhao

CO-FOUNDER, EPRAKRUTI  
TECHNOLOGIES



DATE: 27-08-2021



Hi Saisaranyya,

Greetings from Mid-day Infomedia..!

Following your application and subsequent interview, we are pleased to inform you that you have been considered for **Internship at Mid-Day Digital department.**

Your internship tenure will start from today i.e. **20<sup>th</sup> Oct. 2021** and is valid for three months.

You shall be paid a **stipend of Rs. 3000** every month.

Please revert with a cancelled cheque copy wherein the amount will be credited.

Contact me in case of any further clarification!

Thanks

Best Regards,

Ruchi Upadhyay

**AM Human Resources**

**Midday Infomedia Limited**



Sunday, September 19, 2021

## Internship Offer Letter

To,  
Dear **Tanishqa Shetty** ,  
tanishqashetty8@gmail.com

I am delighted & excited to welcome you to NeoDotco as an **Associate Digital Marketing Intern**. At NeoDocto, we believe that our team is our biggest strength, we take pride in hiring ONLY the best and brightest talent. We are confident that you will play a significant role in the overall success of venture. We wish you the most enjoyable, learning packed and truly meaningful internship experience with NeoDocto.

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 write back to us for more information.

Congratulations!

### Annexure A

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

1. You are being hired as an **Associate Digital Marketing Intern** and during your internship you will be reporting to **Anjali Shenoy, Digital Marketing Manager** and **Aakash Manjunath, Head of Digital Marketing**.

#### Roles and responsibilities:

- Consulting clients to understand their social media and chatbots needs.
- Emphasize service features and benefits with a focus on the value of the solution.
- Updating CRM and Project management software.
- Attend online meetings with the expert teams.

2. Your date of joining is **11 October 2021** and the duration of internship would be **2 Months**. During this time you are expected to devote your time and efforts solely to NeoDocto 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. Your work timings will be flexible, however the recommended work time would be between 9AM to 6PM (5 days a week) with the recommended contribution of 30 to 40 working hours per week. We suggest you to study 1 to 2 hours per day. The course material will be provided by NeoDocto and is 100% covered with scholarship. **We will be paying (\$1500) for the course. It is free to you.** There will be calls and meetings 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 NeoDocto will be the intellectual property of NeoDocto. You are not allowed to store, copy, sell, share and distribute 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 student, customer, client and companies' data and contact details that you may get access to during your internship will be your responsibility. NeoDocto 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 the data/work of NeoDocto stored on your personal computer to your mentor and delete the same from your devices.

6. During the appointment period you shall not engage yourself 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 prior notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under the situation of in-disciplinary behaviour acts.

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

9. NeoDocto is a multinational company 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 hardwork – expect appreciation & rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members. 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 things – both the principles are core of what NeoDocto 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. Along with **2 Months** internship. you will receive Digital Marketing course, Transcripts, Course certificate, Internship Certificate and Letter of recommendation.

Sincerely,



**Ananya Gupta, Talent Acquisition Specialist**

[ananya.gupta@neodocto.com](mailto:ananya.gupta@neodocto.com)

**NeoDocto Inc.** [www.neodocto.com](http://www.neodocto.com)

2<sup>nd</sup> September 2021.

Vrushti Upadhyay  
Mumbai.

Dear Vrushti,

Sub: Internship.

This has reference to your application received by us.

We are pleased to inform you that your request for an '**Intern**' has been accepted and the same will be with effect from **2<sup>nd</sup> September, 2021** for a period of **three months** in the **Mid Day Digital Department**.

During this period:

1. You will be reporting to **Joseph Fernandes –Manager**.
2. You will have to report online on all working days as communicated to you by your superior and achieve daily targets as assigned to you.
3. This internship has been offered to you as a part of a project. The Company would in no way be liable for any claim that may arise either in the course of or arising out of this internship like accidents etc.
4. You acknowledge that during the course of your internship with the Company, you will become familiar with the Company's trade secrets and with your confidential information concerning the Company and its associates and related Companies. You agree that during the term thereof and for two months thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, or deal with any other entity carrying on similar business.



5. This letter is valid only for the purpose of your internship and is not to be treated as a letter of offer or appointment in the Company.
6. You will be paid a stipend of Rs 3000 PM.
7. This letter is only to be treated and an intern offer letter and not as a **completion certificate**.

If the above terms and conditions are acceptable to you, kindly sign the second copy as a token of your acceptance.


We wish you all the best.

**For Midday Infomedia Limited**



**Mona Tripathi**  
Head – Human Resource

**Accepted**

  
(Vrushti Upadhyay)