

# Digikas Chennai Salesforce Unpaid Internship Terms and Conditions

## Eligibility and Overview

All AJSD trainees, whether newly enrolled or having completed training topics, are eligible to join the onsite internship opportunity provided by Digikas India Private Limited.

As part of the internship:

- You will have ample time to learn the basics as per AJSD training tracker and work on POCs (Proof of Concept) projects to gain real-time exposure once you have completed Admin topics.
- You will join a team and develop a project by following agile methodology.
- This internship is only available at the Chennai office and is not offered online.
- Upon completing a minimum of 3 months in the internship, you will be provided with an internship certificate once cleared the admin mock interview and final assessment for your projects.
- On-time login and attendance are crucial for continuing in this internship. Failure to comply will result in termination, and any amount paid towards premises access will not be waived.
- **Assessments:** Must be attended as per the tracker sheet

The primary goal of the internship is to help you:

- Learn Salesforce quickly.
- Gain real-time knowledge and project experience.
- Avoid procrastination.
- Job placement

## General Guidelines

- **On-time Login:** All team members must log in by 9:00 AM.
- **Log-off Time:** All team members must log off by 7:00 PM. Staying in the office beyond this time is strictly prohibited.
- **Break Schedule:**
  - Short Break : 9:30 AM to 9:45 AM or 11:00 AM to 11:15 AM
  - Lunch Break: 12:30 PM to 1:15 PM
  - Evening Break: 4:00 PM to 4:30 PM
- Taking more break time will be added into 1 hr of permission.
- Mobile usage during the working hours is strictly prohibited.

## Working Days and Leave Policy

- **Weekly off :** All Saturdays & Sundays; entry to the office is not permitted. If need access send mail to [support@ajskilldevelopment.com](mailto:support@ajskilldevelopment.com), it will be approved subject to availability. Sometimes we will open the office as per Interns request on Weekends.
- **Menstrual Leave (ML):** Girl Interns have 1 ML per month.

- **Casual Leave (CL):** Each team member is allowed 2 CLs per month. Leaves will be elapsed on same month.

### Casual Leave Policy

- Interns must obtain prior approval for casual leave by sending an email to the Internship Coordinator.
- Leave requests must be submitted at least **48 hours in advance**. Only then will the leave be considered **planned**.
- **Unplanned or last-minute leave** without valid reason or notice will be marked as unplanned.
- **Repeated instances of unplanned leave** will result in **termination of the internship**.

### Late Login and Permissions

- **Late Login:**
  - Up to 4 late logins per month are allowed.
  - The maximum grace period for a late login is 30 minutes.
  - If a login exceeds 30 minutes, it will be treated as 1 hour of permission.
- **Permission:** A maximum of 4 hours of permission is allowed per month.
- **Exceeding Limits:** If a team member exceeds 2 CLs, 4 late logins, or 4 hours of permission in a month, they will be removed from the project.

### Premises Access Fee

- **Fee:** A Class room fee of **₹1950/-** per month will be applicable. For the complete internship duration of **3-months**, a total classroom fee of **₹5850/-** will be collected. The internship will commence from the **26th** of the **current month** to the **25th** of the **next month**
- Internship cycle can be renewed at **only 3 months**.
- 1 month renewal applicable only for candidates cleared assessment till Asynchronous apex

***(Note: The fee is non-refundable, regardless of discontinuation.)***

- To continue participation in the 4th, 5th, and 6th months of the internship, the monthly fee must be paid **on or before the 15th of each month** without fail.
- The internship fee is a non-refundable.
- If a candidate (trainee) joins between the **10th** and **25th of the month**, a fee of **INR 975/-** (half of the monthly fee) will be charged
- If a candidate (trainee) joins **after the 25th**, the fee for the **upcoming cycle (26th to 25th)** will be applicable.
- The facility fee may be revised once every 3 months by **INR 100/- to INR 200/-**, depending on operational requirements.
- Housewives will be allowed for 9am to 5pm slots with Special approval by Ashok
- **QA Access Fee:** If you do not have QA access, the fee must be paid along with the classroom fee

## Access and Participation

- **QA Session Access:** All team members must have QA session access. Courses should not be put on hold.
- **Internship Cycle:**
  - The internship will commence from the 26th of the current month to the 25th of the next month.
  - Leaves, permission hours, premises fee, and holidays will all be calculated within this cycle.
  - To continue the internship in the upcoming month, confirmation must be made by the 15th of the internship month by 5:00 PM, along with the premises fee & QA fee payment. After this date, slots will be opened to online trainees in the queue.
  - QA slots will be arranged as per the slot availability, not as per Interns request.

## Dress Code

- Proper attire is mandatory.
- Round-neck T-shirts and track pants are not permitted.

## Communication

- All communication among team members must occur via email.
- Class room emergency contact numbers updated in Website and Everyday it will be displayed in the screen
- **Daily Updates:**
  - **Daily Plan:** Team members must post their daily plan in the respective channels.
  - **EOD Status:** End-of-day status must be updated in the respective google forms.
  - **Login/Logout:** Team members must mention their login and logout times in the operations channel.

## Milestones Policy

- Respective Technical Lead will assign milestones for the interns which should be completed on the stipulated time.
- Interns who fail to complete these milestones will not be eligible to continue in the internship program for the upcoming months and the internship fee will not be refunded.
- Milestones will be assigned individually based on past performance and current skillset.

## Internship Certificate

- Completion of both **the project and admin mock interview is mandatory** to be eligible for the 3-month internship completion certificate.

## QA Session

- Dedicated QA session access will be provided to everyone participating in the internship.
- Each intern will be guided by an exclusive QA trainer who will act as the technical lead. Project work must be carried out under their mentorship.
- Regardless of previous Status Call attended, interns will be redirected to the Review sessions specific to the team they are assigned to during the internship.
- We request all interns to attend their Review sessions daily and share their learning status with their dedicated Technical Lead without fail.
- Even if you do not have any specific topics to discuss or review, you must join the session and provide an update on your learning progress.
- The Technical Lead will record your attendance and progress in their tracker.
- In case of relieving from the internship, the same Review session will not be provided for online learning.

### **Weekly One-on-One Assessment**

- All team members must attend a one-on-one assessment session with floor trainer or online trainee every week between 3:00 PM and 4:00 PM.

### **Violation of Rules**

- Violating these terms and conditions will result in termination from the internship effective immediately.
- Terminated individuals will lose access to the office premises.
- Internship fee will not be refunded.

### **Revision History**

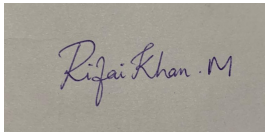
- **[2025-01-24]** Added February 2025 enrollment details, QA session policies, and milestones policy.
- **[2025-01-25]** Updated internship cycle dates, premises fee to INR 1500, and added milestone completion requirements.
- **[2025-03-11]** 9 to 7 working hours, all Saturdays off, paid QA.
- **[2025-04-13]** reporting person Ram Manohar, premises fee to INR 1750, admin mock interview & project assessment completion is mandatory for certificate and 5th month free premises access and QA access
- **[2025-08-01]** Casual leave policy, Milestone assignment to interns by trainers, Fees is non-refundable.
- **[2025-09-01]** Effective from 1st-Sep-2025, the class room fee has been revised to Rs.1950/- per month, totaling Rs.5850/- for 3-Month Internship period and the fees is non-refundable.
- **[2025-09-15]** The facility fee may be revised once every 3 months by INR 100/- to INR 200/-, depending on operational requirements.
- **[2025-10-21]** Terminology has been changed QA Trainer as Technical Lead, QA Sessions changed as Status Call or Review Meeting
- **[2025-12-01]** Access gave to Housewives for 9am to 5pm slots In class room
- **[2025-12-24]** Class room Emergency contact numbers updated in Website
- **[2025-12-24]** Class room QA Slots will be changed based on the Slot availability, not as per Interns request

I have read and understood the Terms and Conditions of the internship program. I agree to abide by all the policies and guidelines stated.

I understand that if I violate any of the terms, **DigiKAS Management reserves the full right to terminate my internship with immediate effect**, without prior notice.

Furthermore, I acknowledge that **in the event of termination**—whether due to policy violation or if I choose to discontinue the internship at any point—the **fees paid are non-refundable under any circumstances**.

Sincerely,

A rectangular box containing a handwritten signature in blue ink. The signature is written in a cursive style and reads "Rifai Khan M".

**Intern Signature**