



सहकारिता मंत्रालय
Ministry of Cooperation



Ministry of Education
Government of India

MOC/Intern/2022/1245

OFFER LETTER

Dear Mr/Ms. KOTHAKOTA KUMANDAN AAKSSHAY

We would like to congratulate you on being selected as an intern for the National Cooperatives Data Repository Internship offered by Ministry of Cooperation to work and assist in strengthening of the Cooperative Movement in India.

We are pleased to offer you an internship for a period of 45 days commencing from 01-12-2022.

During the internship you will be required to discharge the responsibilities defined in Internship Design and which shall be allocated by Ministry of Cooperation, and the respective District DRCS Nodal Officer in furtherance of your role. AICTE may also assign additional responsibilities to promote effective learning. The offer is subject to the acceptance of the following terms:

Deliverables:

In the course of the internship, you will be required to meet reporting requirements as directed by the assigned District DRCS Nodal Officer.

Stipend and Allowances:

On successful and satisfactory completion of Internship objectives you shall receive a stipend amount of Rs. 10,000 per month which shall amount to Rs. 15,000 for the internship period of 45 days. No further travel / living / food allowances shall be provided by the Ministry and must be borne by the student.

Workplace Conduct:

You will be required to adhere to professional standards of workplace conduct.

Confidentiality and Deliverable Ownership:

During the course of the internship, you may be given access to sensitive and privileged information in furtherance of the work. You will be required to maintain confidentiality of such information failing which the internship would stand terminated and you may be liable to legal action. The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with Ministry of Cooperation and AICTE.

1. Intern will be present at the office of the DRCS Nodal Officer or any other venue, as notified by the nodal officer/authorized officer of Ministry of Cooperation, to undertake tasks assigned for the duration of the internship. Student will have to communicate to the DRCS nodal officer should there be any reason or inability to be present with acceptable justification.

Terms of Engagement:

1. Intern will be present at the office of the DRCS Nodal Officer or any other venue, as notified by the nodal officer/authorized officer of Ministry of Cooperation, to undertake tasks assigned for the duration of the internship. Student will have to communicate to the DRCS nodal officer should there be any reason or inability to be present with acceptable justification.

2. Intern will communicate regularly with the said nodal officer/authorized officer on the progress of the tasks undertaken and submit cooperatives details on the developed application for approval from the said DRCS nodal officer.

3. Any work products/IPR produced during the internship is a property of Ministry of Cooperation and the terms of its use shall be decided at the discretion of Ministry of Cooperation.



सहकारिता मंत्रालय
Ministry of Cooperation



Ministry of Education
Government of India

4. Intern shall adhere to workplace norms and abide by ethical standards followed in Ministry of Cooperation. In the instance of a professional misdemeanor or misconduct the concerned authorities may terminate internship offer and take appropriate legal recourse as provided under the law of land.

5. Student shall inform DRCS Nodal officer and AICTE coordinators regarding changes in information submitted in the application and any other documents, including changes contact details/addresses/phone nos. etc., from time to time.

Sincerely,

Ministry of Cooperation and AICTE

Date: 30/11/2022