



## **Internship Offer with Projexel Foundation**

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Date: -December 8, 2023

Dear Abhijeet Dhulekar,

I am delighted & excited to welcome you to Projexel Foundation as a **Social Work Internship**. At Projexel, 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 PROJEXEL.

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!

A handwritten signature in black ink, appearing to be "Jm", written over a light blue horizontal line.

Team

Projexel Foundation





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### **Annexure A**

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

1. You are being hired as a **Social Work Intern**. As a Social Work Intern you would be responsible for
  - Provides school based social work interventions, including but not limited to individual and group counseling, crisis intervention, case management, collaborations with school staff and administrative team.
  - Raising awareness about children with challenges at Govt. Schools, college & slums (Urban and as well as Rural)
  - Working directly for children & youth with challenges
  - Helping us plan and deliver sensitization workshops for schools and colleges
  - Developing communication material to advocate for children & youth with challenges
  - Serves as an advocate for students' rights within the school.
  - Implements the philosophy and objectives of the school's social work program.
  - Remains available for crisis intervention social work as the need arises.
  - Participates in relevant professional development training, Performs other related duties as required
  - Attend staff, operational, and other community meetings as assigned/beneficial
2. Your date of joining is 9<sup>th</sup> December'23 and the duration of the internship would be 45 Days or 1 Month. During this time you are expected to devote your time and efforts solely to Projexel Foundation 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. 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. Projexel Foundation 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 Projexel Foundation work/data stored on your Personal Computer to your mentor and delete the same from your machine.
4. 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.
5. Have fun at what you do and do the right thing – both the principles are core of what Projexel Foundation 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.
6. At the end of Completion of Social Work Internship we will provide with achievement Certificates, Letter of recommendation and token of appreciation gift.






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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: 10/12/2023

Signature: 

Place: Guwahati

Name: Abhijeet - Maroj - Dhulekar.



# IIT GUWAHATI TECHNOLOGY INNOVATION AND DEVELOPMENT FOUNDATION

(A COMPANY INCORPORATED UNDER SECTION 8 OF THE COMPANIES ACT 2013)

Research Building, IIT GUWAHATI, GUWAHATI- 781039 (ASSAM)

CORPORATE IDENTITY NUMBER: U73100AS2020NPL020425

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Date: 23/03/2023

Ref.: TIDF/TIH/2022/TIH-TD-0403/R-50

IIT GUWAHATI TECHNOLOGY  
INNOVATION AND  
DEVELOPMENT FOUNDATION

To  
Mr. Abhijeet Dhulekar  
E-mail: abhijeetdhulekar@md.iitg.ac.in  
Mob no: 7030160710

1. Sub.: Temporary Contractual engagement for the post of JRF in the Project entitled "Exploration of the aquatic ecosystem of river Brahmaputra" under Project Investigator Prof. U.S. Dixit

Dear Mr. Abhijeet Dhulekar

Inviting reference to your application for the above post of JRF, you are offered the post of JRF in the said project under the following terms & conditions:

1. Post : The post is purely temporary and contractual subject to / based on approval of the concerned funding agency. This engagement is for period mentioned below. Your appointment is based on the CV, application and other relevant documents submitted by you and the performance in the interview. If at any stage, even after joining, any of the information, documents submitted by you are found to be wrong/false, your engagement will be cancelled immediately without notice. Otherwise it is terminable by giving in writing one month notice on either side. This is temporary contractual engagement for a specified Project only. The engagement will stand automatically terminated at the end of the specified period unless re-engaged. This engagement neither confers any right to you for future absorption in the company in any capacity nor any forms of relaxation / concession to you for applying for any post in the company.
2. Initial pay admissible : ₹24,000(Consolidated)
3. Pay : ₹24,000 (Consolidated). No other allowance/benefit is applicable.
4. Period : 11 Months from the date of joining.
5. Leave : Leave admissible - Maximum 8 days Casual Leave and 30 days Earned Leave per calendar year, on pro-rata basis. No carry-over of leave to the next calendar year or more than 11 months' engagement period will be allowed.
6. Duties : As prescribed for the post and as may be assigned by the PI and other authorities of the Company.
7. Agreement : This engagement is valid subject to your signing an agreement prescribed by the Company and production of original documents.
8. Other facilities : As per norms laid down for Project staff from time to time by the Company.

If the offer is acceptable to you on the terms and conditions stated above, you should inform us within 10 days from the date of issue of this letter and join duties within 20 days of the stipulated date. If no response is received from your end within the specified period, it will be presumed that you are not interested in this offer and the offer will be withdrawn. You are also requested to bring the release order from your present employer, if you are employed. Please also bring your original documents concerning your educational qualification, experiences and other relevant documents.

It is to be noted that this contractual offer letter is issued on behalf of the funding agency by IIT Guwahati Technology Innovation and Development Foundation. On acceptance of this offer, you will be employee of the concerned Project Only.

  
Vice-Chairperson