

Offer Letter of Internship

3rd January 2024

official.thelu@gmail.com

Dear Thelu Mohan Purushottam Aditya,

We are thrilled to extend this formal offer of an internship position with Excelerate for the role of Associate Project Manager Intern. It is with great enthusiasm that we welcome you to our organization as a valued member of our team. Excelerate has a long-standing commitment to fostering talent, and we are confident that your dedication, passion, and eagerness to learn will make a significant contribution to our team and provide you with an enriching experience. This offer letter outlines the terms and conditions of your internship, as well as the exciting opportunities that await you during your tenure with Excelerate.

As an **Associate Project Manager Intern**, you will help us structure and prepare a plan for a global project, while reporting to your assigned **Project Head(s)** during the duration of your internship.

TERMS AND CONDITIONS OF APPOINTMENT

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|---------------------|------------------------------------|
| 1. Designation | : Associate Project Manager Intern |
| 2. Place of Work | : Remote |
| 3. Type of Position | : Internship |
| 4. Date of Joining | : 8th January 2024 |
| 5. Date of Ending | : 8th February 2024 |

Essential Functions of this Internship:

- Work with project management tools to develop a project charter
 - Plan a global hackathon with your team
 - Curate a comprehensive quality control framework
 - Prepare a budget plan for the hackathon
 - Present the project plan to the department at Excelerate
1. **Skills and Experience:**
- Highly motivated, able to work independently and manage multiple projects
 - Time management and planning skills

- Strong leadership and interpersonal skills
- Ability to motivate and foster team collaboration
- Excellent communication skills
- Strong presentation and persuasion/influence skills

2. Termination of internship Service:

- Delayed or no submission of deliverables can lead to the termination of the internship.
- During this internship, if there is an instance of violation of the company's code of conduct, the management reserves the right to immediately terminate your internship.

3. Resignation by Intern:

- Uninformed absenteeism in meetings and unresponsiveness without any prior notice by mail to the Project heads for two weeks and above will be automatically considered as voluntary resignation from this internship.
- If you wish to resign from this internship before the completion due to any circumstance, it has to be notified by mail to the assigned project head (CC- support@4excelerate.org) at least a week before resignation.

4. Completion of the Internship:

- Throughout the internship you will be evaluated on a 360-Degree evaluation process by your project heads and peers. Successful completion of the internship will be subject to meeting the eligibility of evaluation criteria which would be shared in detail during your orientation meeting.
- On completion of the internship, and fulfilling all the prerequisites i.e., being active for all the 4 weeks of the internship, submitting all the deliverables within the deadline, submitting the feedback and reflective video, and fulfilling the 360-Degree evaluation criteria, you will be provided with a completion certificate, and badge. Please note that there is no monetary compensation for the Virtual Internship. Upon successful completion of the internship, you may receive a scholarship redeemable at the supporting partner institution.

You are required to join the **Onboarding Meeting scheduled for 8th January 2024**, failing which this offer will stand withdrawn. If this offer of internship is acceptable to you as per Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages as a token of your acceptance, failing which it will be presumed that you are not interested in this offer.

Sincerely,
Raj Rakshit
Talent Acquisition Manager
Excelerate

Your Signature with Date