



KNOWVATION LEARNINGS PVT LTD

2-6-1/142/143.
Mahalakshmi Nagar, Cherlapalli,
Hyderabad-500051

CIN: U85499TS2023PTC176161

To,

Dear Pardha Saradhi ,

Subject: Internship Offer at Knowvation Learnings Pvt Ltd.

This is to inform you that you have been shortlisted for the internship as the Junior Developer Intern at Knowvation Learnings. We believe that you possess the skills and enthusiasm necessary to make a valuable contribution to our team.

Internship Details:

- Position: Junior Software Developer Intern
- Start Date: 27/01/2025 to 27/04/2025
- Stipend : UnPaid

Responsibilities:

As an intern, you will actively contribute to various projects and tasks, which may include:

- **Software Development:** Support the development of new features and assist in resolving bugs within the platform's codebase using languages like Python, Java, JavaScript, and more.
- **Code Reviews and Debugging:** Participate in code reviews, help identify issues, and debug errors reported by users or internal systems.
- **Team Collaboration:** Work closely with experienced developers, product managers, and designers to create and enhance platform features.
- **Testing and Quality Assurance:** Contribute to writing unit tests, integration tests, and performing end-to-end testing to maintain the platform's stability and quality.

Benefits:

- Hands-on experience in a professional tech environment.
- Mentorship and guidance from experienced professionals.
- Opportunity to work on real-world projects.
- Networking opportunities within the industry.

Acceptance:

To confirm your acceptance of this offer, please sign and return a copy of this letter.

We are excited about the prospect of you joining our team and look forward to the contributions you will make. Welcome to Knowvation Learnings!

Regards

N Swathi Rusheetha
Chief Executive Officer
Knowvation Learnings Pvt Ltd



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4th Floor, Maple Celestia, Gachibowli, Hyderabad

Company Policies for Tech Interns - Junior Developers

1. Introduction

These policies outline the terms and conditions for tech interns employed as junior developers at Knowvation Learnings Pvt Ltd. The internship period is three months, and interns are entitled to six leaves during this time.

2. Internship Period

- **Duration:** The internship program is for a fixed duration of three months.
- **Evaluation:** Interns will receive regular feedback on their performance and a formal evaluation at the end of the internship.
- **Certificate:** Upon successfully completing the internship, interns will be awarded a certificate of completion.

3. Working Hours and Attendance

- **Login Timings:** 10:00 AM to 6:00 PM
- **Breaks:** Interns are entitled to take a lunch break (1 hour) and two tea breaks in the morning and evening (15 minutes each) as short breaks during the workday.
- **Attendance:** Regular and punctual attendance is expected. Any planned absences should be communicated to the supervisor in advance.
- **Leave Policy:** Interns are entitled to 6 leaves during the three-months internship period. This includes sick leave and personal leave.

4. Code of Conduct

- **Professionalism:** Interns are expected to always maintain a professional demeanor.
- **Confidentiality:** Interns must maintain the confidentiality of company information.
- **Respectful Workplace:** Interns must treat all employees, colleagues, and clients with respect. Harassment or discrimination of any kind will not be tolerated.
- **Social Media:** Interns should adhere to company guidelines on social media usage.



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5. Project Assignments and Responsibilities

- Junior Developer Intern Role: Interns will work as junior developers and will be assigned tasks related to software development, coding, testing, and debugging, under the guidance of senior developers.
- Project Assignments: Specific project assignments will be communicated by the supervisor.
- Learning and Development: Interns are encouraged to actively participate in learning opportunities and team meetings.

9. Other Policies

- Intellectual Property: Any intellectual property created during the internship belongs to the company.
- Exclusivity: Interns are required to remain committed to the company in duration of internship.

10. Policy Changes

The company reserves the right to modify these policies at any time. Interns will be notified of any changes.

11. Acknowledgement

By accepting the internship offer, interns acknowledge that they have read, understood, and agreed to abide by these HR policies.