



22-May-2023

Falguni Dable

Avantika University Ujjain (MIT Pune Branch)

Subject: Internship

Dear **Falguni**,

In reference to your application, we would like to congratulate you on being selected for virtual internship as Full Stack Web Development Intern with **Vaultboard Consulting** based at **Gurgaon, India**. Your internship is scheduled to start effective **23-May-2023** for a period of 2 months. 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.

As such, your internship will focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned so far.

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 this offer as your acceptance and forward the same to us.

Again, congratulations and we look forward to working with you.

Saurabh Agarwal

Cofounder, Vaultboard Consulting Pvt Ltd



Annexure A

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

1. You are being hired as a **Full Stack Web development Intern**. As a Web development Intern you would be responsible for tasks and responsibilities ranging from development of a web portal or individual modules to enhancement or bug fixing in any existing modules.
2. Your date of joining is 23rd May 2023 and the duration of the internship would be 2 months, which could be extended based on mutual agreement.
3. **During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college) without prior intimation and approval. 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.**
4. You will be working **remotely** for the duration of the internship. You will be required to work 8 hours daily (Flexible, which can be increased or decreased) as per your availability and daily/weekly assigned tasks. Work days would be from Monday to Saturday (Saturday work is desirable, but specific Saturdays can be opted out based on Monday to Friday delivery, after informing your mentor), and Sunday will be weekly off.
5. **There will be daily / weekly catch ups scheduled with your mentor to discuss work progress. You will be required to share daily updates at EOD via any mode convenient to you.**
6. **You have to own the module / tasks assigned, and work accordingly. In case of lack of clarity on daily / weekly tasks, or any confusion, you are required to reach out to your mentor proactively.**
7. All the tasks that you will work on at or in relation to Vaultboard Consulting will be the intellectual property of the company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
8. 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. Vaultboard Consulting 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 Vaultboard Consulting work/data stored on your Personal Computer to your mentor and delete the same from your machine
9. Under normal circumstances either the company or you may terminate this association by providing a notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
10. You will be provided with Fixed stipend of INR 15K per month.



I have 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.

A handwritten signature in blue ink, appearing to read 'Falguni Dable'. The signature is fluid and cursive, with a small circle at the end of the last stroke.

Date: 22-05-2023

Signature:

Place: Pune

Name: Falguni Dable