

# **E-CELL FAMILY**

IS PROUD TO ANNOUNCE YOU AS A LEADER

Dear Shyamji,

As discussed, we are very glad to officially promote you to Production Head of E-Cell IET DAVV as of 15th March, 2023.

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Your responsibilities will be:

- To handle and fulfill the video and reel requirements for the branding and marketing of E-Cell IET DAVV and take it to new heights.
- To take responsibility for your role and lead your team with your best efforts.
- To mentor your juniors and help them in academics, skills development and career.
- To promote new ideas and help in converting them to startups.
- To be a good leader as well as a team person.

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We acknowledge your hard work and commitment towards E-Cell for the past one year.

We look forward to the same enthusiasm in the new role for you.

Congratulations.



20/03/2023

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Gourav Thadhani  
President (2022-23)  
E-Cell IET DAVV

# **TERMS & CONDITIONS**

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During your tenure as the Production Head of E-Cell IET DAVV, you are expected to follow these terms and conditions:

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- Your will start working as the Production Head from 15th March, 2023.
  - You will be expected to give an active contribution till at least 12 months after becoming Head.
  - You will be expected to take the complete responsibility of your team and not neglect it under normal circumstances.
  - In case you are found to disregard your duty deliberately without a valid reason, another head will be appointed at your position.
  - You will be expected to maintain a sound social capital among the core team of E-Cell IET DAVV.
  - You will keep the Overall Head informed about your ideas and activities in E-Cell IET DAVV.
  - You will not indulge in any other occupation and job without informing the Overall Head to verify your future activity in E-Cell IET DAVV.
  - You will not leak any confidential information about E-Cell IET DAVV anywhere outside the core team.
  - You will positively try to attend all the meeting and gatherings till your best endeavors.
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You are entrusted to adhere to these terms and conditions as the Production Head of E-Cell IET DAVV.

# **LETTER OF ACCEPTANCE**

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Dear Sir,

I am very glad that you entrusted me for the role of the Production Head of E-Cell IET DAVV.

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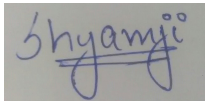
I have carefully read and understood all the terms and conditions contained in the letter of offer and hereby confirm my unconditional acceptance of the same.

I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I look forward to work enthusiastically to fulfill the vision of E-Cell IET DAVV and perform my new role with determination.

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Thanks & Regards.



Shyamji Mishra  
Production Head (2023-24)  
E-Cell IET DAVV