

**IINNFOKIDAA SOLUTIONS PVT. LTD.**

**COMP. REST. NUMBER- U62013PN2024PTC234020**

**A WAY OF INNOVATION**

**AN (DPIIT) STARTUP RESISTRATED COMPANY**

**GOV. OF INDIA**

**(MINISTRY OF COMMERCE)**

*Supported by DBATU Forum of Innovation, Incubation and Enterprise (DFIIE), Dr. Babasaheb Ambedkar*

*Technological University, Lonere, Raigad, Maharashtra*

* **General Conduct**

1. Interns are expected to maintain a professional and respectful attitude throughout the internship.
2. No dress code is required, but interns should maintain a neat appearance if participating in video meetings.

* **Meeting Attendance**

1. Joining meetings on time is mandatory. Late entries will not be considered as present.
2. Regular attendance will be strictly monitored and is a key criterion for certification.

* **Leave & Absence Policy**

1. If unable to attend a meeting, interns must inform in advance with a valid reason by emailing:

pratikshaiinnfokidaa@gmail.com

1. Absence without notification will be counted as unexcused and may affect eligibility for certification.

* **Tasks and Performance**

1. Interns must complete all assigned tasks on time and to the best of their ability.
2. Lack of participation or failure to complete tasks may result in withholding of the internship certificate.
3. Every member must contribute actively and equally to the task.

* **Certification Criteria**

1. Internship certificate will only be awarded to those who:

Attend meetings regularly

Complete assigned tasks responsibly

Maintain professional communication