



Tuesday, April 5, 2022

## Internship Offer Letter

To,  
Dear **Thomas Broñola**,  
bronolathomas@gmail.com

I am delighted & excited to welcome you to NeoDocto as an **Associate Quality Analyst Intern**. At NeoDocto, we believe that our team is our biggest strength, we take pride in hiring ONLY the best and brightest talent. We are confident that you will play a significant role in the overall success of venture. We wish you the most enjoyable, learning packed and truly meaningful internship experience with NeoDocto.

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 write back to us for more information.

Congratulations!

### Annexure A

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

1. You are being hired as an **Associate Quality Analyst Intern** and during your internship you will be reporting to **Hemanth Niranjana, Head of Operations Asia Pacific**.

#### Roles and responsibilities:

- Execute quality improvement testing and activities.
- Develop quality assurance standards and company processes.
- Collaborating with other team members.
- Attending online meetings with the expert team.

2. Your date of joining is **18 April 2022** and the duration of internship would be **3 Months**. During this time you are expected to devote your time and efforts solely to NeoDocto work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

3. Your work timings will be flexible, however the recommended work time would be between 9AM to 6PM (5 days a week) with the recommended contribution of 30 to 40 working hours per week. We suggest you to study 1 to 2 hours per day. The course material will be provided by NeoDocto and is 100% covered with scholarship. **We will be paying (\$1500) for the course. It is free to you.** There will be calls and meetings scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.

4. All the work that you will produce at or in relation to NeoDocto will be the intellectual property of NeoDocto. You are not allowed to store, copy, sell, share and distribute 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.

5. We take data privacy and security very seriously and to maintain confidentiality of any student, customer, client and companies' data and contact details that you may get access to during your internship will be your responsibility. NeoDocto 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 the data/work of NeoDocto stored on your personal computer to your mentor and delete the same from your devices.

6. During the appointment period you shall not engage yourself directly or indirectly or in any capacity in any other organization (other than your college). 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.
7. Under normal circumstances either the company or you may terminate this association by providing a prior notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under the situation of disciplinary behaviour acts.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients, customers and treat everyone with due respect.
9. NeoDocto is a multinational company and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members. We encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way, we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right things – both the principles are core of what NeoDocto stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Along with **3 Months** internship, you will receive Digital Marketing course, Transcripts, Course certificate, Internship Certificate and Letter of recommendation.

Sincerely,



**Dr. Phani Bhushan Sanneerappa**

Global Vice President and CFO, NeoDocto Inc

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**NeoDocto Inc.** [www.neodocto.com](http://www.neodocto.com)

