

JOINING LETTER

Date: **10/07/2023**

Dear **Abhay Pratap Singh**,

We are pleased to inform, that you have been selected to work as a **Script Writing** Intern for Bollygrad Studioz which is Part of Bollygrad Film and Television Institute and Affiliated to **Bhashahome Services India LLP**.

We believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. 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 with **Bollygrad Studioz**

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

Your Duties Include:

1. **Conducting in-depth research on cinema-related topics and developing and producing original, engaging, and creative content.**
2. **Interpreting and presenting Bollywood news and stories to the audience in an informative, interesting, and unbiased way.**
3. **Following Bollywood's current events, gathering, verifying, analyzing data from sources and investigating stories if necessary, and coming up with new ideas.**
4. **Produce engaging and creative content related to cinema, movies, web series, etc.**
5. **Updating daily work by preparing Google sheets.**

We are delighted to send you this offer to be approved and signed by you in order to start the internship from **11th July 2023**. We look forward to you joining our company in order to work with you. Please do not hesitate to call us for any information you may need.

We would also like to inform you that you will be working on a **Probation** basis for the **first 1 month**.

Sincerely,



Angad Malhotra
[Intern Head]

Annexure A



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

1. You are being hired as a **Content Writing** Intern and **Dr. Ramendra Chakarwari** and **Dr. Rajkumar Yadav** will be your mentors during the internship.
2. Your date of joining is **11th July 2023** and the duration of the internship would be **6 Months** working **6 days** a week. During this time you are expected to devote your time and efforts solely to Bollygrad Studioz work. You are also required to let your **reporting manager** know about **forthcoming events/leaves wanted** (if there are any) in advance so that your work can be planned accordingly.
3. During the **Internship period**, we expect your work and attitude towards your work to be positive and of basic acceptable level and to adhere to the working guidelines of the company.
4. You will not be paid any stipend if you leave the internship within 45 days from your joining date.
5. You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
6. All the work that you will produce at or in relation to **Bollygrad Studioz** will be the intellectual property of Bollygrad Studioz. 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 sites and offline among your friends, college etc.) without prior discussion and approval with your head.
7. 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. Bollygrad Studioz 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 Bollygrad Studioz work/data stored on your Personal Computer to your mentor and delete the same from your machine.
8. During the appointment period you shall not engage yourselves 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 to an extent estimated by the Company.
9. Under normal circumstances either the company or you may terminate this association by providing a notice of **15 days** with assigning any reason. However, the company may terminate this agreement forthwith under any situation related to work or disciplinary behaviors

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Bollygrad Foundation

41-A, Fourth Floor, Kalu Sarai,
Hauz Khas, New Delhi-16

www.bollygrad.com



Annexure A

10. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
11. Bollygrad Studioz is an Artistic production house 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 – and expect appreciation & rewards to follow.
12. Expect constant and continuous objective feedback from your mentor and other team members and 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.
13. If you leave the internship before 3 months then you have to repay the stipend provided to you otherwise will take legal action. If you leave the internship and terminate the agreement before the completion of internship, you won't be provided with the Certificate of completion or LOR.
14. If you leave the internship and terminate the agreement in between without completing the notice period of **15 working days**, you are liable to pay liquidated damages to the Company of an extent estimated by the company i.e. the complete amount of the stipend that has been provided to you by the company since your joining, **or** the amount equal to 45 days of your stipend, if you haven't been paid yet.
15. You will be provided **Three thousand five hundred rupees** for the first month and from next month it will be **Five thousand rupees** by the provisions of pay-for-performance which is based on quantity and quality. If your work doesn't follow our guidelines, your stipend may be **deducted** accordingly. You are entitled to receive **incentives** if your performance is found to be exceptionally well as per our guidelines set for you.
16. Any and all the leaves taken by you during the month will be considered unpaid leaves. You will be paid for that work in the extension period, which is equal to the number of total leaves taken by you during the course of your internship period.

I have negotiated, 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 all terms of the letter.

Date: 10/07/23

Signature: Abhay

Place: Noida

Name: ABHAY PRATAP SINGH

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