



Suvidha Foundation (Suvidha Mahila Mandal – NGO)
H.No. 1951, W.N.4,
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Reference No: SMM/2021/ML/00248

**INTERNSHIP
OFFER LETTER**

August 20,2021

To,

Asrar Farooq Bhat,

With reference to your interview, we are pleased to inform you that you have been selected as “ ML” in our NGO - “Suvidha Mahila Mandal” with the following terms and conditions.

- You will provide the Data science services to SUVIDHA FOUNDATION and deliver effect of the work.
- The internship period will be from **August 17,2021** to **September 17,2021**.
- You will be under probation up to **one month** from the date of joining. Based on your performance, extension of internship is possible.
- Your Work Base station is Work From Home and six days a week.
- During the internship period and thereafter, you will not give out to anyone in writing or by word of mouth or otherwise particulars or details of work process, technical know- how, research carried out, security arrangements and/or matters of confidential or secret nature which you may come across during your service in this company.

Annexure - A

"General Terms and Conditions"

1. Each Intern is a member of SUVIDHA MAHILA MANDAL family.
2. He / She is full time associated member of the organization.
3. He / She is not allowed to establish any other part timework/business
4. In routine course the company can discontinue the services of an Intern, if not found suitable, during the probation period without giving any notice.
5. In case of any misconduct which causes financial loss to company or hurts reputation and goodwill of company, management has the right to terminate any intern.
6. In case of termination, no advance notice or advance salary will be paid, management will issue a termination letter and certificates such as experience certificate no due certificate, etc., will not be issued by the company to the intern.
7. It is necessary for an intern to return all the company belongings (login credentials, media created, and system) at the time of leaving the company. A clearance and experience certificate will be given after completing the formalities. If any employee leaves the job without completing the formality, company will take necessary action.
8. All the software/courses/data (login credentials, media created, and system) developed by the interns or any employee for the company are intellectual property of the company & are protected by Indian Copyright Act. In case of any piracy, strict legal action will be taken by the company against erring persons.
9. No information or source codes or course curriculum or business secrets or financial position or other details of company shall be discussed among friends or relatives or our competitors. Such leakage of information is likely to cause financial loss to the company. Hence, in such case, company will be terminating the employee immediately and if required, further legal action will be taken against that intern.
10. All interns' needs to follow all the Rules and Regulations of the NGO mentioned in the policies book of company and also which are informed, to them from time to time. In case of any dispute, management decision will be final and will be accepted by all the interns. No legal or illegal software should be opened and downloaded on official system.
11. Any material changes of the intern's personal data including residential address must be communicated to HR Department of Code13 immediately on occurrence.
12. All disputes are subject to Nagpur Jurisdiction.

Employment

Agreements

Internship

This agreement is entered between SUVIDHA MAHILA MANDAL, Registered Office at H. No. 1951, W.N.4, Khapekheda, Saoner, Nagpur and hereafter-called SUVIDHA FOUNDATION

AND

Asrar Farooq Bhat

We wish you a successful journey with SUVIDHA FOUNDATION

(**Asrar Farooq Bhat**)

