

Letter of Recommendation

Date: 24th July 2021

To Whom It May Concern

Kotak Education Foundation (KEF), is very happy to provide this letter of recommendation to our intern Tejasvi Chhabra.

KEF, one of the CSR initiatives of Kotak Mahindra Bank takes a holistic and innovative approach to helping the urban poor break free from the vicious cycle of extreme poverty and generational disadvantage. Its primary objective is to support underprivileged children and youth of India through various education-based interventions.

Internship is an important avenue for KEF through which it engages with enthusiastic, talented youth from varied academic institutions to get involved in executing various activities related to KEF as an organization.

The interns are assigned with actual intervention related tasks under the guidance of mentors from KEF. The same ensures that they get hands-on experience about the nature of the work with monitored progress and measurable outcomes.

Tejasvi Chhabra did an internship at KEF from 31st May 2021 till 23rd July 2021.

He was engaged with the following projects:

1. Data gathering and compilation through contact, and
2. Dashboard creation and management for perpetual retrieval.

As a part of these projects, he: (i) contributed to a survey conducted by KEF to study the passing rate of students by gathering the required data through contact, and (ii) helped with deciding the software that would be feasible for the organization to develop dashboards – 'Tableau' and used it to develop dashboards for twelve datasets.

For this project, he had to master the skills of using Tableau for dashboard development, Excel and Python for cleaning of data.

At the end of the internship he delivered the following:

1. A complete survey on the passing rate of students as per organisation's requirements, and
2. Dashboards for twelve quantitative datasets.

Throughout this internship, the conduct of Tejasvi Chhabra was found to be exemplary. He conducted himself professionally in the meetings, interacted well with the mentors and other project mates. He showed a willingness to learn new skills, and took the project as a challenge and adhered to the timelines. We believe that Tejasvi Chhabra will be a good asset to any organization requiring professional commitment and teamwork.

We wish her all the best for her future endeavours.

Yours Sincerely,



Mr. Thomas Adaikalam
Sr. Manager Volunteering and Engagement and Partnership