

June 30, 2020

Mr. Gaurav Raj  
Qr No DT- 2555,  
Tanki side, Dhurwa,  
Ranchi, Jharkhand - 834004

Re: Internship with the Population Council's New Delhi Office

Dear Mr. Raj,

It is a pleasure to confirm formally the arrangement related to your paid internship under DataQi Project, with the Population Council, New Delhi. The start date of your internship will be July 1st, 2020, as per Terms of Reference (TOR) attached. The purpose of the internship is to enable you to learn and develop new skills in research and scientific writing with Population Council.

Following are the Terms and Conditions of your paid internship with the Population Council, New Delhi (India). Please read them carefully and indicate your understanding and full acceptance by signing in the space provided.

1. **Duration.** The dates of your internship with Population Council, New Delhi (India) are beginning July 1st, 2020 and ending Sept 30th, 2020. The stated term is contingent upon your successful fulfillment of the internship responsibilities, and positive assessments of your progress by your mentor, as measured by periodic evaluations. Your internship may otherwise be terminated according to the terms specified in Paragraph 11 below.
2. **Internship Description and Responsibilities.** A Council internship is not an employment arrangement. By signing this agreement, you confirm that you understand this is not an offer of employment, and also that there is no offer or expectation of future employment with the Council and you will never raise any claim of whatsoever nature during or after the internship in this or any other respect.
  - 2.1 The focus areas and responsibilities for the internship are outlined in the Terms of Reference (TOR) attached. Your mentor and supervisor will be Dr. Bidhubhusan Mahapatra. You and Your mentor are expected to collaborate closely in attaining indicated benchmarks and to meet on a regular basis to assess your progress.
  - 2.2 You are required to establish with your mentors a regular schedule during normal Council business hours Monday through Friday that will be shared with appropriate colleagues within the India office.
3. **Working Hours.** You are expected to adhere to the schedule established between you and your mentors, with the exception of official public holidays. You may also be permitted personal leave time as agreed to and approved in advance by supervisors. If you are delayed, ill or otherwise unable to come to the workplace as scheduled, you must contact Dr. Bidhubhusan Mahapatra, or his designee, as soon as possible.

4. **Remuneration.** This is a paid non-exempt internship. The Population Council agrees to provide a monthly stipend of Rs. 30,000/- for this assignment, which is subject to tax deduction as per prevailing Income Tax rules.
5. **Benefits.** Interns are not Population Council employees and do not receive employee benefits. However, should you be required to travel on Council business outside your normal place of work as stated in Clause 4 above, the Council will reimburse you for approved business travel expenses as per the India office travel policy which you undertake to abide by.
6. **Insurance.** By signing this agreement, you certify that you have obtained and will maintain, for the duration of your internship, your own travel accident insurance, medical insurance and emergency evacuation insurance, all providing coverage sufficient for your Population Council internship.
7. **International Volunteer Assumption of Risk, Waiver and Release (Waiver).** Because of the voluntary nature of this internship, and the location of the internship, interns must sign the attached Waiver, and return it with this executed letter of acceptance.
8. **Conduct.** Although not employees, interns are expected to comport themselves professionally and to comply with published Population Council conduct policies. Please familiarize yourself with these global policies and your acceptance by signing this letter shall mean that you have agreed to do so:
  - [Child Protection Policy](#)
  - [Close Personal Relationships](#)
  - [Confidentiality of Personnel Information](#)
  - [Conflicts of Interest - Full Policy](#)
  - [Conflicts of Interest - Institutional Financial Conflicts of Interest in Research Policy](#)
  - [Conflicts of Interest - Outside Remuneration](#)
  - [Contracts with Private Sector Organizations](#)
  - [Discrimination and Sexual Harassment](#)
  - [Fraud and Other Corrupt Practices Policy](#)
  - [Illegal Use of a Controlled Substance](#)
  - [Intellectual Property](#)
  - [Misconduct in Science](#)
  - [Solicitations](#)
  - [Whistleblower Policy](#)
  - [Workplace Problem Solving](#)

8.1 We ask that you complete the acknowledgement and disclosure forms required for some of the above policies (attached).

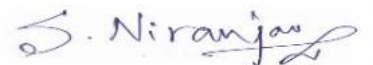
- 8.2 Finally, you agree that non-public information about the Council's proprietary technology and research that is disclosed to you during your internship, as well as the results of any research conducted under this internship, will be held by you as confidential and secret and will not be disclosed by you to a third party during this internship and for seven (7) years thereafter. Your obligations of confidentiality will not apply in circumstances where 1) the information becomes public but not as a result of your fault; 2) is required to be disclosed by law; or 3) when the Council agrees in writing to the disclosure.

**9. Changes to Terms and Conditions.** The terms and conditions of this agreement may be amended in writing at any time with the mutual consent and signatures of both parties.

**10. Termination of Internship.** This internship is temporary in nature, and will automatically terminate on Sept 30th, 2020, as indicated in Paragraph 1. In addition, either you or Population Council, New Delhi may decide, at any time, to terminate your internship without assigning any reason therefor.

Once again, it is a pleasure to offer you appointment as a Population Council intern. We look forward to a productive professional relationship. If you accept the terms and conditions noted, please sign and return the enclosed copy of this letter and the required attachments.

Sincerely,



Niranjana Saggur, PhD  
Country Director

I have read, understood and accept the terms of this internship as set forth above:

Name: Gaurav Raj  
04/07/2020

Signature: Gaurav - Raj

Date:

**Attachments:**

Assumption of Risk, Waiver and Release  
Internship Terms of Reference  
Conflict of Interest Disclosure Form  
Council Conduct Policies Form

### TERMS OF REFERENCE

<b>Name of the Intern:</b>	Gaurav Raj
<b>Purpose of Assignment:</b>	Undertake data quality analytics using machine learning and artificial intelligence algorithm to develop solutions.
<b>Period of Contract:</b>	3 months from July 1st, 2020 to Sept 30th, 2020
<b>Stipend:</b>	Rs. 30,000/- (Rupees thirty thousand only) per month
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. To work on Machine Learning and AI based projects under DataQi.</li><li>2. Support data analytics team in implementing key activities.</li></ol>
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. To build a generalized solution to detect outliers using Python.</li><li>2. Develop one AI based solution to address data quality challenges in large scale surveys.</li></ol>
<b>Ownership of Data:</b>	All analysis & materials produced during the internship will belong to the Population Council.
<b>Payment:</b>	Payment will be made as per schedule below, upon receipt of a written invoice

Agreed and accepted: Yes Gaurav - Raj

Date: 04/07/2020