



IIT ROORKEE



COGNIZANCE  
27 to 29 March, 2020

info@cognizance.org.in

www.cognizance.org.in

+91 - 9907291828



### **To whomsoever it may concern**

We are delighted to inform you that you have been selected as the **Campus Ambassador** for **Cognizance 2020**. Cognizance is the annual technical festival of Indian Institute of Technology Roorkee scheduled to be held from **March 27-March 29, 2020**. We believe that our team is our biggest strength and we take pride in hiring the best.

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

We look forward to you joining us. To be a part of this internship, register yourself on <http://www.cognizance.org.in/spp>. After registration, kindly take note of the provided with a cogni ID for future recognition as the campus ambassador. Also, please sign the duplicate of this letter as your acceptance and forward the same to us mentioning your cogni ID. Please feel free to contact us in case of any queries.

Congratulations!  
Team Cognizance  
IIT Roorkee

**Dr. M K Barua**  
A.D.O.S.W  
IIT Roorkee

**Dr. M A Iqbal**  
Faculty Coordinator  
Cognizance, IIT Roorkee

**Alok Birthare**  
Overall Coordinator  
Cognizance, IIT Roorkee

## Annexure A

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

1. This internship will span over a duration of **3 months**. This is a **work from home internship** where you can work from your place of residence. Team Cognizance will remain in touch with you through this time and we will try to help you in all ways possible and expect you to do the same.
2. A Mentor will be assigned to you . You are required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
3. As a Campus Ambassador you would be responsible for the following task: .
  - Connecting us to the technical and cultural societies of your campus.
  - Publicizing all events and workshops in your college as well as on social media platforms.
  - Working with us to invite relevant participants for various events that take place during the fest.
4. Cognizance expects you to **respond to all the tasks** that will be assigned to you over the due course. We expect accountability from your side. The **certificates** and **acknowledgment** of your work will be given to you after Cognizance 2020 draws its curtains for closure i.e. after March 29, 2020.
5. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
6. 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.



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## INTERNSHIP OFFER WITH COGNIZANCE IIT ROORKEE

I have read, understood and agreed on all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Name:

Cogni id:

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