



## SWIZOSOFT (OPC) PRIVATE LIMITED

*Registered Under Companies Act 2013, Ministry of Corporate Affairs (CIN: U85499KA2024OPC195556),  
Ministry of MSME (UDYAM-KR-27-0041437),*

***ISO 9001:2015 Certified Company***

*Regd. Office: Angadibail, Achave, Ankola, Uttara Kannada - 581344, Karnataka, India*

## TERMS AND CONDITIONS OF INTERNSHIP

The following terms and conditions apply to all interns of **Swizsoft (OPC) Private Limited**, irrespective of their role or department.

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### 1. Nature of Internship

This internship is a **remote, unpaid internship program** purely meant for **learning and professional exposure**.

- No fees are charged from the intern.
  - No stipend or payment will be provided by the company.  
The aim is to **enhance students' skills, teamwork, and exposure to IT project environments**.
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### 2. Duration

The internship will be for **3 months** from the commencement date mentioned in the official communication.

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### 3. Mode of Work

This is a **remote-only internship**.

Interns will:

- Work on assigned project modules/tasks from their own place.
  - Attend **virtual meetings** as scheduled by the company or team leads.
  - Maintain regular communication and participate in project discussions through official platforms (e.g., Google Meet, Microsoft Teams, or others).
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### 4. Work Reporting & Meetings

To ensure consistent progress and teamwork:

- Interns must attend **project meetings** regularly as scheduled by the mentor or project lead.
  - **Daily or alternate-day update meetings** are mandatory to discuss progress, challenges, and next steps.
  - Each intern must **update their completed work** and progress reports during these sessions or via the designated communication channel (e.g., shared document or project board).
  - Consistent non-participation in meetings or updates may lead to termination from the internship.
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## 5. Learning and Mentorship

While formal teaching sessions are not conducted, interns will receive:

- Technical guidance from mentors or project coordinators,
- Feedback on assigned work,
- Suggestions for improvement to align with real-world industry practices.

This structure is designed to make the intern **learn by doing** — the best way to gain practical experience in IT.

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## 6. Certificate of Completion

A **Certificate of Internship Completion** will be issued only to those interns who:

- Complete the full duration of the internship,
  - Regularly attend meetings and submit updates,
  - Actively contribute to assigned project work, and
  - Adhere to company guidelines and ethics.
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## 7. Confidentiality

All project data, code, and documents provided during the internship are the property of **Swizsoft (OPC) Private Limited**.

Interns are prohibited from sharing, copying, or distributing this material outside the team without prior written permission.

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## 8. Non-Employment Clause

This internship does not imply an employment relationship.

It is exclusively a **learning and skill-building program**, and completion of this internship **does not guarantee future employment** with the company.

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## 9. Termination

Swizsoft reserves the right to terminate the internship at any stage in case of:

- Repeated absence from meetings,
- Lack of updates or inactive participation,
- Misconduct or violation of confidentiality,

- Non-compliance with terms and conditions.

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## 10. Declaration by the Intern

By accepting this offer, you acknowledge that you have read, understood, and agreed to all terms and conditions mentioned herein.

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### ACCEPTANCE PARAGRAPH (To be sent by the student via email)

I, [Your Full Name], from [Your College Name], hereby accept the internship offer for the role of **[Role Name] Intern at Swizosoft (OPC) Private Limited**. I have read and understood all the terms and conditions mentioned in the offer letter. I agree to attend regular meetings, provide project updates as required, and follow all company guidelines during the internship period. I look forward to gaining valuable knowledge and experience through this remote internship program.

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### *Disclaimer*

*Kindly copy the **ACCEPTANCE PARAGRAPH** and mail it to [swizosoftopcprivatelimited@gmail.com](mailto:swizosoftopcprivatelimited@gmail.com) if you agree to the terms and conditions mentioned in this offer letter.*

*You are permitted to **share or display only the first page (Offer Page)** of this document for academic or verification purposes.*

*The remaining pages containing the **Terms and Conditions** are strictly confidential and must **not be shared, forwarded, or published** in any form.*

*If any intern is found disclosing or circulating the confidential pages, **Swizosoft (OPC) Private Limited** reserves the right to **terminate the internship immediately** without prior notice.*

*Please note that you must **reply within 24 hours** of receiving this offer letter by sending your acceptance email to the above address. Failure to do so will result in **cancellation of your internship position**.*

***Once Again Welcome to Swizosoft (OPC) Private Limited!***