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March 03, 2020

Mr. Omkar Ghotekar
Pimpri-Chinchwad College of Engineering & Research, Pune
oghotekar6426@gmail.com

Subject: Offer for Internship

Dear Omkar,

We are delighted and excited to welcome you to Alpha Infocom as a *Web Development Intern*. At Alpha, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with us.

Your appointment will be governed by the terms and conditions presented in the Annexure. We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us through a scanned copy as a reply to the e-mail.

Congratulations!

Warm Regards,

Roma Patro
Manager - HR

ANNEXURE

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

- ❖ You are being hired as a **Web Development Intern**. As a Web Development Intern you would be responsible for designing the content and developing the requirements for the websites, portals and apps as per the project requisites. Front End and Back End development shall be core to your job.
- ❖ Your date of joining is **March 05, 2020** and the duration of the internship would be **One month**, (May be extended as per requirement). During this time you are expected to devote your time and efforts solely to our work. You are also required to let the executives know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
- ❖ You will be working remotely for the duration of the internship. There will be catch ups scheduled with the executives to discuss work progress and overall internship experience at regular intervals through telephonic conversations and daily e-mail updates.
- ❖ All the work that you will produce at or in relation to Alpha Infocom will be the intellectual property of Alpha. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval from the HR team.
- ❖ We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Alpha Infocom operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all the work/data stored on your Personal Computer to us.

- ❖ During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
- ❖ Under normal circumstances either the company or you may terminate this association by providing a notice of 10 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
- ❖ You are expected to conduct yourself with utmost professionalism in dealing with your team members, colleagues, fellow interns, clients and customers and treat everyone with due respect and proper stature.
- ❖ Alpha Infocom loves 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.
- ❖ Expect constant and continuous objective feedback from us 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.
- ❖ Have fun at what you do and do the right thing – both the principles are core of what Alpha Infocom stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
- ❖ You will be provided ₹1000/- per month as stipend. The stipend shall be followed by incentives based on your performance and eagerness to perform better each time. Any travel related expenses if need be would be reimbursed on actual basis.

I have negotiated, agreed, read and understood 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:

Place:

Name: