

INTERNSHIP OFFER LETTER

September 22, 2021

Society for Health and Medical Technology
B-37, Sector-1
Noida, U.P.201301

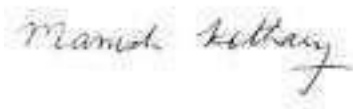
Dear **Raunak Ali**,

I am delighted to welcome you to the Society for Health and Medical Technology as a **Data Extraction Intern**. At SHMT, 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 and meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**. We look forward to you joining us. Please do not hesitate to email us for any information you may need. Also, please sign this offer as your acceptance and forward the same to us.

Congratulations!

Best regards,



Manish Kothary
Joint Secretary,
SHMT
mkothary@gmail.com



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Annexure A

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

1. You are being hired as a **Data Extraction Intern** and Manish Kothary would be your Reporting Manager / Mentor during the internship.
2. **Please note that this is an unpaid internship.**
3. Your date of joining is **September 20, 2021 and you are being hired for a period of six months.** During this time, you are expected to devote your time and efforts solely to SHMT's work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
4. After hiring you will be kept on probation for 2-3 weeks. Once your work is observed, you will be shifted into the respective department for further core projects. It will help you in better understanding of organizations and will be beneficial for your future.
5. You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
6. All the work that you will produce at or in relation to SHMT will be the intellectual property of the Society for Health & Medical Technology. **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, relatives, anyone in colleges, etc.) without prior discussion and approval with your mentor.
7. **We take data privacy and security very seriously. Maintaining the 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.** SHMT operates on the **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 SHMT work/data stored on your Personal Computer to your mentor and delete the same from your machine.
8. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.
9. Under normal circumstances, the agreement shall be valid, from the date of starting this internship, till the time the NGO and/or you deem so fit. However, the NGO may terminate this agreement immediately, without any notice, under situations of in-disciplinary behavior and/or lack of performance delivery. Parties acknowledge and agree that any amendment in the terms and conditions of the arrangement shall be in writing or over Email.



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10. We love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
11. 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.
12. Have fun at what you do and do the right thing- both the principles and the core of what **SHMT** 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 the expectations on either of them.
13. Make sure you report your work to your assigned mentor or on this email id hr1.shmt@gmail.com, report would be in the form of google sheets or google forms.
14. Please be available for the duration of your internship, if you choose to take a holiday or a leave please notify us before 10 days, the number of days you took leave will be added to the further days that is after your internship ends. Eg: if your internship started on 1st march 2021 till 1st June 2021 and you took a leave for 15 days, so these 15 days will be added further that is till 15th June 2021.
15. If you are not responsive and not available for this internship then your mentor will try to reach you and your internship would be terminated.
16. 15 days before completing the internship please send us an email at hr1.shmt@gmail.com for the certificates.



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ACCEPTANCE:

I, **Raunak Ali** have 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: 22-09-2021

Place: Thane

Signature: 
Name: Raunak Ali