

Date: 15/06/2024

I am delighted & excited to welcome you to **CodingJr** as a **AI & Data Science** Intern . At CodingJr, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest minds. 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 A**.

We look forward to you joining us. Please do not hesitate to contact us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.



Sumit Bhat

Co-Founder

Annexure A

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

1. You are being hired as an **AI & Data Science intern** and **Sumit Bhat** would be your reporting head and mentor during the internship. **As an Teaching intern**, you would be responsible for the tasks and responsibilities assigned by your reporting heads.
2. Your date of joining is **15/06/2024** and the duration of the internship would be **2 months**. During this duration, you are expected to devote your time and efforts solely to Coding Jr. You are also required to inform your mentor about forthcoming events (if there are any) in advance so that the work can be planned accordingly.
3. 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.
4. All the work that you will produce at or in relation to Coding Jr will be the intellectual property of Coding Jr. 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 sites and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain 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. Coding Jr 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 work/data stored on your personal computer, mobile phone, cloud storage, and emails to your mentor and delete the same from your personal computer, cloud storage, emails, and mobile phone.

6. 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 a 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 Coding Jr of an extent estimated by the Company.

7. Under normal circumstances, either the company or you may terminate this association by providing a notice of 60 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours. If you left abruptly, you need to pay a fine to the company in case you don't submit IP & data to the company.

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. Coding Jr is a start-up and 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 hardwork – and expect appreciation & rewards to follow.

10. 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.

11. Have fun at what you do and do the right thing – both the principles are the core of what Coding Jr 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.



Perks

- 1. Certificate of Internship.**
- 2. Letter of recommendation.**
3. There will be 3 day of training along with probation.

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:

Name:

Signature:

Place:
