4th June 2025

CIE Internship Offer Letter

Dear Anivartha Upadhyaya,

CIE is pleased to offer you an internship opportunity for the period June to July 2025. You will report directly to Madhukar Narasimha, CIE Program Manager.

The purpose of this internship is to learn and gain exposure and experience related to the areas of applied innovation and entrepreneurship.
For this position, in addition to the specific responsibilities called out below, general responsibilities may include working with CIE on related tasks that may come up from time-to-time.

Your internship will begin on **2nd June 2025** & conclude on **31st July 2025**. Working days are from Mon through Friday, averaging around 40 hours per week; please note that you are required to work in CIE from Monday to Thursday & work from home the 5th day. This would be an unpaid summer internship. You can avail of the 2 credits for our summer internship, once you go through the necessary evaluations/ grading, based on your performance.

Specific responsibilities for this internship: SW4 Project stream:
- Build a simple application / platform to make all the processes followed in CIE, available in an application through various forms and workflows to make it easier for information gathering, decision making and reporting.
- Digitize all possible course related worksheets (such as NABC, Empathy Maps) to reduce carbon footprint as well as ability to get lot of data and insights from the data through digitalization.
- Build the foundation layers of this platform using the MERN Stack + PostgreSQL where required. This overall platform will be designed into multiple modules and a reusable framework will be developed, which can improve the productivity of the team to develop each module.

- Build this platform as a multi-tenant, so that it can be extended to other departments if required
- Build Admin screens for Authentication, module additions and getting module specific inputs.
- Integration of modules with Computer Vision and Gen AI where applicable.

General inputs for a successful internship at CIE:
- The intern is self-motivated, creative and not shy in suggesting new ways of doing things. Take charge and treat this as your startup!
- Data-driven: capture issues/challenges/changes/outcomes.
- Intern will follow all CIE policies, rules and regulations.
- Intern will treat all CIE and PES related information with confidentiality.
- Leave a mark on CIE through your ideas and contributions

Overall, have fun and learn ☺

Declaration:

I understand and will abide by the above terms and conditions for the CIE Internship position.

Intern   **For CIE:** _Madhukar Narasimha_

Date: **Date:** 4th June 2025