

15th September 2023

Internship Offer Letter

Dear **Waris Amir**,

We are pleased to get you Onboard with us as an **Intern for Teaching Assistant (Data Structure & Algorithms in Java)** on Part-time basis, with effect from **17th September 2023**, work from home. Following are the terms and conditions.

Terms and Conditions:

1. Working Days:

- a. **Working Days:** Monday-Saturday
- b. **Working Hours:** 3 hours per day
- c. **Time Slot:** 5 pm-8 pm
- d. **Internship Starting date:** 17th September
- e. **Internship Duration:** 4 months

2. Remuneration:

- a. **Stipend: INR 25,000 to 40,000/-** for the entire Internship (Depending on the average rating received from students, Questions solved, Difficulty level of Questions and number of leaves taken during the Internship the Stipend amount would be calculated).
- b. Stipend will be credited **at the end of 4 months** of Internship (By 1st week of February 2024 Intern shall receive the stipend).
- c. All the rights to content, including answers which are prepared by the Intern shall be with Jainemo Pvt. Ltd. and can be used on any platform by the organization regardless of any time constraint.
- d. The content prepared with Jainemo Pvt. Ltd. shall not be used by the Intern in any manner on any platform or shall not be used for any personal work.

3. Responsibilities:

- Solving Students doubts regarding DSA in Java in form of Text solutions/Debugging the Code/Assisting students over call to resolve their doubts on the portal.
- Ensuring availability during the time slot mentioned and staying Online to resolve doubts.
- Solving **10-14 doubts per day** depending on the number of doubts asked by students. In case, if number of doubts solved is less in a week then Intern can cover-up backlog by working on Sunday and solving doubts in any slot.
- The students would be asked to give ratings to Teaching Assistant after solving each question and that would be considered for evaluating the performance.

- Informing about Exam leaves/any Casual leave **atleast 7 days prior** along with exams schedule in the mail.
- In case of any health related issue and unavailability, the Intern must inform **atleast 24 hours prior**.
- The Intern shall not use or prepare similar content or replica of it for any other platform during or after his tenure with the company.
- Providing error free doubts solution to students and resolving their queries on our portal in minimum time span.
- Providing the solution that is logically, factually, linguistically accurate and consistent as per the standard and Instructions of organisation
- Ensure availability of Laptop and Wi-fi connection with good Internet Connectivity Speed.

4. **Notice Period:**

The Internship tenure is of 4 months. In case, the Intern plans to leave the organisation he should give an advance notice of 15 days. In case the same is not done, Jainemo Pvt. Ltd. has the complete right to claim damages for the same.

Jainemo Pvt. Ltd. may terminate the agreement for any of the following reasons, with or without any notice period or with or without Stipend in lieu of the notice period:

- a) Failure to perform his obligations to the standards required by Jainemo Pvt. Ltd.;
- b) Misconduct;
- c) Insubordination;
- d) Concealment of material information;
- e) Criminal conviction;
- f) Acts which may harm the reputation of Jainemo Pvt. Ltd. ;
- g) Failure to adhere to the Human Resources Policies;
- h) Breach of code of conduct of Jainemo Pvt. Ltd. ; or
- i) Any acts are done by the Service Provider which may be considered as a breach of rules and policies of Jainemo Pvt. Ltd. or warrants action outside the policy

5. **Copyright Clause:**

It is agreed and acknowledged by the Intern that the ownership of copyright and any other intellectual property, while he is working with Jainemo Pvt. Ltd. or even after the completion of course shall be with Jainemo Pvt. Ltd. in perpetual. The Intern acknowledges and agrees that he shall fully indemnify and hold Jainemo Pvt. Ltd. harmless against all loss or liability arising from any third-party IP claims arising from his work.

6. **Confidentiality Clause:**

- The Intern agrees that he shall in no case disclose any information related to Jainemo Pvt. Ltd. and the project to any third party.
- The Intern shall not use the information related to the project for his personal use or for third party use.
- The **Intern shall not disclose** on any social media platform (Linkedin/Telegram/Youtube etc.) regarding her role with the company **or mention Apna College on any platform**, else Jainemo Pvt. Ltd has complete rights to claim damages for the same.
- **The Intern can only mention as working in Stealth Startup wherever required during or after his tenure with the company.**

If you accept this offer, please sign and mail it at hr@apnikaksha.net at your earliest convenience.

Best Regards,



HR DEPARTMENT

Intern Name:

JAINEMO PRIVATE LIMITED

Intern Signature:

Website - <https://www.apnacollege.in/>