

Internship Offer with Veer Foundation

Date: - June 10th 2020

Hi,

I am delighted & excited to welcome you to VEER FOUNDATION as a **Social Media Marketing Intern**. At VEER FOUNDATION, 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 VEER FOUNDATION.

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 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.

Congratulations!

Aman Verma

Social Media & Communications Incharge

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Annexure A

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

1. You are being hired as a **Social Media Intern** and Mr. Naveen Kumar would be your Reporting Manager and Mentor during the internship. As a Social Media Intern you would be responsible for:
 - Performing tasks given for Facebook Platform
 - Performing tasks given for Instagram Platform
 - Actively participate in Veer Abhiyan's digital campaigns during your internship period
2. Your date of joining is 10.06.2020 and the duration of the internship would be 1 Month. During this time you are expected to devote your time and efforts solely to VEER FOUNDATION 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.
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 VEER FOUNDATION will be the intellectual property of VEER FOUNDATION. 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 with your mentor.
5. 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. VEER FOUNDATION 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 VEER FOUNDATION work/data stored on your personal devices to your mentor and delete the same from your machine.

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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 breach of this condition, this appointment is liable to be terminated forthwith by the Foundation. In addition, you shall be liable to pay liquidated damages to the Foundation of an extent estimated by the Foundation.
7. Under normal circumstances either the Foundation or you may terminate this association by providing a notice of 5 days without assigning any reason. However, the Foundation may terminate this agreement forthwith under situations of in-disciplinary behaviours.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. VEER FOUNDATION is a non-profit organisation and we love 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 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 core of what VEER FOUNDATION 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.
12. You will be awarded an Internship certificate if you successfully complete the internship. Top performers will be awarded Letters of Recommendations additionally. Those who fail to perform will not be awarded any certificates and their internships would be terminated.

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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: 10-6-2020

Signature:



Place: Wagholi

Name: Anuja Ramchandra Patil