



# MY STUDY BUDDY

-Redefining Education

## OFFER LETTER

09 July 2020

Dear Himani Kedia,

On behalf of "My Study Buddy", I am pleased to extend to you this offer of temporary employment(internship) as a Member of Marketing Team at My Study Buddy. Your appointment will be governed by the terms and conditions presented in the Annexure A.

We are looking forward to working with you and we are confident that you will be able to make a significant contribution to the success of our Initiative, "My Study Buddy".

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

Sincerely,

A handwritten signature in black ink that reads 'Subrat Shukla'.

Subrat Shukla  
Social media Executive  
My Study Buddy

Annexure A

You shall be governed by the following terms and condition of service during your association with My Study Buddy and those may be amended from time to time.

1. You are being hired as a Marketing Team Member and Mr. Subrat Shukla would be your Reporting Manager and Mentor during the tenure. As a Marketing Team Member you would be responsible for:

- i. 1. Work to create ideas for new campaigns on social media.
- ii. 2. Social media marketing on a daily basis such as posting posts of the company on Facebook, Twitter, LinkedIn, Whatsapp, etc.
- iii. 3. Brand awareness and promotion in your society.
- iv. 4. Promote us on your campus, help us increase our reach through social media platforms

2. Your date of joining is 10 July 2020 and the minimum tenure would be 2 Months, Excluding Examination Months. During this time you are expected to devote your time and efforts to the assigned projects/ tasks.

You are also required to let your Initiative Managers & Mentor know about forthcoming events (if there are any) in advance through a hand-written application so that your work can be planned accordingly.

3. You will be working remotely for the duration of the tenure. There will be catch ups scheduled with your Mentor and Initiative Managers to discuss work progress, queries and overall experience at regular intervals.

4. Various advanced Projects shall be provided to the consistent performing candidates on a regular interval, of which some will be incentivized, whereas some of them will be unpaid. You'll be required to communicate your willingness and availability for the same in advance so that your contribution shall be planned accordingly.

5. Under normal circumstances, either the organization or you may terminate this association by providing a notice of 15 days through Hand Written Scanned Application without assigning any reason. However, the organization may terminate this agreement forthwith under situations of in-disciplinary/unprofessional behaviour and inactive/non-serious participation.

6. All the work that you will produce during the training and project at or in relation My Study Buddy will be the intellectual property of My Study Buddy. 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 project 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.

7. 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 tenure will be your responsibility. My Study Buddy operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the tenure, you are expected to hand over all My Study Buddy 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. 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 hard work – 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. Learn, have fun at what you do and do the right thing – both the principles are the core of what My Study Buddy 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.

I have negotiated, agreed, read and understood all the terms and conditions of this offer letter, Annexure hereto and affix my signature incomplete acceptance of the terms of the letter.

Applicant's Signature

Simani