



**JANKALYAN MULTIPURPOSE
EDUCATION SOCIETY**

Dear Sonali Patil,

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

1. You are being hired as an **Human Resources Intern** and Mr. Sanket would be your Reporting Manager and Mentor during the internship. As a Human Resources Intern you would be responsible for tasks and responsibilities provided by your mentor.
2. Your date of joining is March 15, 2021 and the duration of the internship would be One Week. During this time you are expected to devote your time and efforts solely to work. You are also required to let your mentor know about forthcoming events 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 organization will be the intellectual property of Organization. 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. We operate 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 work/data stored on your Personal Computer to your mentor and delete the same from your machine.
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 company. In addition, you shall be liable to pay liquidated damages to the organization of an extent estimated by the organization.
7. Under normal circumstances either the organization or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the organization may terminate this agreement forthwith under situations of in-disciplinary behaviors.
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. 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.