

Offer of Internship – Ajay Singh Yadav

Hi Ajay,

We are pleased to offer you the role of a **Front-End Developer – Intern**. In your role, you will be working with the leadership and other members of the development team to conceptualize and develop the front-end MVP for our new software product. Below are some other details about the role. Please go through and feel free to reach out to us for any clarifications. We look forward to having you onboard.

Date of joining:

You are required to report to your manager on 5th December 2022 by 11 AM.

Term:

12 weeks from the date of joining.

Prerequisites:

Interns need to own a personal computer on which Quantinent can set up the Virtual desktop environment. If working from home, they should have a working internet connection.

All software and applications required over the course of the project will be provided by Quantinent.

Leaves and holidays:

Working days are from **Monday to Friday** with Saturday and Sunday off. Any other holidays observed by the company during this tenure will also be applicable as off days.

In addition to the ones mentioned above, interns are permitted a maximum of **3 paid leaves** over the tenure of the internship (excluding exam leaves).

Considering that college examinations might get scheduled in between the program, interns may avail **examination leaves**. This can be a maximum of 4 weeks and can be taken either all at once or staggered over a period. Any number of days availed as examination leaves will be considered outside the scope of the program and will not be considered as part of the tenure. The tenure will be extended by the said number of days as a compensatory measure.

Information to avail examination leaves must be communicated to managers at least a week before the intended date.

Stipend:

You are entitled to a stipend of INR 10,000/- per month to cover your personal expenses during the tenure of the internship.

On availing paid leaves up to the paid leaves' entitlement limit, there will be no deductions in stipend. Availing leaves above the entitlement limit, will be considered as leave without pay (LWP) and will attract a proportionate deduction in stipend.

For examination leaves, although the stipend will be deducted proportionately to the number of days availed, the same will be adjusted during the compensation period. For example, if 2 weeks of examination leaves are availed in a month, the stipend payable will be approximately INR 5,000/-. When these two weeks get compensated when the intern contributes for an extra 2 weeks post the original tenure ends, the remaining 5K will be remunerated.

Exclusivity:

For the entire duration of the internship, including compensatory days, interns must commit to stay exclusive to Quantinent and not join any other internship program, full time employment, or freelance opportunities with any other organization. Training programs for upskilling are excluded from this condition.

Intellectual Property:

All code and code files, designs, documentation, or any other data generated or procured during the course of the internship that has a direct or indirect contribution to the project are property of Quantinent Analytics Private Limited and must not be taken out of Quantinent systems. No details of the project can be shared anywhere outside of the company without explicit written approval from authorized company personnel. This includes social media posts.

Early separation and Termination

Interns can leave the internship at any time by giving a 48-hour advance notice to their manager. Any stipend due at the time of leaving will be paid on a pro-rata basis. In case no notice is provided, and the intern becomes incommunicado for over 3 days, the intern will be considered absconding, and the company reserves the right to terminate the intern with immediate effect. The company will also not be liable to settle any dues in such cases.

The company reserves the right to terminate the entire internship program or shorten the tenure of an individual intern at any time. Any stipend due at the time of leaving will be paid on a pro-rata basis.

Code of Conduct:

We are an organization of strong ethics and principles. We expect our members to conduct themselves in a manner appropriate to the culture we are trying to build. All our team members are expected to:

1. Be on time for work and meetings unless the circumstances are unavoidable.
2. Respect promises and honour commitments made to other team members. For example, if you have committed to deliver a task by a certain day, think before making the promise and ensure to honour that. Always plan ahead of time.
3. Observe honesty. Even if you fail at something, be honest about it. This helps the team build trust and lend a helping hand to get you to success.
4. Team first approach. Individual success counts less than team success. Help your team members in need so that the team goals are achieved.
5. Debate but don't argue. Discussions are a must in creative environments and are highly encouraged. However, make sure the goal is to achieve the best possible result for the task in consideration and not to get your idea adopted.
6. Respect every other team member and colleague without prejudice towards gender, background, designation, or any other parameters.
7. Zero tolerance towards harassment of any kind, sexual, mental, or otherwise.

The list only a guide and not exhaustive. Use your best judgement when necessary and ask your manager if unsure of what to do in a certain situation.

Date: _____

Place: _____

Signature: _____