

27 February 2023

Harshitha C
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9353333701

Sub: "Letter of Internship"

Dear **Harshitha C**,

Congratulations! We are pleased to engage you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

This Agreement entails the general terms and conditions of the internship_offer including compensation, general internship_benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated internship with the Company.

1. Your date of joining as a Data Scientist Intern shall be **10 March 2023**
2. Your orientation to the internship will be on **10 March 2023**
3. Until the time you complete your Under-Graduate Programme based on the conditions mentioned in this offer letter, you will be designated as an Intern.
4. You must report at TuringMinds Office situated at 5th Cross Rd, Sector 6, HSR Layout 5th Sector, Bengaluru, Karnataka 560102 on the date of joining.
5. Your training and project work for a duration of 12 months post completion of your graduation will be at 5th Cross Rd, Sector 6, HSR Layout 5th Sector, Bengaluru, Karnataka 560102.
6. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 15,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
7. The stipend payable will start once the process of enrolment to the Masters Programme is complete.
8. This offer is conditional upon your satisfactory performance and successful completion of your under graduate coursework. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
9. Your confirmation to the internship will be based on your performance as explained in the Annexure- A and Annexure – B. Subject to fulfillment of criteria specified in Annexure – A and Annexure- B, you will be promoted to the designation of Associate Data Scientist.
10. During the term of your internship, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.
11. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct as per the Company policies.

12. Either you or the Company will be entitled to terminate this Agreement, without cause by serving a 2 months' notice period to the other party.
13. If the information you provided is incorrect or you resort to any unethical/objectionable behavior, the Company reserves the right to terminate the internship without any notice and liability on the Company.
14. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
15. The terms of this Agreement shall be governed in accordance with the law of India, and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
16. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its internship.
17. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and are signing this Agreement voluntarily and of your own free will, to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us as per the timeline mentioned below.

Offer Acceptance	02 March 2023
Onboarding documentation	10 March 2023

This offer will stand revoked if the above timelines are not being met and your candidature will be treated as a fresh application for recruitment if you would like to join us in the future.

For TuringMinds.ai
(A Division of upGrad INSOFE)

ACCEPTED AND AGREED:



Himanshi Sah
Sr. Manager - Human Resources

Harshitha C

ANNEXURE -A
TERMS AND CONDITIONS OF INTERNSHIP

I. Performance Criteria

- a) You will be evaluated during your term with Company on different assessments and shall be accordingly provided with ratings depending upon your performance. We consider your conduct, performance in the training, participation etc. for evaluation. We will provide you quarterly feedback of the same.

II. Training during 12 months commencing from reporting date.

- a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.
- b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

III. Nomination to the Program

- a) As a part of this internship and based on your performance in the assessment process (as specified in clause I above) during Training Period and your interest in the location of posting, Company will nominate you to the programs (“Program”) mentioned below:

Location	University	Program
India / USA	Golden Gate University, San Francisco, CA	MS in Full Stack Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

IV. Nomination Process for the Program

- a) The Company shall help you secure an admission with the above mentioned Programs and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions. Should you choose to avail an education loan, the terms and conditions including user agreements of the chosen partner financial institution will also be directly applicable to you and those agreements or terms shall remain outside the Company’s purview. You shall be solely responsible for repayments of the education loan and in no event shall the Company be liable in any manner whatsoever for any repayments relating to the said loan.
- b) Unless specified otherwise, you shall pay the fee directly to the University.
- c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.

V. Completion of Program

- a) You have the right to complete the program at one go or complete the 2nd year of the masters later. In such cases where a deferment is sought, You can complete the second year of masters in 36 months from the date of completion of Year 1 however the enrolment to the Year 2 should be done no later than 12 months from the completion of Year 1.
- b) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.
- c) You will be entitled to a Master's degree from the University on completion of the Program.

TuringMinds 

ANNEXURE – B

The reporting date mentioned may be subject to change. Accordingly, You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

- Performance rating will be based on assessments, participation in projects and behavior. You will be given a thorough assessment every quarter.
- You will be entitled to 2 leaves in a month however these leaves cannot be availed during the days when the training sessions are scheduled.
- In event of failure to secure more than 60% or a B - Grade on performance assessment after 12 months, you shall be subject to further training for a period of 6 months. During such an extended training period, you shall not be entitled to any Compensation from the Company.
- In case of failure to secure more than 60% after undergoing an extended training period of 6 months as mentioned above, Company shall be entitled to terminate your internship without any further intimation and any obligation to pay.
- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your internship with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue internship, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 12 months from your date of reporting, revised Compensation structure shall be shared with you, if and when applicable.