

## APPENDIX to MOU

Following students are appointed from Computer Engineering Department of Vivekanand Education Society's Institute of Technology, V.E.S.I.T, to work in the project mentioned in the attached MOU for the duration Jan 2020 to May 2021.

The details of the students are as follows

- |                             |         |
|-----------------------------|---------|
| 1. Shreyas Sanjay Talole    | D12B/67 |
| 2. Aditya Prabhanath Shinde | D12B/61 |
| 3. Atharva Aniruddha Bapat  | D12B/07 |

*S. Sanjay Talole*



25<sup>th</sup> September, 2020

To,

**Aditya Shinde,**  
Room No. 19, Siddharth Society,  
Ram Nagar (B), Ghatkopar (W)  
Mumbai - 400086  
Mob - 8655330855

Dear Aditya,

**SUB : PROJECT INTERNSHIP**

With reference to your application and the interactions, we are pleased to appoint you as a **Project Intern** in our company on the following terms and conditions:-

**01. PLACE OF POSTING AND REPORTING AUTHORITY:**

Your posting will be in **MUMBAI**. You will be reporting to Mr. Devesh Rajadhyax. In view of the COVID-19 pandemic, you will currently work from home. You will be notified whenever the company decides to start office working.

**02. ASSIGNMENT DURATION:**

Your internship duration starts from **25<sup>th</sup> September, 2020**.

This assignment is for a period of **six months**, which may be extended or reduced at the sole discretion of the Management. The internship can be extended or converted into another form of association by mutual consent of both parties during or after the expiry of the agreed duration. The remuneration for the such engagement will be discussed mutually at that time.

**03. DUTIES AND RESPONSIBILITIES:**

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
- b. You shall neither divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our process, technical know-how, security arrangements, administrative and / or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- c. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- d. You are allowed to share the code on github repository only after permission is given from company to do so. If you are working on a client project or company data is involved, then you are not supposed to upload it anywhere outside the company.

**04. TERMINATION OF INTERNSHIP:**

- a. Your services are liable to be terminated without any notice or compensation in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in the case of reasonable suspicion of misconduct,

disloyalty, commission of an act involving moral turpitude, any action of indiscipline or inefficiency.

- b. You can apply for discontinuance of your internship by sending an e-mail to your reporting authority two weeks prior to the date of discontinuance. The reporting authority will decide on the acceptance of request subject to completion of handover of work and any other formalities that need to be completed.

## **05. GENERAL :**

- a. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may be in force from time to time.
- b. You will hand over the charge of Letter of Authority issued to you or any property / material of the company in your possession at the time of cessation of your employment within the Company.
- c. You shall make your own stay and transport arrangements if required to visit office.
- d. The work on the project is done concurrently with your academic requirements. You have to take care that the academic requirements are not being ignored because of the project work.
- e. The office is under supervision of CCTV camera and by accepting this offer you consent to the said supervision whenever you visit office.

We look forward to a long, successful and pleasant association.

Yours sincerely,  
For **Cere Labs Pvt. Ltd.**

## **AUTHORISED SIGNATORY**

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### **ACKNOWLEDGMENT & ACCEPTANCE**

I have read and understood the above terms and conditions and unconditionally accept the same.

**SIGNATURE:**

**DATE :**