

**INTERNSHIP LETTER**

**Private and Confidential**

**Ms. Pragati Tiwari**

**Dated: 15 January, 2024**

**Subject: Appointment for post of Event Coordinator.**

We are pleased to offer you the position of Event Coordinator with ScienceUtsav on the following terms and conditions:

**1. Commencement of employment**

Your employment is effective, as of **16 January, 2023**.

**2. Job title**

Your job title will be Event Coordinator, and you will report to Mr.Adil Shaikh

**3. Roles and Responsibilities**

- Conduct events, science shows and workshops
- Conduct fun experiments with 6-14-year-olds using hands-on activities and projects
- Plan, formulate and frame workshop plans
- Conduct research related to your field of work
- Provide support as needed for the execution of the event.

**4. Remuneration**

Rs.500/- to Rs.1000/- stipend to be paid as per the event.

**5. Place of posting**

You will be posted at **Pune**. You may however be required to work at any place of business which the company has, or may later acquire.

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**Head Office**

42, Das Commercial Complex,  
Jayanagar 7th Block, Near JSS Circle,  
Kanakpura Main Road,  
Bengaluru 560082

**Branch Office**

413, 4th floor, Riidl, K.J Somaiya Institute  
of Management Studies & Research  
(SIMSR building), Vidyavihar (E),  
Mumbai 400077

## **6. Hours of Work**

The normal working hours of the company is 9.00AM – 6.30PM. We are more focused on completion of targets and time can be flexible after prior approval from your reporting manager. If necessary, you will have to work for additional hours depending on your responsibilities.

## **7. Nature of duties**

You will perform to the best of your ability, the duties that are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

## **8. Company property**

You will always maintain any company property in good condition, which may be entrusted to you for official use during the course of your employment and shall return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the company.

## **9. Termination**

9.1 The company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

9.2 On the termination of your employment for whatever reason, you will return to the company all property, documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data or Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## **10. Confidential Information**

10.1 During your employment you may become aware of information relating to the business of ScienceUtsav, including but not limited to research material, class work, data, samples, technical and economic information, commercialization, research strategies, trade secrets and know-how disclosed, workshop details, Customer lists, pricing data, sources of supply, financial data and marketing, production, etc. You shall not, either during or after your employment, without the prior consent of ScienceUtsav, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

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10.2 Confidential information and any/all documents created by you in the course of your employment remain the sole property of ScienceUtsav.

10.3 You shall not use any confidential information relating to the business or information gained through your employment for your own benefit.

10.4 You shall not attempt to use any confidential information in any manner, which may injure or cause loss, whether directly or indirectly, to ScienceUtsav.

10.5 After termination of employment, you shall not directly or indirectly make a record of, or divulge or communicate to any other person, any information regarding the procedures and research in the company.

10.6 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the company may have against you in law.

### **11. Applicability of Company Policy**

The company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

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[www.scienceutsav.com](http://www.scienceutsav.com)

**12. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Harsha Atri K G', is written over a horizontal line.

**Harsha Atri K G**  
**Director**  
**ScienceUtsav Educational Services Pvt. Ltd**

I, **Ms. Pragati Tiwari** accept the terms and conditions of this contract.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

A copy is provided for your records.

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