

## Team - Quesite (SkillHie) - Annexure A

You shall be governed by the following terms and conditions of service during your internship with Quesite/SkillHie, and these may be amended from time to time.

You are being hired as an **Operations Intern** and **Akshay Kumar Ch** would be your Reporting Manager and Mentor during the internship. As an Operations Intern you would be responsible for Content Research, HR operations, Content Development, and Website Testing and the company can change your roles & responsibility from time to time as per the requirement and take part in the weekly meetings of the company.

1. Your date of joining is 02- September 2020 and the duration of the internship would be a minimum of 2 months. During this time you are expected to devote your time and efforts solely to Quesite/SkillHie products work. You are also required to let your mentor know about for the coming events (if there are any) in advance so that your work can be planned accordingly.
2. 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.
3. All the work that you will produce at or in relation to Quesite & SkillHie Edu-Tech will be the intellectual property of the company. 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.
4. We take data privacy and security very seriously and to maintain the 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. Quesite/SkillHie operates on a **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 Quesite/SkillHie work/data stored on your Personal Computer to your mentor and delete the same from your machine.
5. 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 a 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 Company of an extent estimated by the Company.

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**Quesite Services (OPC) Pvt. Ltd.**

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