



Foundation's
MANAGEMENT
Delhi, Affiliated to Savitribai Phule Pune University (Inst. Code: 6164)
NDA Road, Shivane, Pune - 411 023.
Phone: (020) 25291461 Fax: (020) 25291461
Director@asma.in Website: www.asma.in

7.3

Enhancing Employability: The Distinctive Priority of ASMA Institute of Management

Director

Dr. Chastri Educational Foundation's
ASMA Institute of Management



Sample Internship Letters of Students



Date: April 21, 2023

HR-Rec /23-24/ EMP0024818

To,
Sagar
Karad Tasgav Road, Taluka Walwa Tekari Sangli-415313 Maharashtra

Dear Sagar,

With reference to your application and the Subsequent interview you had with us we are pleased to appoint you as Apprenticeship Trainee in Sales Department at our Shalpur - Old Delhi Road for a period of twelve month commencing from April 24, 2023, at a consolidated stipend of Rs.25,000/- per month in accordance with the Apprentice Act, 1961.

Subject to the applicable laws, your training is subject to the following terms and conditions.

1. During the training you will not act in a manner prejudicial, to the interest of the Bank, it's Directors, Officers and/or any other person acting on behalf of the Bank.
2. You will be entitled to the benefits as suitable to your category and in accordance with the applicable laws. You will be regulated by the Bank's rules and regulations as applicable to your cadre, breach of any such rules and regulations may entitle the Bank to terminate your training in accordance with the applicable laws.
3. In the event of your training being terminated for any reason you will return all items issued to you such as Identity Card, Sim Card, Stationary items or keys, Visiting Card, any other official belonging, etc. to the concerned department.
4. During the period of your training, you shall not take up services, employment and/or profit of business elsewhere or do any work either on your own account or otherwise, other than that for the Bank.
5. It is a specific condition that if at any time during your training, it is established that you have been absorbed as a trainee under false pretense or on basis of false information or whatsoever, your training may be terminated in accordance with the applicable laws.
6. Professional tax as applicable shall be deducted as per rules.
7. You shall at all times comply with the provisions of the applicable laws including but not limited to Apprentice Act, 1961.
8. Mobile CUG Connection will be provided by the Bank as per policy.
9. Your Confirmation of the employment with the organization will be based on the performance & will be subject to sole description of the Bank on completion of one year or extended by the Bank from time to time or confirmed before the efflux of time, whichever is earlier.
10. You will have no objection in providing relevant identity documents to the Bank with your free consent in accordance with the applicable laws.

You will Report to Mr. Akshay Gujar. You are requested to report at the following address

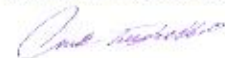
AU SMALL FINANCE BANK LIMITED

B-11 E, Behind Ceg Tower, Near Tata Service Center Malviya Nagar Ind. Area, Malviya, Nagar, Jaipur, Rajasthan, IN-302017

If you agreeable to the aforesaid terms and conditions, please return the duplicate copy of this with your signature thereon signifying your acceptance.

We are happy to welcome you to our organization and are confident that this will result in a mutually advantageous relationship.

Yours faithfully,
For AU Small Finance Bank Limited



Authorized Signatory Human Resource Department



Director
Panshastri Educational Foundation's
ASMA Institute of Management





Foundation's
MANAGEMENT
Delhi, Affiliated to Savitribai Phule Pune University (Inst. Code: 6164)
NDA Road, Shivane, Pune - 411 023.
332, 9011036202 Fax: (020) 25291461
Director@asma.in Website: www.asma.in



Date: April 21, 2023

HR-Rec/23-24/ EMP0024613

To,
Omkar

Address- Shelke wasti, Tanpurewadi Road, Rahuri Ahmednagar 413705

Dear Omkar,

With reference to your application and the Subsequent interview you had with us we are pleased to appoint you as Apprenticeship Trainee in Sales Department at our Ajmer - Adarsh Nagar - Asset Center for a period of twelve month commencing from April 24, 2023, at a consolidated stipend of Rs.25,000/- per month in accordance with the Apprentice Act, 1961.

Subject to the applicable laws, your training is subject to the following terms and conditions.

1. During the training you will not act in a manner prejudicial, to the interest of the Bank, it's Directors, Officers and/or any other person acting on behalf of the Bank.
2. You will be entitled to the benefits as suitable to your category and in accordance with the applicable laws. You will be regulated by the Bank's rules and regulations as applicable to your cadre. breach of any such rules and regulations may entitle the Bank to terminate your training in accordance with the applicable laws.
3. In the event of your training being terminated for any reason you will return all items issued to you such as Identity Card, Sim Card, Stationary items or keys, Visiting Card, any other official belonging, etc., to the concerned department.
4. During the period of your training, you shall not take up services, employment and/or profit of business elsewhere or do any work either on your own account or otherwise, other than that for the Bank.
5. It is a specific condition that if at any time during your training, it is established that you have been absorbed as a trainee under false pretense or on basis of false information or whatsoever, your training may be terminated in accordance with the applicable laws.
6. Professional tax as applicable shall be deducted as per rules.
7. You shall at all times comply with the provisions of the applicable laws including but not limited to Apprentice Act, 1961
8. Mobile CUG Connection will be provided by the Bank as per policy.
9. Your Confirmation of the employment with the organization will be based on the performance & will be subject to sole description of the Bank on completion of one year or extended by the Bank from time to time or confirmed before the efflux of time, whichever is earlier.
10. You will have no objection in providing relevant identity documents to the Bank with your free consent in accordance with the applicable laws.

You will Report to Mr. Akshay Gujar. You are requested to report at the following address

AU SMALL FINANCE BANK LIMITED

B-11 E, Behind CEG Tower, Near Tata Service Center Malviya Nagar Ind. Area, Jaipur, Rajasthan, IN-302017

If you agreeable to the afforested terms and conditions, please return the duplicate copy of this with your signature thereon signifying your acceptance.

We are happy to welcome you to our organization and are confident that this will result in a mutually advantageous relationship.

Yours faithfully,
For AU Small Finance Bank Limited

Authorized Signatory Human Resource Department

Director

PSP Sastri Educational Foundation's
ASMA Institute of Management





23-12-2021

Ajay Padalkar

Mobile: 9730200451

E-mail: ajaypadalkar911@gmail.com

Dear Ramkrishna,

We are delighted to offer you an **Internship project** with Samunnati Financial Intermediation & Services Pvt Ltd (hereinafter referred to as "Samunnati" or "the Company").

Terms & Conditions:

1. Your internship shall be from **05-01-2022 till 31-12-2022** and your location shall be confirmed at the time of joining. If there is a change in the location for reporting, same shall be communicated to you during the Internship and relocation assistance will be provided as per company policies.
2. You shall be paid a stipend of **Rs. 15000 Per Month from February 2022 till the end of your internship. Samunnati will be covering your boarding and lodging expenses during your training in January so we will be providing Rs 2500 for any miscellaneous expenses in January 2022.** You shall be eligible for travel reimbursements when you travel officially outside your base location. You are required to adhere to all Company's policies and procedures whether written or oral and always act in the best interests of the Company.
3. You will not disclose, divulge, or communicate any matter pertaining to the Company, to any member of the Press or any other form of print media including but not limited electronic media, without the express and written consent of the Company.
4. If you are associated as an Intern with the Company, you will not disclose or divulge or communicate to any person any information, which is of secret or confidential nature relating to the trade or business of the Company or any information related to methods, processes, appliances, machinery, plant etc. used by the Company.
5. Every invention or innovation made or discovered by you during the continuance of this internship shall be deemed to have been made on behalf of the Company and shall belong to the Company exclusively and you shall forthwith communicate to the Company, the full particulars of every such invention / discovery, if any.
6. The internship may be terminated by either of the parties at any time by giving to the other a Week's notice. Notwithstanding the above, the Company can terminate your internship at any time without notice or any compensation in lieu of including but not limited to any of the following reasons:
 - a. Breach of the Company's policies, procedures, and standards with respect to integrity, conduct, ethics, honesty, sincerity and loss of confidence
 - b. Failure to follow the rules and regulations of the Company
 - c. Guilty of moral turpitude or of dishonesty in dealing with the Company's material document or theft or misappropriation of the Company's property regardless of the value involved.

Yours sincerely,

For Samunnati Financial Intermediation & Services Pvt Ltd



Authorised Signatory

Samunnati Financial Intermediation
& Services Pvt. Ltd

Regd. Office, Corporate Office

Plot No. Tech Park, 25B, Shivane, Pune-411023

FCR No. 108/2019, 11/2020, 1/2021

P. No. 9011036202

E. director@samunnati.com

W. www.samunnati.com

CIN: L2690152020PUN0332



Director

PSP Shastri Educational Foundation's
ASMA Institute of Management





Foundation's
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NDA Road, Shivajinagar, Pune - 411 023.
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VNF IDEAS PRIVATE LIMITED

49 Kailash Industrial Estate,
L-Wing Parkside,
Vikhroli (West),
Mumbai-400 086
CIN: L1330MH2018PTC 507323

December 17, 2021

Name: Saurabh Kadam
Email: saurabhkadam2205@gmail.com
Mobile: 9604391373

Subject: Internship Offer Letter

Dear Saurabh,

Further to the interview, you had with us, we are pleased to appoint you to an internship as 'Operations Intern' in Fraazo. The terms and conditions governing your training are given below:

The terms and conditions governing your training are given below:

1. You will be on Internship for a period of 12 months effective date of starting of this program, which will be indicated to you.
2. Consolidated Stipend: A sum of Rs. 17,000/- (Seventeen Thousand only) per month will be paid to you as a stipend along with Travel Reimbursement at the end of the Internship.
3. Your appointment is with effect from 3rd January 2022 to 31st December 2022.
4. Notice period during training: The Company reserves the right to terminate services of trainees on grounds of misconduct or violation of any rules and regulations Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.
5. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

We welcome you to the VNF Ideas Private Limited, we wish you good luck and a very bright career with us.

Director
PSP Shastri Educational Foundation's
ASMA Institute of Management





Foundation's
MANAGEMENT
Delhi. Affiliated to Savitribai Phule Pune University (Inst. Code: 6164)
NDA Road, Shivane, Pune - 411 023
Phone: 020-26343202 Fax: (020) 25291461
Director@asma.in Website: www.asma.edu

IndusInd Bank

Apr 21, 2023

Ketki
Vishram Gruh Jwal, Dhawad Layout Vasahat,
Katol, Katol, Nagpur, Maharashtra- 441302.

Dear Ketki,

Re: - Internship

We are pleased to appoint you as a trainee with IndusInd Bank Ltd, at our Mumbai Office, starting from May 03, 2023 to Apr 02, 2024 till on following terms & conditions:

1. This is purely a temporary assignment as a part of your academic pursuit.
2. This does not give any right for claiming employment in the organization at present or in future.
3. During the course of your term you may have to obtain substantial financial and other business related information. You have to give an undertaking for maintaining confidentiality and secrecy in the matters of the organization. You will not make presentation of the organization's Data / Information anywhere without prior permission of the Organization.
4. During the course of your training you are expected to abide by all the rules and guidelines of IndusInd Bank Ltd.
5. During your internship period, you will be reporting to Mr. Saunyanranjan Panda (Zonal Business Analyst).
1. During this period, you will be entitled for stipend of 15000/- per month.

If these terms and conditions are acceptable to you, you may sign a copy of this letter and return it to us.

Yours faithfully,

Charmi Thakkar
Human Resources

I accept the above terms & conditions.

Ketki



Indiabulls 9th Floor Office : IndusInd Bank Limited, 9th Floor, Tower 1, One World Centre, 841, S.B. Marg, Uphinstone Road, Mumbai - 400 013.

Regd. Office: 2401, Cox. Thimmayya Rd (Cantonment), Pune - 411 001 India.
Tel: (020) 26343201 Fax: (020) 2634 3241 Visit us at www.indusind.com
CIN: L65191PN1994PLC076333

Assan Education's Foundation's
ASMA Institute of Management





23-12-2021

Prajwal Patil

Mobile: 9421408868
E-mail: patilprajwalin@gmail.com

Dear Ramkrishna,

We are delighted to offer you an **Internship project** with Samunnati Financial Intermediation & Services Pvt Ltd (hereinafter referred to as "Samunnati" or "the Company").

Terms & Conditions:

1. Your internship shall be from **05-01-2022 till 31-12-2022** and your location shall be confirmed at the time of joining. If there is a change in the location for reporting, same shall be communicated to you during the internship and relocation assistance will be provided as per company policies.
2. You shall be paid a stipend of **Rs. 15000 Per Month from February 2022 till the end of your internship. Samunnati will be covering your boarding and lodging expenses during your training in January so we will be providing Rs 2500 for any miscellaneous expenses in January 2022.** You shall be eligible for travel reimbursements when you travel officially outside your base location. You are required to adhere to all Company's policies and procedures whether written or oral and always act in the best interests of the Company.
3. You will not disclose, divulge, or communicate any matter pertaining to the Company, to any member of the Press or any other form of print media including but not limited electronic media, without the express and written consent of the Company.
4. If you are associated as an Intern with the Company, you will not disclose or divulge or communicate to any person any information, which is of secret or confidential nature relating to the trade or business of the Company or any information related to methods, processes, appliances, machinery, plant etc. used by the Company.
5. Every invention or innovation made or discovered by you during the continuance of this internship shall be deemed to have been made on behalf of the Company and shall belong to the Company exclusively and you shall forthwith communicate to the Company, the full particulars of every such invention / discovery, if any.
6. The internship may be terminated by either of the parties at any time by giving to the other a Week's notice. Notwithstanding the above, the Company can terminate your internship at any time without notice or any compensation in lieu of including but not limited to any of the following reasons:
 - a. Breach of the Company's policies, procedures, and standards with respect to integrity, conduct, ethics, honesty, sincerity and loss of confidence
 - b. Failure to follow the rules and regulations of the Company
 - c. Guilty of moral turpitude or of dishonesty in dealing with the Company's material document or theft or misappropriation of the Company's property regardless of the value involved.

Yours sincerely,

For Samunnati Financial Intermediation & Services Pvt Ltd



Authorised Signatory

Samunnati Financial Intermediation & Services Pvt. Ltd.

Registered Office: Corporate Office
Solely for Tech Park, NDA Road, No. 428/2
NDA Road, Shivajinagar, Pune - 411023


P: 913421408868

F: 9011036202

E: director@asma.in

W: www.asma.in

CIN: U69999PN20141000025



Tejash
Signature A date
23/12/2021.

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Director

Director
Savitribai Phule Educational Foundation's
ASMA Institute of Management

