

# **MEMORANDUM OF UNDERSTANDING**

## **INTERNSHIP AGREEMENT**

### **OF RESPONSIBILITIES**

#### **Introduction**

This agreement establishes a basis for mutual understanding between the Srajan Welfare Society, the College/University, and the college intern, in the implementation of the internship concept as joint partners in this relationship. The student intern agrees that he/she is not an employee of the Srajan Welfare Society but shall perform tasks and responsibilities as agreed by the parties hereto.

#### **Objective of Internships**

This internship is designed to strengthen a student's job skills by integrating education with closely related practical work experiences. She must have practical knowledge before the end of graduation. **Please note that the internship is only for the social cause and not for any profit.** After completing the internship, the candidate will act as a volunteer/campus ambassador to make a positive contribution to the growth and development of society, and women empowerment.

As this will be an ongoing process throughout the year. We, the team of Srajan want to collaborate with you to get maximum participants in an internship program.

So, we are looking for students from 1st year, 2nd year, 3rd year, and 4th year from your college/institution throughout the year. The internship drive will be conducted and will form a team comprising 20 candidates/batches.

In addition to this, you can have an opportunity to showcase your institution on our social media, other platforms, arranging various webinars & seminars, and you can be a part of our activities that are conducted on PAN India.

#### **Responsibilities of Faculty Coordinator:**

The faculty coordinator assumes overall responsibility for coordinating with Srajan and interns on objectives, agreements, and other tasks. The faculty coordinator is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. The role of the faculty coordinator involves:

1. Conducting an individual pre-placement and introducing the student intern to the nature and purpose of the internship.
2. Introducing our organization to the purpose, objectives of the internship.
3. Consulting of the student intern on a regular basis regarding the student intern's performance.
4. Providing students for our organization and doing the needful as discussed above.

**Responsibilities of an Organization:**

It is the responsibility of the team to provide internship to the student intern that includes the following:

1. Orienting the student intern to the organization's structure, operation, and virtual offices.
2. Orienting the student intern to the company's policies and procedures regarding appropriate attire, regularity, punctuality, motive towards the society, and applicable leave policies.
3. Introducing the student intern to the appropriate team members, team coordinators and team leaders.
4. Orienting the student intern to the policies and procedures of the personnel department.
5. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in an organization with weekly report, project report and feedback report.
6. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication, or other problems
7. Providing regularly scheduled conferences, seminars, and webinars with the student intern.
8. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
9. Submitting an evaluation on the student intern's job performance.
10. Submitting a job description to the student intern by email.

**ACCEPTED AND AGREED:**

Srajan Welfare Society

Organization

Lalita Singh (President)

Owner of Organization

*Lalita*  
अध्यक्ष  
सृजन वैलफेयर सोसायटी

Signature

2-September-2021

Date

8120300194

Phone Number

Date

University of Engineering & Management, Jaipur

College/University Name

Prof.(Dr.) Pradeep Kumar Sharma  
(Registrar)

Representative Name

*Pradeep*  
University of Engineering & Management  
JAIPUR

Signature

06/09/2021

Date

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Phone Number