Date
Saturday, April 13, 2024

Internship Offer Letter

To,
Dear **Dindigala Bharath Chandra**,
dindigalabharathchandra@gmail.com

We are delighted & excited to welcome you to COSMIC365 as an **Associate COSMIC365 Intern**. At COSMIC365, we believe that our team is our biggest strength, we take pride in hiring ONLY the best and brightest talent. We are confident that you will play a significant role in the overall success of venture. We wish you the most enjoyable, learning packed and truly meaningful internship experience with COSMIC365.

As an Associate COSMIC365 Intern, you'll have the unique opportunity to work on live corporate projects and collaborate with 8 diverse international teams, each playing a crucial role.

Your Teams and Responsibilities:

1. Product Management:
Dive into the world of product strategy and roadmap planning.
Ensure our products meet and exceed customer expectations.

2. Product Development:
Engage in designing, developing, and maintaining fluid layouts and e-commerce products using cutting-edge technologies, with a special focus on Wix.

3. Quality Assurance (QA) / Testing:
Contribute to the excellence of our software applications by ensuring their quality and reliability through meticulous testing and validation.

4. Sales and Marketing:
Immerse yourself in the realm of sales and marketing.
Contribute to promoting and selling COSMIC365's innovative products and services.

5. Human Resources (HR):
Gain insights into the core of our organization by participating in recruitment, employee relations, and other HR-related functions.

6. Information Technology (IT):
Explore the intricate world of IT as you contribute to managing our internal IT infrastructure.

7. Data Management:
Dive into the vast ocean of data management, where you'll work with cutting-edge technologies to organize and harness the power of information.

8. Artificial Intelligence:
Get hands-on experience in the realm of Artificial Intelligence, exploring innovative solutions and contributing to our AI initiatives.

You have the flexibility to work in any of the eight teams or even explore all of them. Feel free to discuss your preferences with your project mentor during the onboarding process.

Your appointment will be governed by the terms and conditions presented in the “Annexure-A”. We look forward to you joining us. Please do not hesitate to write back to us for more information.

Congratulations!

Annexure A

You shall be governed by the following terms and condition of service during your internship with COSMIC365, and those may be amended from time to time.

1. Your date of joining is set for **15 April 2024**. During this time you are expected to devote your time and efforts solely to COSMIC365 work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

2. SMART Sessions are designed to be Structured, Measurable, Achievable, Relevant, and Time-bound. Customize these sessions to suit your schedule. For every completed session, you earn 20 points. When you accumulate 3000 points within 6 months, you will be eligible to claim your internship certificate. In the event that you do not achieve 3000 points within the specified timeframe, you will need to reapply for the internship, starting afresh from zero points. Your work timings will be flexible, and you may attend up to 4 SMART sessions in a day, with each SMART session lasting for 2 hours. We suggest that you dedicate 1 to 2 hours per day to study the course material provided by COSMIC365, which is 100% covered with a scholarship (US$600). It is free to you. There will be calls and meetings scheduled with your mentor to discuss work progress and the overall internship experience at regular intervals.

3. All the work that you will produce at or in relation to COSMIC365 will be the intellectual property of COSMIC365. You are not allowed to store, copy, sell, share and distribute to a third party under any circumstances.

4. We take data privacy and security very seriously and to maintain confidentiality of any student, customer, client and companies’ data and contact details that you may get access to during your internship will be your responsibility. At the completion of the internship, you are expected to hand over all the data/work of COSMIC365 stored on your personal computer to your mentor and delete the same from your devices.

5. During the internship period you shall not engage yourself directly or indirectly or in any capacity in any other organization (other than your school college or university).

6. Under normal circumstances either the company or you may terminate this association by providing a prior notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under the situation of in-disciplinary behaviour acts.

7. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients, customers and treat everyone with due respect.

8. COSMIC365 is a multinational company and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – expect appreciation & rewards to follow.

9. Expect constant and continuous objective feedback from your mentor and other team members. We encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way, we all can continuously push ourselves to do better.

10. Have fun at what you do and do the right things – both the principles are core of what COSMIC365 stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

11. You will receive an internship certificate, performance report, proficiency certificate, and scholarship certificate upon successful completion of your internship.

Sincerely,
HR Department
COSMIC365
www.cosmic365.ai
As this document is computer-generated, no signature is required.