INTERNSHALA

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is executed on 21st March 2024 **("Effective Date")**

By and Between:

Scholiverse Educare Private Limited (CIN- U80901HR2011PTC064443) having PAN AAQCS2971P, hereinafter referred to as **"Internshala"** which expression shall, unless repugnant to the meaning or context thereof, be deemed to include its executors, representatives and permitted assigns, having its registered office at 901A and 901B, Iris Tech Park, Sector-48, Sohna Road Gurugram, Haryana-122018, acting through its authorized representative Sarvesh Agarwal.

AND

KR Mangalam University (hereinafter referred to as the **"University"** which expression shall, unless repugnant to the meaning or context thereof, be deemed to include its executors, representatives and permitted assigns having its registered address at KR MANGALAM UNIVERSITY, Sohna - Gurgaon Rd, Gurugram, Sohna Rural, Haryana 122103; acting through its authorized representative, Dr. Indira Bhardwaj (Dean, School of Management and Commerce, KR Mangalam University).

Internshala and University may be referred to as 'Party' individually and as 'Parties' collectively, as the context may require.

1. Overview:

This MOU is for the purpose of formalizing the partnership of 'KR Mangalam University' with 'Internshala' for the enrollment of University students in Internshala's Internship and Job Guarantee Course (referred to as Program).

Responsibilities of Internshala:

- Internshala shall undertake to conduct and deliver the Program, tailored for University students, in accordance with the terms and conditions specified in the proposal provided.
- Internshala shall offer job or internship guarantee to the students enrolled in the Program in accordance with the details specified in Annexure 1.
- All Terms and Conditions governing the Internship and Job Guarantee shall be communicated directly to the students prior to the commencement of the Program by Internshala.
- Internshala shall get students to sign the terms and conditions and eligibility criteria pertaining to the internship and job guarantee before the start of the program. A copy of the terms and conditions is attached in Annexure 4.
- Internshala shall conduct six (6) hours of live classes on the University campus weekly on Saturdays, spanning a period of Program duration, with a total of forty-eight (48) hours for each course.
- The students, completing the Program successfully will be eligible for NSDC certificate.
- Internshala shall organize one to two seminars within the University campus to promote and provide updates to students regarding the Program.
- Internshala shall provide the University with its logo and brand name for use in the University's internal and external communications, including its website, specifically to acknowledge Internshala as the internship and training partner. The use of Internshala's branding shall be restricted to the scope of this agreement.
- Internshala shall adhere to its privacy policy, as detailed in https://internshala.com/privacy, in safeguarding the data of students participating in the Program.
- Internshala shall run this program with a minimum of fifty (50) enrolled students in each Program. As an exception for first time implementation, this number will be lowered to thirty (30) students for each Program.

Responsibilities of the University:

- University recognises Internshala as a training partner and invites Internshala to run its internship and job guarantee program for its students.
- University shall provide the necessary infrastructure facilities required for the conduct of live classes on the University campus.
- University shall furnish Internshala with the necessary information of all interested students for their registration in the Program
- Following the seminars, University shall actively engage with students to facilitate their enrollment in the Program including fee collection.
- University shall grant Internshala the authorization to acknowledge University, utilizing University's logo and/or brand name, as a registered user in its communications, both internally and externally, as well as on the Internshala platform, solely for the purposes aligned with the scope of this agreement.

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2. Term and Termination:

This agreement will be operational and valid from 21st March 2024 and the initial tenure of the agreement is 1 (one) year. Upon completion of the tenure, the agreement can be renewed for another 1 year and so on with mutual consent of both parties.
Under normal circumstances, either party wanting to terminate the agreement can do so and it can be done on a mutually agreed upon date in a justified way with a notification given at least one month prior to the termination date.

3. Content Ownership

Content of the Program shared and delivered during the MOU period will be owned by Internshala. It also implied that no part of this content can be copied, reproduced, encoded, translated, or distributed in any way other than the agreed terms and conditions of this MOU. The students enrolling for the Program will be entitled to access the LMS for the duration of the Program and can download the videos from the LMS that they can access for a lifetime.

4. Program Fee

The Program fee (hereinafter referred to as Fee) shall be as stated below:

- HR Management (job guarantee) - INR 25,000/- (all inclusive) per student
- Digital Marketing (job guarantee) - INR 27,000/- (all inclusive) per student
- Data science (internship guarantee) – INR 31,500/- (all inclusive) per student
- Product Management (internship guarantee) - INR 27,000/- (all inclusive) per student
- UI/UX Design (internship guarantee) – INR 27,000/- (All inclusive) per student
- Any modifications or adjustments to the Fee shall be mutually agreed upon in writing and incorporated into the MOU.
- The Fee must be paid in full by the students before the start of the program as a prerequisite for enrollment.
- University shall be responsible for collecting the Fee from the enrolled students and remitting the amount (deducting the University share) to Internshala as per the following option offered by Internshala.

For HR Management:

Option 1:	**70% upfront and 30% at the end of 2 months of the course on the IS rev part**
Total Fee	**25000**
University Share	**2500**
IS share	**22500**
Payment Schedule	
70% - before the start of the course	**15750**
30% - at the end of 2nd month of the program	**6750**

For Digital Marketing:

Option 1:	**70% upfront and 30% at the end of 2 months of the course on the IS rev part**
Total Fee	**27000**
University Share	**2700**
IS share	**24300**
Payment Schedule	
70% - before the start of the course	**17010**
30% - at the end of 2nd month of the program	**7290**

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For Data Science:

Option 1:	70% upfront and 30% at the end of 2 months of the course on the IS rev part
Total Fee	31500
University Share	3150
IS share	28350
Payment Schedule	
70% - before the start of the course	19845
30% - at the end of 2nd month of the program	8505

For Product Management or UI/UX Design:

Option 1:	70% upfront and 30% at the end of 2 months of the course on the IS rev part
Total Fee	27000
College Share	2700
IS share	24300
Payment Schedule	
70% - before the start of the course	17010
30% - at the end of 2nd month of the program	7290

5. Commercials – Revenue Share

- University shall be entitled to a revenue share of 10% (inclusive of all charges) for each student successfully enrolled in the Program.
- University will refund the 10% share to the students in case the student is not unable to secure internship or job as per the Terms & Conditions for Internship/Job Guarantee outlined in the Anexure 4.
- University shall maintain records of enrolled students and promptly provide Internshala with the necessary documentation to facilitate accurate revenue share calculations.
- Any changes or modifications to the revenue share terms shall be mutually agreed upon in writing and incorporated as an amendment to this MOU.

6. Invoicing & Payment Terms

- University shall undertake the collection of Fee from the students on behalf of the Internshala as specified in the agreement.
- Internshala shall raise an invoice to the University.
- University shall remit the total collected amount, deducting the agreed share, to Internshala as per the option 1.
- The payment shall be made to Internshala via the mutually agreed-upon payment method and within the stipulated timeframe.
- Both parties shall maintain accurate records of all transactions related to the fees and payments and shall provide access to such records upon request by the other party for verification purposes.
- Any modifications or adjustments to the invoicing and payment terms shall be agreed upon in writing and shall be considered an integral part of this MOU.

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7. Indemnity

The University understands and agrees that all the information provided on Internshala related to internships and trainings is provided on as is basis. It further agrees that while Internshala makes efforts to ensure the accuracy of the information supplied, it does not guarantee it and the University will choose to disseminate this information to its students solely at its discretion.

8. Trademarks:

Except to the limited extent expressly provided in this Agreement, neither Party grants nor the other Party will acquire any right, title or interest (including, without limitation, any implied license) in or to any property of the other Party. All rights not expressly granted herein are deemed withheld. All use by a Party of the other trade names, trademarks, service marks, logos, etc., and any goodwill associated therewith, will insure to the benefit of the grantor.

9. Confidentiality:

Internshala and the University will not disclose the details of this agreement and any private information that they come across when this agreement is in effect to any third-party.

If either Party (the "Receiving Party") under this Agreement gains access to confidential information of the other Party (the "Disclosing Party") concerning the Disclosing Party's prices, business, plans, technology, products, and other non-public information of the Disclosing Party (collectively, "CI" or "Confidential Information"), then the terms of this section will apply. CI includes all information in tangible or intangible form that is marked or designated as confidential by the Disclosing Party or that, under the circumstances of its disclosure, should be considered confidential. The Disclosing Party owns all rights, titles and interests, including all patent, copyright, trademark, trade secret rights and any other intellectual property or proprietary rights in any jurisdiction, including any and all applications, renewals, extensions, and restorations thereof, in the Disclosing Party's CI. Each Party agrees that it will not use in any way, for its own benefit or the benefit of any third party, except as expressly permitted by, or as required to implement, this Agreement, nor disclose to any third party (except as required by law or to such Party's attorneys, accountants, and other advisors as reasonably necessary), any of the Disclosing Party's CI. Each Party will take reasonable precautions to protect the confidentiality of the other Party's CI that are at least as stringent as it takes to protect its own CI.

10. Force Majeure:

Except for any payment obligations, neither Party will be liable to the other for failure to fulfil obligations hereunder if such failure is due to causes beyond its control, including, without limitation, acts of God, earthquake, fire, flood, embargo, catastrophe, sabotage, utility or transmission failures, governmental prohibitions or regulations, national emergencies, insurrections, riots or wars, strikes, work stoppages or other labor difficulties ("Force Majeure Event"). The time for any performance required hereunder will be extended by the delay incurred as a result of such Force Majeure Event.

11. Disputes:

The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives.

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Signed and Delivered by The Signatory Representative of Parties to this agreement:

For and on behalf of

Scholiverse Educare Private Limited



(Sarvesh Agrawal, Director and CEO)

(Authorized Signatory)

KR Mangalam University



Registrar, KR Mangalam University

(Authorized Signatory)

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Annexure 1 - Program Details

S/no	Program Name	Fee	Type	Guarantee amount
1	HR Management	INR 25000 (all inclusive)	Job Guarantee	The minimum salary guarantee from Internshala is of ₹3.6 LPA CTC in case of full-time job and in case of Internship followed by a pre-placement offer (PPO) it is a minimum stipend of ₹10,000 during the internship period followed by ₹3.6 LPA CTC. Selected students will be eligible for ₹4 LPA CTC who clear the screening test post successful completion of the Program.
2	Digital Marketing	INR 27000 (all inclusive)	Job Guarantee	The minimum salary guarantee from Internshala is of ₹3.6 LPA CTC in case of full-time job and in case of Internship followed by a pre-placement offer (PPO) it is a minimum stipend of ₹10,000 during the internship period followed by ₹3.6 LPA CTC. Selected students will be eligible for ₹4 LPA CTC who clear the screening test post successful completion of the Program.
3	Data Science	INR 31500 (all inclusive)	Internship Guarantee	The minimum stipend of ₹10,000/- per month with a total stipend guarantee of ₹35,000/- during the tenure of the internship/full-time employment (work from office PAN India).
4	Product Management	INR 27000 (all inclusive)	Internship Guarantee	The minimum stipend of ₹10,000/- per month with a total stipend guarantee of ₹30,000/- during the tenure of the internship/full-time employment (work from office PAN India).
5	UI/UX Design	INR 27000 (all inclusive)	Internship Guarantee	The minimum stipend of ₹10,000/- per month with a total stipend guarantee of ₹30,000/- during the tenure of the internship/full-time employment (work from office PAN India).

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Annexure 2 - Program duration details

HR Management (~3 to 4 months)

Course name	Duration of pre-recorded content (in hrs)	Duration of online live classes (in hrs)	Duration of offline live classes (in hrs)
Human Resource Management	11	6	16
Advanced Human Resource Management	4.5	6	14
Advanced Excel	4.5	2	10
Business Communication Skills	3.5	2	8
Total	**~23.5 hours**	**~16 hours**	**48 hours**

Digital Marketing (~5 months)

Course name	Duration of pre-recorded content (in hrs)	Duration of online live classes (in hrs)	Duration of offline live classes (in hrs)
Marketing Fundamentals: A Beginner's Journey	3	2	4
Build and Rank your Website	6	6	8
Search Engine Marketing	4	4	8
Impacting Audiences with Social Media Organic	6	4	8
Paid Social Media Marketing- Reach Beyond Organic	3	4	8
Lead, Engage, Sell	3	4	6
Google Analytics	3	4	2
Elevating Your Digital Marketing Game	2	4	0
Interview Prep			4
Total	**~30 hours**	**~32 hours**	**48 hours**

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Data Science (~4 months)

Course name	Duration of pre-recorded content (in hrs)	Duration of online live classes (in hrs)	Duration of offline live classes (in hrs)
Excel	8	4	9
SQL	9.5	4	12
Tableau	9	4	12
Machine Learning with Python	12	4	12
Interview Preparation	0.5	-	3
Total	**~39 hours**	**~16 hours**	**48 hours**

Product Management (~4 to 5 months)

Course name	Duration of pre-recorded content (in hrs)	Duration of online live classes (in hrs)	Duration of offline live classes (in hrs)
Product Management Fundamentals	2.3	4	6
Product Design	2.2	4	9
Product Development Lifecycle	2.9	4	12
Product Analytics	2.2	4	9
Product Marketing	1.3	4	6
Tech For Non-Tech PMs	0.8	4	6
Total	**~12**	**~24**	**~48**

UI/UX Design (~6 months)

Course name	Duration of pre-recorded content (in hrs)	Duration of online live classes (in hrs)	Duration of offline live classes (in hrs)
Figma	6.5	3	9
Getting Started with UX	2.4	6	9
Getting into UI & UX	8.9	4	9
Prototyping and Motion	3.1	2	9
Adobe XD	2	3	3
What's next?	1	2	9
Total	**~24**	**~20**	**~48**

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Annexure 3 - Course wise Job Roles

Human Resources Management

Entry Level Designation*

- HR Intern / HR Trainee
- Talent Acquisition Intern / Trainee / Specialist
- HR Generalist / Trainee / Specialist
- Recruiter
- HR Assistant
- Employee Relations Intern / Trainee / Specialist
- HR Business Partner (HRBP)

Digital Marketing

Entry Level Designation*

- Digital Marketing Trainee / Associate
- SEO / SEM Trainee / Associate
- PPC Trainee / Associate
- Social Media Trainee / Associate
- Social Media Co-Ordinator (influencer/events/promotion)
- Content Writer / Content Creator
- Affiliate Marketing / E-Commerce Marketing

Data Science

Entry Level Designation*

- Data Scientist
- Data Analyst
- Business Analyst
- Data Trainee
- ML Trainee / Engineer
- MIS Trainee

Product Manager

Entry Level Designation*

- Product Associate / Product Marketing Associate
- Product Coordinator / Product Marketing Coordinator
- Product Development Associate
- Jr. Product Manager/Intern
- Product Analyst

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UI/UX

Entry Level Designation*

- Jr. UX Designer /Intern
- Jr. UI Designer/Intern
- UX Researcher /Intern
- User Research /Intern
- Visual Designer /Intern
- Jr. Product Designer /Intern

*Kindly note that while this list provides a comprehensive overview, actual roles may vary.

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Annexure 4 - Terms & Conditions for Internship/Job Guarantee

FOR HR Management and Digital Marketing - Job Guarantee

Definition for Job

The jobs which are offered by Internshala post the completion of the Program, should be utilizing the skills learnt in the Program. Any internship/job roles, which are categorized as low from academic or intellectual inputs (like telecalling or similar roles) should not be part of the opportunities offered by Internshala.

What is the job guarantee?

Internshala guarantees that every *eligible Program student will be able to secure a job within a period of 6 months (job guarantee period) starting post-course duration deadline, failing which Internshala will refund the Fee** paid by the student.

**The refund amount will be exclusive of Payment Gateway charges (if any).

What does a job mean?

A job refers to a paid position of employment that requires someone to perform specific tasks or duties for an organization, business, or company.

A job may be categorized into:

- Internship followed by a pre-placement offer (PPO)
- full-time job (has regular work hours and schedule)

What job is considered towards this guarantee?

Any job, in a profile directly related to the Program or otherwise, through their own efforts, via Internshala, or any other medium, will be considered. We follow a one student one job policy.

The minimum salary guarantee from Internshala is of ₹3.6 LPA CTC or ₹4 LPA CTC(for selected students#) in case of a full-time job, and in case of Internship followed by a pre-placement offer (PPO) it is a minimum stipend of ₹10,000 during the internship period followed by ₹3.6 LPA CTC or ₹4 LPA CTC(for selected students#).

In this policy, if *eligible students get selected and offered a job by the company with the criteria for job guarantee, as mentioned above, they will be deemed as placed and Internshala will no longer be liable for any refund or liable to offer any other opportunity to these students.

In the case of *eligible students securing an internship with PPO or a job not fulfilling the minimum salary guarantee, Internshala will reimburse the difference between the stipend/salary and the course fee.

E.g. If you get a package of ₹3 LPA CTC (₹25,000/month) and you pay ₹30,000 for the course fee, Internshala will reimburse ₹5,000 i.e difference between the course fee paid and the monthly CTC salary.

#students who clear the screening test post the course completion.

What are the eligibility criteria for the job guarantee?

For a Job Guarantee Course student to be *eligible, they should -

1. Be eligible and authorized to work in India during the Job Guarantee period.
2. Meet the 75% aggregate marks for the Program.
3. Graduate from the Program within the originally stipulated duration without requiring any extension.
4. Make all the fee payments on a timely basis without any delay.
5. Participate in all placement related activities, placement preparation sessions & drives organised by Internshala.

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6. Make sincere and reasonable efforts to apply for various jobs offered on Internshala and/or on other platforms and attend ALL interviews & selection processes arranged/offered by Internshala.
7. Ensure that the mandate of submitting at least 10 relevant applications per week on the Internshala portal are met.
8. Apply and accept only those job opportunities with a minimum salary offering of ₹3.6 LPA cost to the company or internships with pre-placement offer opportunities which have a minimum of ₹10,000 stipend and ₹3.6 LPA cost to company salary post completion of the internship period.
9. Not decline any placement offer that they get during the Job Guarantee period without Internshala's approval.
10. Pass the background checks conducted by a company before starting the job.
11. Neither leave a job mid-way nor be terminated from it due to lack of performance or misconduct.
12. Not indulge in any inappropriate disciplinary behaviour or action during the course completion, recruitment process and training/job period (including plagiarism).
13. Not fail to meet any other condition as may be decided and communicated to them by Internshala from time to time.

General regulations to be mandatorily followed by students.
(Failing to meet these regulations will lead to debarment from placement process and Internshala will not be liable for any Job Guarantee or refund)

1. Student must ensure that they have updated their resume/profile with the Internshala placement team and on the Internshala platform and are providing accurate and up-to-date information about their skills, qualifications, and other details.
2. Maintain regular contact with the placement team for constant support on assignments, and opportunities, and to improve your profile.
3. They must respond to all communication from Internshala made via email, Discord community, SMS, or WhatsApp, must respond to communication from all employers and submit all the assignments that are shared by the employers with them on the Internshala platform in a prompt manner within the stipulated timelines.
4. Be active on email to get regular updates from the placement team and to continue with the Job Guarantee.
5. Immediately inform the Internshala team if they have been marked hired on the Internshala platform, this disables the features of their guaranteed job.
6. Mandatorily attend all the placement preparation sessions and placement activities scheduled from time to time.
7. Inform the Internshala team in advance in case they are unavailable to participate in placement sessions or activities or if there is any emergency due to which they might miss following these guidelines.
8. Whenever they are participating in the recruitment process by an employer including interviews and other assessments etc., the behaviour should be cordial, professional and respectful.

What is the process for a student to claim a refund under the job guarantee?
If a student satisfies the eligibility criteria and still fails to get any job within the Job Guarantee Period, they can write to pgc.placement@internshala.com upon completion of the Job Guarantee Period. We will let them know of the documents required to process their claim. Please ensure that they make the claim within thirty days from the date of completion of job guarantee period or it will not be considered for further process and Internshala will not be liable to reimburse any refund. The claim should be credited within 15 work days (except holidays) after the guarantee period is over.

Where can a student connect to the Internshala Team regarding any queries/assistance regarding placements?
Please write to us on pgc.placement@internshala.com for any queries/help/assistance required for placements.

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For Data Science - Internship Guarantee

Definition for Internship

The Internships which are offered by Internshala post the completion of the Program should be utilizing the skills learnt in the Program. Any internship roles, which are categorized as low from academic or intellectual inputs (like telecalling or similar roles) should not be part of the opportunities offered by Internshala.

What is Internship Guarantee?

Internshala guarantees that every eligible* Program student will be able to secure an internship within a period of 6 months (Internship Guarantee Period) starting post course duration deadline, failing which Internshala will refund the Fee** paid by the student.

**The refund amount will be exclusive of Payment Gateway charges (if any).

What is the Stipend Guarantee?

In accordance with the Program, any *eligible students are assured of securing an internship within the stipulated period of 6 months, referred to as the Internship Guarantee Period. This period commences either upon the student's graduation from the Program or the expiration of the course completion deadline, whichever occurs later.

Every *eligible student will be able to secure an internship within 6 months after graduating from the Program with a minimum stipend of ₹10,000/- per month with a total stipend guarantee of ₹35,000/- during the tenure of the internship/full-time employment (work from office PAN India).

In case, if *eligible students secure an internship but fail to meet the specified stipend conditions mentioned above, Internshala will reimburse the difference between the course fee paid and the stipend/salary.

E.g: If you get a total stipend of ₹25,000 during your internship duration and you paid ₹35,000 for the course fee paid, Internshala will reimburse ₹10,000 i.e difference between the course fee and the stipend

In case, if *eligible students secure an internship with a PPO or a full-time employment/job Internshala will not be liable to pay any refund.

What internship will be considered towards the Internship Guarantee?

Any internship or job that a student gets, in a profile directly related to the Program or otherwise, through their own efforts, via Internshala, or any other medium, will be considered. We follow a one-student one internship/job policy. In this policy, if a student is selected and offered an internship or a job by the company with a stipend or salary fulfilling the criteria for internship guarantee, he/she will be deemed as placed and Internshala will no longer be liable for any refund or liable to offer any other opportunity to the student.

What are the eligibility criteria for the Internship or Stipend Guarantee?

For an Internship Guarantee Course student to be *eligible for the Internship or Stipend Guarantee, they should -

1. Be eligible and authorized to work in India during the Internship Guarantee period.
2. Meet the 75% aggregate marks for the Program.
3. Graduate from the Program within the originally stipulated duration without requiring any extension.
4. Make all the fee payments on a timely basis without any delay.
5. Participate in all placement related activities, placement preparation sessions & drives organised by Internshala.

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6. Make sincere and reasonable efforts to apply for various internships and jobs offered on Internshala and/or on other platforms and attend ALL interviews & selection processes arranged/offered by Internshala.
7. Ensure that the mandate of submitting at least 10 relevant applications per week on the Internshala portal is met.
8. Apply and accept only those internship opportunities with a minimum stipend of ₹10,000 stipend, full-time employment/job opportunities or internships with pre-placement offers.
9. Not decline an internship offer or full-time employment offer that they get during the internship Guarantee period without Internshala's approval. Also, not decline any internship extension, pre-placement offer or full-time employment that they receive during their internship without Internshala's approval.
10. Apply and accept only those internships and job opportunities which either have a minimum of three months duration or which fulfil the stipend guarantee. Exception of duration (less than three months) can be made only in the case of opportunities fulfilling the stipend guarantee.
11. Pass the background checks conducted by a company before starting the internship.
12. Neither leave an internship mid-way nor be terminated from it due to lack of performance or misconduct.
13. Not indulge in any inappropriate disciplinary behaviour or action during the course completion, recruitment process and the training/internship period (including plagiarism).
14. Not fail to meet any other condition as may be decided and communicated to them by Internshala from time to time.

General regulations to be mandatorily followed by students.

(Failing to meet these regulations will lead to debarment from the placement process and Internshala will not be liable for any Internship/Stipend Guarantee or refund)

1. Student must ensure that they have updated their resume/profile with the Internshala placement team and on the Internshala platform and are providing accurate and up-to-date information about their skills, qualifications, and other details.
2. Maintain regular contact with the placement team for constant support on assignments, and opportunities, and to improve their profile.
3. They must respond to all communication from Internshala made via email, Geneva community, SMS, or WhatsApp, must respond to communication from all employers and submit all the assignments that are shared by the employers with them on the Internshala platform in a prompt manner within the stipulated timelines.
4. Be active on email to get regular updates from the placement team and to continue with the Internship Guarantee.
5. Immediately inform the Internshala team if they have been marked hired on the Internshala platform, this disables the features of their guaranteed internship.
6. Mandatorily attend all the placement preparation sessions and placement activities scheduled from time to time.
7. Inform the Internshala team in advance in case they are unavailable to participate in placement activities or if there is any emergency due to which they might miss following these guidelines.
8. Whenever they are participating in the recruitment process by an employer including interviews and other assessments etc., the behaviour should be cordial, professional and respectful.

What is the process for a student to claim a refund under the Internship Guarantee?

If a student satisfies the eligibility criteria and still fails to get any internship within the Internship Guarantee Period, please write to pgc.placement@internshala.com upon completion of the Internship Guarantee Period. We will let you know of the documents required to process the claim. Please ensure that they make the claim within thirty days from the date of completion of the Internship Guarantee period or it will not be considered for further process and Internshala will not be liable to reimburse any refund. The claim should be credited within 15 work days (except holidays) after the guarantee period is over.

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What is the process for a student to claim a refund under the Stipend Guarantee?

If a student satisfies the eligibility criteria and gets an internship whose stipend/salary does not match the guaranteed stipend, please write to us on pgc.placement@internshala.com with details and documents (like an offer letter or appointment letter) upon completion of their internship employment. We will let them know of the remaining documents required to process their claim. The claim should be credited within 15 work days (except holidays) after the guarantee period is over.

Where can I connect to the Internshala Team regarding any queries/assistance regarding placements?

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For Product Management & UI/UX Design - Internship Guarantee

Definition for Internship

The Internships which are offered by Internshala post the completion of the Program should be utilizing the skills learnt in the Program. Any internship roles, which are categorized as low from academic or intellectual inputs (like telecalling or similar roles) should not be part of the opportunities offered by Internshala.

What is Internship Guarantee?

Internshala guarantees that every eligible* Program student will be able to secure an internship within a period of 6 months (Internship Guarantee Period) starting post course duration deadline, failing which Internshala will refund the Fee** paid by the student.

**The refund amount will be exclusive of Payment Gateway charges (if any).

What is the Stipend Guarantee?

In accordance with the Program, any *eligible students are assured of securing an internship within the stipulated period of 6 months, referred to as the Internship Guarantee Period. This period commences either upon the student's graduation from the Program or the expiration of the course completion deadline, whichever occurs later.

Every *eligible student will be able to secure an internship within 6 months after graduating from the Program with a minimum stipend of ₹10,000/- per month with a total stipend guarantee of ₹30,000/- during the tenure of the internship/full-time employment (work from office PAN India).

In case, if *eligible students secure an internship but fail to meet the specified stipend conditions mentioned above, Internshala will reimburse the difference between the course fee paid and the stipend/salary.

E.g: If you get a total stipend of ₹20,000 during your internship duration and you paid ₹30,000 for the course fee paid, Internshala will reimburse ₹10,000 i.e difference between the course fee and the stipend

In case, if *eligible students secure an internship with a PPO or a full-time employment/job Internshala will not be liable to pay any refund.

What internship will be considered towards the Internship Guarantee?

Any internship or job that a student gets, in a profile directly related to the Program or otherwise, through their own efforts, via Internshala, or any other medium, will be considered. We follow a one-student one internship/job policy. In this

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policy, if a student is selected and offered an internship or a job by the company with a stipend or salary fulfilling the criteria for internship guarantee, he/she will be deemed as placed and Internshala will no longer be liable for any refund or liable to offer any other opportunity to the student.

What are the eligibility criteria for the Internship or Stipend Guarantee?

For an Internship Guarantee Course student to be *eligible for the Internship or Stipend Guarantee, they should -

1. Be eligible and authorized to work in India during the Internship Guarantee period.
2. Meet the 75% aggregate marks for the Program.
3. Graduate from the Program within the originally stipulated duration without requiring any extension.
4. Make all the fee payments on a timely basis without any delay.
5. Participate in all placement related activities, placement preparation sessions & drives organised by Internshala.
6. Make sincere and reasonable efforts to apply for various internships and jobs offered on Internshala and/or on other platforms and attend ALL interviews & selection processes arranged/offered by Internshala.
7. Ensure that the mandate of submitting at least 10 relevant applications per week on the Internshala portal is met.
8. Apply and accept only those internship opportunities with a minimum stipend of ₹10,000 stipend, full-time employment/job opportunities or internships with pre-placement offers.
9. Not decline an internship offer or full-time employment offer that they get during the internship Guarantee period without Internshala's approval. Also, not decline any internship extension, pre-placement offer or full-time employment that they receive during their internship without Internshala's approval.
10. Apply and accept only those internships and job opportunities which either have a minimum of three months duration or which fulfil the stipend guarantee. Exception of duration (less than three months) can be made only in the case of opportunities fulfilling the stipend guarantee.
11. Pass the background checks conducted by a company before starting the internship.
12. Neither leave an internship mid-way nor be terminated from it due to lack of performance or misconduct.
13. Not indulge in any inappropriate disciplinary behaviour or action during the course completion, recruitment process and the training/internship period (including plagiarism).
14. Not fail to meet any other condition as may be decided and communicated to them by Internshala from time to time.

General regulations to be mandatorily followed by students.

(Failing to meet these regulations will lead to debarment from the placement process and Internshala will not be liable for any Internship/Stipend Guarantee or refund)

1. Student must ensure that they have updated their resume/profile with the Internshala placement team and on the Internshala platform and are providing accurate and up-to-date information about their skills, qualifications, and other details.
2. Maintain regular contact with the placement team for constant support on assignments, and opportunities, and to improve their profile.
3. They must respond to all communication from Internshala made via email, Geneva community, SMS, or WhatsApp, must respond to communication from all employers and submit all the assignments that are shared by the employers with them on the Internshala platform in a prompt manner within the stipulated timelines.
4. Be active on email to get regular updates from the placement team and to continue with the Internship Guarantee.
5. Immediately inform the Internshala team if they have been marked hired on the Internshala platform, this disables the features of their guaranteed internship.

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6. Mandatorily attend all the placement preparation sessions and placement activities scheduled from time to time.
7. Inform the Internshala team in advance in case they are unavailable to participate in placement activities or if there is any emergency due to which they might miss following these guidelines.
8. Whenever they are participating in the recruitment process by an employer including interviews and other assessments etc., the behaviour should be cordial, professional and respectful.

What is the process for a student to claim a refund under the Internship Guarantee?

If a student satisfies the eligibility criteria and still fails to get any internship within the Internship Guarantee Period, please write to pgc.placement@internshala.com upon completion of the Internship Guarantee Period. We will let you know of the documents required to process the claim. Please ensure that they make the claim within thirty days from the date of completion of the Internship Guarantee period or it will not be considered for further process and Internshala will not be liable to reimburse any refund. The claim should be credited within 15 work days (except holidays) after the guarantee period is over.

What is the process for a student to claim a refund under the Stipend Guarantee?

If a student satisfies the eligibility criteria and gets an internship whose stipend/salary does not match the guaranteed stipend, please write to us on pgc.placement@internshala.com with details and documents (like an offer letter or appointment letter) upon completion of their internship employment. We will let them know of the remaining documents required to process their claim. The claim should be credited within 15 work days (except holidays) after the guarantee period is over.

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