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URV PHARMA

696, Civil Lines, Choupla, Bareilly (U.P.)-226021

MEMORANDUM OF UNDERSTANDING INTERNSHIP AGREEMENT OF RESPONSIBILITIES

Ref. 2108090

Date: 19/08/21

Introduction

This agreement establishes a basis for mutual understanding between the URV Pharma Pvt. Ltd. (Bareilly) and the college intern Invertis University (Bareilly) 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 Invertis University (Bareilly), but shall perform services as agreed by the parties here to.

Objective of Internships

This internship is designed to strengthen a student's job skills by integrating education with closely related practical work experiences in the field of Industrial Training and research facility.

Responsibilities of Faculty Coordinator:

The faculty coordinator assumes overall responsibility for consultation with the company and interns on objectives, agreements and other job-related 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 orientation and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting, whenever necessary.

Responsibilities of Student Intern:

As the student intern enters the company, he or she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing a self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.

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INVERTIS UNIVERSITY
BAREILLY

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10. Providing the faculty coordinator with periodic progress reports.
11. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule.
12. Record, review and sign weekly time logs and submit to agency supervisor and faculty advisor.

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Responsibilities of Agency/Department:

It is the responsibility of the employer to provide direct on-the-job supervision of the student intern and includes the following:

1. Orienting the student intern to the company's structure and operation.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, time hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Providing the student intern the opportunity to identify with the supervisor as a professional staff member by actively participating in:
 - a. Planning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
 - b. Consulting the faculty coordinator in the event of a supervisor becoming aware of personal or professional problems.
 - c. Consulting regularly scheduled supervisors' conferences with the student intern.
 - d. Attending in-kind and individual conferences with the student intern and faculty coordinator to discuss the student intern's performance.
 - e. Attending the evaluation on the student intern's performance.