

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

#### **Comprehensive development of students to make them industry ready**

One of UPG's quality statement policies is fostering competencies to equip learners to face demands of a changing world, and centering around this goal, 'Pre-placement talk, soft-skills and Capsule Internship' are the three distinguished programs offered by UPG that have equipped the students with the wherewithal to face all forms of industry challenges.

The objectives of the 'pre-placement talk' and 'soft-skills' are to make the students industry ready, to bridge the industry-academic chasm and to enhance social, people and communication skills. The pre-placement activity/talk involves orientation sessions to brief the students about rules and regulation of training and placements. It is followed by Pre placement training sessions for final year students along with pre-placement training sessions/ mock sessions for final year students. The training sessions are conducted on resume writing, interview skills group discussion and corporate grooming. Such sessions skill the students in a manner in which they are in a state of readiness to meet the industrial rigors. Interviews are held for student training and placement coordinators, who shall be responsible for the coordination between placement cell of the college and students. The outcome of pre-placement activities is the soaring numbers with respect to students who get successfully placed in top-most organizations. Soft skill training sessions are held for students across all years with soft-skill experts delivering session every week to enhance the social and people skills of the students. The outcome of this program is linked with the performance of the students in the company interviews, which is measured in the form of a feedback given by the interviewers to the institution.

Capsule Internship is one amongst the primary initiatives designed for students to develop the skill of their interest. Its objective is to provide short-term opportunities to students for gaining knowledge in the area of their interest in the process of film-making/television-series making/understanding other aspects of media.

  
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Productions houses sends their requirement for the interns they require with job specifications. Interested students apply for the same. Interview process takes place. Students are selected and they are given their job description and profile. The duration of these internships are generally from two weeks (music videos, ad making) to six months (movie making). The entire process is designed and executed by the college.

Students obtain practical knowledge of what they learn in their theory sessions and are later hired by production houses for their areas of expertise, as a result of such capsule internships, many students become independent artists.

The New Age Finance & Accounting Qualifications - Zell Education Webinar

Request control

Participants

prath

Share invite

Presenters (4) Mute all

- SAKSHI CHANDARANA - 530...
- "Pratham Barot (Zell) (Guest)"
- MEET MARUJ - 5300210053
- MUSKAAN MALIK - 53002180...

Attendees (100)

- AAKANSHA JAIN - 53001180...
- AASHITA JAMAR - 404011800...
- AAYUSH HARI AIKA - 4520A1

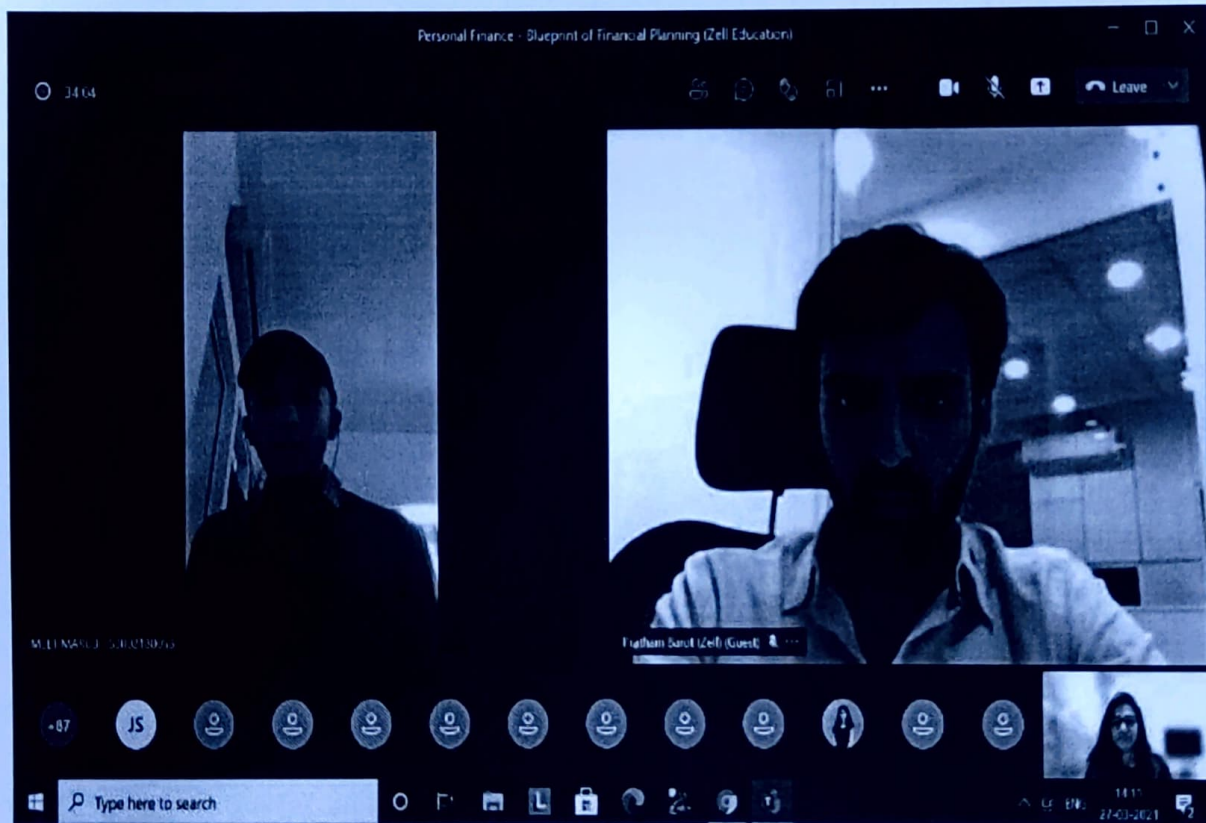
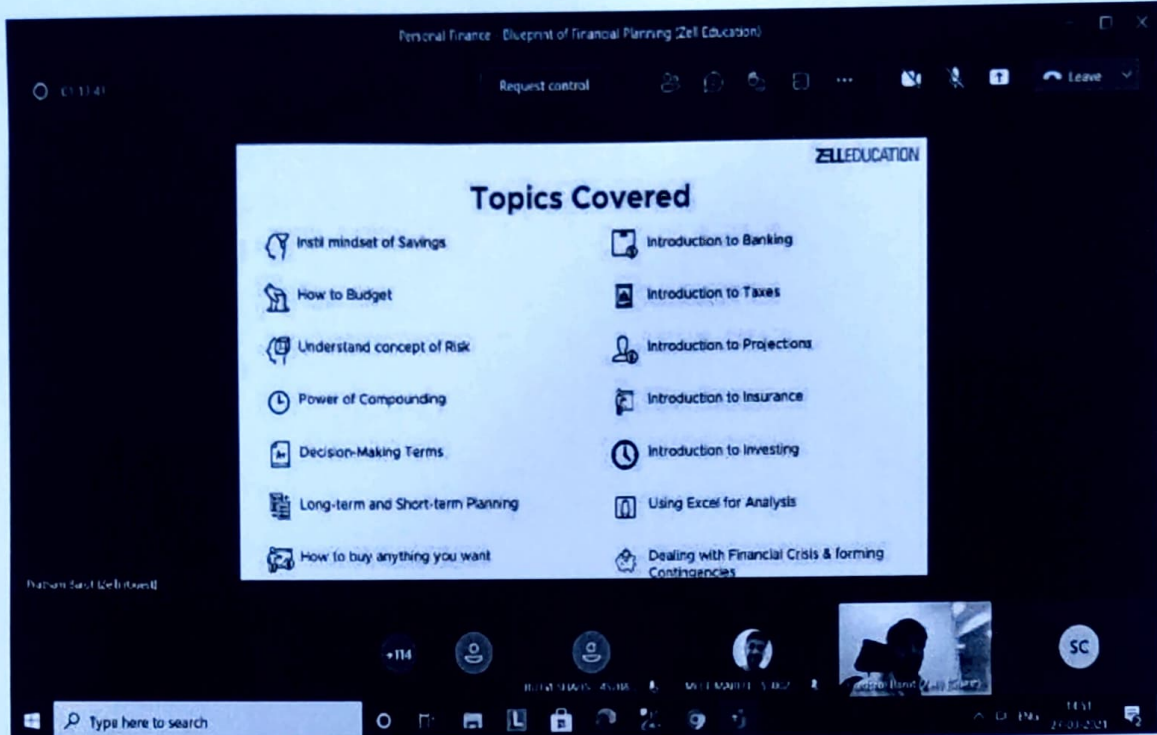
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Following are sample capsule internship letters.

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# ADMERE SELVYN

PRIVATE LIMITED

## CORPORATE ADDRESS

156, Admere Villa, Kusum Vihar  
Dhanbad - 826005, Jharkhand, IN

+91326-3550468, +919430177775

admereselvyn@gmail.com

www.admereselvyn.com



Ref #ASPL2017-TE-20-23

Date: Aug 27, 2020

**YATHARTH B.**

Mob: +91-8879773597

Email – theyatharthb@gmail.com

Dear **Yatharth B,**

On behalf of Admere Selvyn Private Limited, I would like to extend this internship opportunity as a **Graphic Design Temporary Employee as an Intern**. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with Admere Selvyn.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**. Please take your time in reviewing the terms and conditions of this internship. By signing below, you will be accepting the terms and conditions of this internship. For any other questions or clarifications, feel free to call or email us.

Once again, we look forward to you joining the team.

Sincerely Yours

**Reetesh Aanand**  
(Director)

*Handwritten signature*  
**PRINCIPAL**  
SVKM's  
USHA PRAVIN GANTHI  
SCIENCE AND COMMERCE  
VILE PARLI



**ADMERE SELVYN**  
PRIVATE LIMITED  
CIN: U74999IN2017PTC010010



## Annexure A

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

1. You are being hired as **Graphic Design Intern**.
2. Your period of internship will begin as **"Work from Home"** from **01<sup>st</sup> Sept 2020 to 30<sup>th</sup> Dec 2020** and will be expected to work **42 hours per week**.
3. All the work that you will produce at or in relation to Admere Selvyn will be the intellectual property of Admere Selvyn. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion with your mentor or any authorized personnel.
4. We take data privacy and security very seriously and to maintain confidentiality of any customers', clients', and companies' data and contact details that you may get access to during your internship will be your responsibility. Admere Selvyn operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all Admere Selvyn's work/data stored on your Personal Computer to your mentor or any authorized personnel and delete the same from your machine.
5. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization and/or in a business identical or similar to the business of our company. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

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PRIVATE LIMITED  
CIN: U74999JH2017PTC010810



6. If you decide to leave the internship within 30 days of joining (with or without serving notice period), there would not be any stipend payout to you.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 15 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
8. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect. In the event of any misconduct, this appointment is liable to be terminated forthwith by the company.
9. As an intern at Admere Selvyn, you also represent Admere Selvyn brand and we expect you to conduct yourself with utmost professionalism on all public forums (online and offline). In particular, we expect you to not indulge in any conversation using abusive language on any social media platform. If we come across any such example, Admere Selvyn reserves the right to take necessary disciplinary action, including, but not limited to, termination of your internship with Admere Selvyn.
10. You will not be authorized to interact with media and you are expected to redirect them to any authorized personnel, if you are contacted by someone from media regarding any aspect of Admere Selvyn.
11. You are expected to adhere to Admere Selvyn's Policy on Prevention of Harassment with mentor, team members, colleagues, clients and customers that may be in effect at any given point of time.
12. You are expected to adhere to Admere Selvyn's IT Policy that may be in effect at any given point of time.
13. Normally, you will be eligible for leave(s) on the grounds of sickness or emergency only. The leave has to be approved by your mentor or any authorized personnel at Admere Selvyn. Long exam leaves would be unpaid.

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14. Admere Selvyn is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
15. Expect constant and continuous objective feedback from your mentor and other team members and 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.
16. Have fun at what you do and do the right thing – both the principles are core of what Admere Selvyn 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.
17. As an intern, you will receive a "Temporary Employment" status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays.
18. Last but not the least; a stipend of Rs 1,500 per month, subject to applicable taxes.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 08/27/2020

Place: Mumbai

Signature:

*Yatharth*

Name: Yatharth

(Intern's Approval Signature)

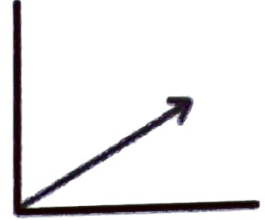
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SCIENCE AND COMMUNICATION  
VILE PARLE (EAST)



# RIGHT GROWTH VENTURES



Date: June 11, 2020

**Subject: Offer letter for internship**

Dear Yatharth,

I am excited to welcome you to Right Growth Ventures as a **Podcast Production Assistant**.

I am confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

Look forward to you joining us from June 15th, 2020.

Regards,

Akhil Dua  
Director

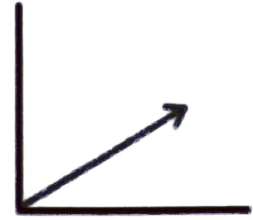
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## **Annexure A**

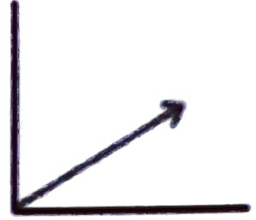
You shall be governed by the following terms and condition of service during your internship and those may be amended from time to time.



1. You are being hired as a Podcast Production Assistant and would be reporting to Akhil Dua during the internship. You would be responsible for editing the podcast and working together to prepare the overall structure of the project.
2. Your date of joining is June 15, 2020 and the duration of the internship would be 3 months. You are required to let us know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the duration of the internship. There will be catch ups scheduled to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to Right Growth Ventures will be the intellectual property of Right Growth Ventures. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval from Akhil.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Right Growth Ventures operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all Right Growth Ventures work/data stored on your Personal Computer to your mentor and delete the same from your machine.
6. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
7. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
8. Right Growth Ventures is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
9. Expect constant and continuous objective feedback from your mentor and other team members and 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

*Akhil Dua*  
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ourselves to do better.

10. Have fun at what you do and do the right thing – both the principles are core of what Right Growth Ventures 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 be provided 2000 INR per month as stipend. All the office related expenses (phone calls, Internet etc., if any) would be your responsibility.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Intern Signature: Yatharth

Date: 12/06/2020

Akash

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