

DOJ AND LWD - (22nd July, 2022 to 21st Nov, 2022)

	July	August	September	October	November
Total Presentee	7	22	25	25	14
Total Absentee	0	1	0	1	2
Working hours	2pm to 7pm	2pm to 7pm	2pm to 7pm	2pm to 7pm	2pm to 7pm
Week offs	3	5	5	5	3
Every Sunday / Last Saturday and Sunday					

Regards

Saleem Khan

Skyscraper Consulting

No : 9823748185



Date : 22/07/2022

Name : Rituja Bhandari

Designation : Trainee Recruiter – Part Time

Employee Code : SKYSC-280

Dear Rituja,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of **"Trainee Recruiter – Part Time"** in Skyscraper Consulting based at our Pune office, on the following terms and conditions:

A. SALARY:

Your salary will be Rs 10,000/- per month. Further you will eligible for a performance based Bonus and incentives in accordance with the performance incentive policies of the firm.

B. COMMENCEMENT/TERM :

1. Your Date of Joining will be on 22/07/2022.
2. Your probation period will be of 15 days or can be extended as per management's discretion based on your performance. During probation period your performance, discipline and attitude will be under observation. **The salary of probation period will be paid with your full and final settlement during your exit.**
3. On satisfactorily completion of your probation period, you will be informed in writing.
4. Confirmed employee would retire from the service on attaining the age of 58 years.

C. WORK TIMINGS:

1. Working Hours are from 2.00 pm to 7.00 pm, extendable as per the Firm's Requirement.
2. Employees coming after 2.15 am will be considered as late comers and it will be marked as "Half day". First 3 Half Day will not affect the Salary however as soon as 4th Half Day if given, Salary will be affected from the 1st Half Day Itself.
3. Last Saturday of the month will be official off. It may change as per the firm's discretion if needed.

D. LEAVES/HOLIDAY POLICY:



1. Every employee is entitled to get 12 paid Paid Leaves in total for an entire year after confirmation of their service.
2. No employee can take more than 12 Paid Leaves in a year. Leaves taken above 12 will be considered as Leave Without Pay (LWP) which will be deducted from salary of employee.
3. Leaves extending beyond two days will be considered as Privileged Leaves which shall be informed to the management 15 days before going on leaves, Maximum 7 Days Leave's will be granted together including Saturday & Sunday.
4. If an employee takes an unpaid/unapproved leave, it will be marked as LWP and supporting documents needed to be submitted.
5. Only if an employee has leave balance, he/she can apply for maximum of 7 days (including Saturday & Sunday) leave which has to be mandatorily sent for approval atleast two weeks prior to the date of leave applied for. For an approval an employee is suppose to send an official mail to his/her supervisor.
5. An employee is not eligible for any leaves in the first Six months of joining the Organization.

E. APPRAISAL POLICY:

Every Employee is entitled to get an appraisal in their salary subject to their satisfactory performance which is evaluated every Six months. An Employee has to fill the Self Evaluation form after completing every 6 Months in the Firm from the "Date of Joining the Firm", Failing which, the Employee will not be entitled for any Appraisal.

F. BONUS AND INCENTIVES POLICY:

1. Individual / Team, Targets will be Shared as per the Client's Requirement's at the Beginning of the Month.
2. Every employee is entitled to get Performance based **Bonus** on the same month and Performance based Incentives based on number of joiners, only after completion of three consecutive months following the joining date of candidate.(According to Schemes of the Organization).
3. Monthly Joiner's/90 days completion detail needs to be shared on the last day of the Month, failure of which will lead to - Individual will not be Applicable for that Month Bonus and Incentive.

G. PROFESSIONAL ETHICS & CONFIDENTIALITY:

While you are in the employment of the Company, you are not permitted to carry on any business or profession, part time or as a freelancer in any capacity which is similar to Skyscraper Consulting business. Legal action can be proceeded if this is not abide by.

During the tenure of the service an employee will treat all information coming to you as strictly confidential and information contained in all documents, mails and papers and other matters related to the firm will not be divulged by employee to any person other than the management of the firm.



You will maintain secrecy and will not disclose to third person any of the trade secrets or other confidential information of the firm, to proprietary technical data, specifications and methods of operations. You will take all appropriate measures necessary to keep such trade secrets, confidential information from being disclosed to, or received by third parties. Such trade secrets, proprietary technical data, specifications and methods of operations shall, all the times, remain the property of the firm. This obligation of confidentiality continues after your employment terminates.

H. EMPLOYMENT EXIT:

➤ Resignation

1. Upon your resignation acceptance you will have to serve minimum one month notice. During the notice period no leaves will be granted, if taken in case of urgency the notice period will be extended accordingly.
2. Complete handover is to be given to your reporting authority, which should be duly signed by yourself and the person taking over.
3. Exit Form has to be filled before leaving the Firm on the last day of your notice period. Failing to do so you will no longer be entitled for any dues or the Relieving Letter from the Organization.
4. Relieving letter will be provided by the firm, only if minimum service tenure of six months is served along with one month of notice period served on resigning.
5. If the employee does not complete a minimum of one month of notice period before leaving, he/she will be termed as an abscond and hence he/she will no longer be entitled to any dues with the organization be it the salary or the bonus/incentives.

➤ Termination

Management is liable to terminate your services with immediate effect, without assigning any reasons and without giving any notice. Parameters will be based on your performance, discipline, attitude, failing to abide by the firm's policies or having found your involvement therein such dispute shall be governed by/with the substantive laws/jurisdiction of the Maharashtra.

If the employee is asked to leave he/she will no longer be entitled for any dues or the Relieving Letter from the Organization.

I. GENERAL:

1. Salary will be Credited on 10th of Every Month in the Account Details given by the Individuals.
2. Absconded employees are not eligible for any kind of dues.
3. Individual need to use the Locker's for keeping the Personal Belongings, loss of any Personal Belongings is not Firm's Responsibility.
4. Use of Personal Phone in Working Hour's is prohibited.



- Please intimate your acceptance by signing this letter.

Wishing you a long and successful career at Skyscraper Consulting.

Your's sincerely

Saleem Khan

(Manager)



I hereby, agree to abide by the rules and regulations of Skyscraper Consulting and will be responsible for any actions leading to non conformity of the above mentioned guidelines.

Signature of the employee Pooja Y Bhole Date 28/07/2022

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	Shruti Mahangare
2)	Department	Recruitment
3)	Designation	Team Leader
4)	Name of the Student	Rituja Bhandari
5)	Name of the College	
6)	Roll Number	
7)	Special Subject	

Part – A – Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1.	Domain Knowledge			✓		
2.	Communication Skills		✓			
3.	Punctuality & Dedication		✓			
4.	Ability to work in teams			✓		
5.	Problem solving skills			✓		
6.	Quality of work done			✓		
7.	Effectiveness			✓		
8.	Efficiency					
9.	Ability to take Initiative		✓			
10.	Positive attitude		✓			
11.	Appearance		✓			
12.	Using full potential at work			✓		
13.	Work habits			✓		
14.	Honesty & Integrity		✓			
15.	Creativity		✓			

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Strengths - Communication and Punctuality

-

Weaknesses - Need to work on team initiative and

overall team communication

-

-

Part C – Suggestions to make the internship programme more productive and effective.

1.

-

2.

-

3.

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4.

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Part D – Changes required in the curriculum to improve employability of students.

1.

-

2.

-

3.

-

4.

-

5.

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Name - Shruti Mahajan Team Leader

Designation and Signature of the Supervisor / Reviewing Officer Place of Review :

Date of Review :





BV-CBSSBI >

Text Message
Mon, 12 Sep at 09:46

Your A/C XXXXX660243
Credited INR 8,372.00 on
12/09/22 -Deposit by transfer
from SKYSCRAPER
CONSULTIN. Avl Bal INR
20,569.98-SBI



BX-CBSSBI >

Text Message
Mon, 10 Oct at 11:33

Your A/C XXXXX660243
Credited INR 14,000.00 on
10/10/22 -Deposit by transfer
from SKYSCRAPER
CONSULTIN. Avl Bal INR
21,359.98-SBI

Thu, 10 Nov at 13:29

Your A/C XXXXX660243
Credited INR 9,677.00 on
10/11/22 -Deposit by transfer
from SKYSCRAPER
CONSULTIN. Avl Bal INR
33,613.48-SBI