

# **AIESEC In Kolkata And Trainee Memorandum of Understanding**

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The following document outlines our responsibilities towards each other for the duration of your traineeship. Please read it carefully to avoid any conflict or misunderstanding at a later stage.

## **General:**

1. The Exchange Participant (EP) is to be committed to work according to the conditions (duration, workplace & other parameters) mentioned in the TN form and as discussed with the organization. Otherwise he/she will not be eligible to receive the internship certificate and his/her visa might be cancelled.
2. The EP is advised not to do part time jobs for other organizations. However, if it is so then he/she must take prior consent of AIESEC in Kolkata and the employer.
3. The EP is liable to pay a penalty to AIESEC in Kolkata and the employer in case of pre mature termination of the internship contract.  
  
Penalty: An amount of 4000 INR to be paid to AIESEC in Kolkata and half a month's salary (as mentioned in the contract) to the employer. The liability to pay would be transferred to the EP's local committee if the EP fails to comply.
4. A written notification should be given by the EP to AIESEC IN KOLKATA as well as the employer before quitting the internship at least four weeks in advance. Non compliance to the same shall result in a penalty. (As mentioned in point 3).
5. The EP must ensure that any non-AIESECer who is not a trainee of AIESEC IN KOLKATA must take prior permission from AIESEC IN KOLKATA or the employer before participating in any internship activity.
6. AIESEC IN KOLKATA and the employing organization are not responsible for any activity of the intern outside the working place & the accommodation.
7. In case of any concerns, queries or feedback the EP must write to [nivedith.keswani@aiesec.net](mailto:nivedith.keswani@aiesec.net). A representative from the organization shall respond within 48 hours.
8. The EPs can travel on holidays and weekends. For travelling on a workday he/she must take the permission from the organization and intimation to AIESEC IN KOLKATA must be given
9. AIESEC IN KOLKATA has no obligation to provide any services other than those mentioned in the Minimum Quality Promise Document.
10. The Exchange Participant is expected to strictly comply to all rules and regulations as mentioned in the Rent-Contract.

Incase of default of any of the clauses of the contract, AIESEC in Kolkata reserves the right to recover damages or Rs. 4000/- whichever is higher or as mentioned in the contract.

## **Finance and Accommodation:**

1. All trainees are required to pay an amount ranging from Rs.10,000/- towards rent every month. This is an amount that is negotiated per person with the landlords on AIESEC's occupation of the flats/PGs.

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- a) If you occupy a flat/PG for more than 15 days in a month you will be liable to pay rent for the whole month.
  - b) If you occupy a flat/PG for less than or 15 days in a month you will be required to pay half month's rent.
2. All trainees are required to pay a refundable deposit of Rs. 22,500/- on or before moving into the trainee house
  3. Rent is only inclusive of maintenance (i.e. wear and tear not damage of flat property) and water it is exclusive of all other charges like electricity, gas, phone bills etc
  4. Rent will be collected every month on a previously allotted day (before the 21st day of each month) for each trainee house. There will be no exceptions to this rule. Any fine levied due to late payment will be borne by the trainee(s) concerned
    - a) We recommend that you bring the deposit and rent for the 1st month from home as you will have to hand it over in the 1st week of your stay in Kolkata
    - b) Each trainee house has a predetermined rent cycle (i.e. some houses pay the rent at the end of a month, while others at the start) that you will need to follow on arrival
  5. The trainee house will contain only basic necessities such as a bed per trainee, gas/stove, fridge, basic utensils and chairs. Please bring your own towels and bed sheets
  6. AIESEC in Kolkata reserves the right to decide which house trainees will be accommodated in depending on which flats have vacancies at the time of arrival.
  7. If you do choose to move into alternate accommodation prior notice of 1 whole month must be given to the Trainee Relations Manager and Vice President-Finance, AIESEC in Kolkata. If notice is not given in time the trainee will be obliged to pay the entire month's rent before leaving
  8. All trainees are required to take adequate steps to protect your valuables, money and belongings at all times. In case of loss or theft AIESEC shall not be held responsible and nor will the landlord
  9. As all flats are located in residential areas that have strict rules regarding noise levels, entry and exit, house parties are not possible without prior consultation with the AIESECers responsible for your flat
  10. All trainees are expected to respect all reasonable requirements put forward by the landlords of their respective flats

Trainees are expected to give a notice 2 months prior to their departure and a reminder 2 weeks before the date of departure to the Trainee Relations Manager of AIESEC Kolkata.

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ALL COMMUNICATION SHOULD BE VIA MAIL AND ADDRESSED TO THE VICE PRESIDENT  
INCOMING EXCHANGE(Aman Ajmera) AND VICE PRESIDENT FINANCE & LEGAL(Sushil Jaiswal)

**Date:**

**Place:**

**Signature of the Intern**

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**(Name)**

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**(Sushil Jaiswal)**