

Internship Policy and Terms of Engagement

Version 1.0 · Effective 21 October 2026

1. Purpose and scope

1.1 This policy sets out the terms on which TrackMy Tech Private Limited (“TrackMy Tech”, the “Company”, “we”, “us” or “our”) engages interns. It explains what an internship with us is, how interns are selected, and what each side can expect from the other.

1.2 This policy applies to every intern engaged by the Company, whether paid or unpaid, and whether working remotely, on-site at our office, or in a hybrid arrangement.

1.3 This policy forms part of your Offer Letter. If anything in your Offer Letter or Appointment Order differs from this policy, the Offer Letter or Appointment Order prevails for that point.

2. Definitions

In this policy:

- **“Intern”** or **“you”** means a student or recent graduate engaged by the Company under an Offer Letter for a fixed internship period.
- **“Offer Letter”** means the written offer of internship that you accept and sign online.
- **“Appointment Order”** means the written confirmation the Company issues after you accept the Offer Letter, setting out your start date, role, supervisor and work mode.
- **“Supervisor”** means the person the Company assigns to guide and review your work.
- **“Internship Period”** means the period stated in your Offer Letter or Appointment Order, including any extension agreed in writing.
- **“Working Day”** means a day other than a Saturday, Sunday or public holiday observed by the Company.
- **“Company Policies”** means this policy, the Intern Code of Conduct, the IT, Device and Acceptable Use Policy, the Confidentiality and Non-Disclosure Agreement, the Intellectual Property Assignment, the Intern and Candidate Privacy Notice and the Prevention of Sexual Harassment (POSH) Policy, as updated from time to time.

3. Nature of the internship

3.1 An internship is a learning and training engagement. Its main purpose is to give you practical exposure to real work under guidance.

3.2 An internship is not employment. Unless your Offer Letter expressly states otherwise, you are not an employee of the Company, and you are not entitled to salary, employee benefits, gratuity, bonus, or any other benefit that applies only to employees, except as required by law.

3.3 You may not represent yourself as an employee, officer or agent of the Company, and you may not make commitments on the Company's behalf, unless your Supervisor has authorised you to do so in writing for a specific task.

4. Eligibility

4.1 To be eligible, you must:

- (a) be currently enrolled in a recognised educational institution, or have completed your course of study recently;
- (b) be at least 18 years old on your start date;
- (c) be legally able to undertake the internship in India; and
- (d) provide accurate information in your application.

4.2 If your institution requires a no-objection certificate, a letter from the Company, or an internship report, please tell us before you accept the Offer Letter so we can support you.

5. Selection process

5.1 Our selection process normally runs as follows:

- (a) you submit an online application through our careers page at trackmytech.in;
- (b) we review applications and shortlist candidates;
- (c) shortlisted candidates are invited to one or more interviews or assessments;
- (d) selected candidates receive an Offer Letter, which is accepted and signed online;
- (e) after acceptance, we issue an Appointment Order;
- (f) the internship takes place; and
- (g) on satisfactory completion, we issue a completion certificate.

5.2 Selection is based on merit, skills, and the needs of the role. We follow the equal opportunity commitment set out in the Intern Code of Conduct.

5.3 An offer may be withdrawn before your start date if information you provided is found to be false or misleading, or if you do not meet the conditions stated in the Offer Letter.

6. Online acceptance and signature

6.1 You accept the Offer Letter online by typing your full name as your electronic signature and confirming acceptance. When you do this, we record your typed name, the date and time of acceptance, and the IP address used.

6.2 You agree that this online acceptance has the same effect as a handwritten signature, and that the record we keep may be used as evidence of your acceptance.

6.3 How we handle this and other personal data is explained in the Intern and Candidate Privacy Notice.

7. Duration and extension

7.1 Internships typically last between 2 and 6 months. Your exact Internship Period is stated in your Offer Letter or Appointment Order.

7.2 The Internship Period may be extended only by mutual written agreement (email is sufficient). The total period, including extensions, will not normally exceed 6 months.

7.3 The internship ends automatically at the end of the Internship Period unless it is extended in writing or ended earlier under clause 14.

8. Paid and unpaid internships

8.1 An internship may be paid or unpaid. Your Offer Letter states which applies to you.

8.2 Any stipend, its amount, frequency and payment method are stated only in your Offer Letter or another separate written communication from the Company. No stipend is payable unless it is confirmed in writing in that way.

8.3 A stipend is a learning allowance, not a salary. Any applicable tax will be deducted as required by law.

8.4 The Company may, at its discretion, reimburse out-of-pocket expenses, such as internet charges for remote interns or travel for on-site meetings. Any reimbursement applies only to expenses approved in advance and supported by receipts.

9. Working hours and work mode

9.1 Your work mode (remote, on-site or hybrid) is stated in your Appointment Order. On-site work takes place at our office at EDB 210, Incubation Centre, VISTAS, Pallavaram, Chennai, Tamil Nadu 600117, unless you are told otherwise.

9.2 Standard working hours are 9:30 AM to 6:30 PM IST, Monday to Friday, with a one-hour break. Your Supervisor may agree a different schedule to fit around your classes or examinations.

9.3 Remote and hybrid interns must be reachable on the Company's communication channels during agreed working hours, attend scheduled meetings, and work from a location with a reliable internet connection and reasonable privacy.

10. Supervision and evaluation

10.1 You will be assigned a Supervisor who will set your tasks, guide you, and review your work.

10.2 Your progress may be reviewed through regular check-ins, a mid-internship review, and a final review. Evaluation may consider quality of work, learning, reliability, communication and conduct.

10.3 Feedback is given to help you learn. If you have concerns about your tasks or supervision, raise them first with your Supervisor, and if unresolved, by email to careers@trackmytech.in.

11. Leave and attendance

11.1 You are entitled to 1 day of leave per completed month of internship. Unused leave does not carry forward and is not paid out.

11.2 We will allow reasonable time off for examinations and mandatory academic commitments if you tell your Supervisor in advance.

11.3 Leave should be requested from your Supervisor in advance, in writing. In an emergency or illness, inform your Supervisor as soon as reasonably possible.

11.4 Absence without approval for 3 consecutive Working Days may be treated as abandonment of the internship.

12. Equipment

12.1 Unless your Appointment Order states otherwise, interns use their own laptop or computer. The Company may provide equipment, accounts or software licences for your role.

12.2 All use of Company accounts, systems and equipment, and of your own device for Company work, is governed by the IT, Device and Acceptable Use Policy.

12.3 Any Company equipment remains Company property and must be returned in good condition, allowing for normal wear, at the end of the internship or on request.

13. Conduct

13.1 You must follow the Intern Code of Conduct and all other Company Policies throughout the internship.

13.2 Your obligations about confidential information and work you create are set out in the Confidentiality and Non-Disclosure Agreement and the Intellectual Property Assignment. Those obligations continue after your internship ends, as stated in those documents.

13.3 Complaints of sexual harassment are handled under the Prevention of Sexual Harassment (POSH) Policy.

14. Termination

14.1 **By you.** You may end the internship early by giving 7 days' written notice to your Supervisor and careers@trackmytech.in.

14.2 By the Company. The Company may end the internship early by giving you 7 days' written notice, for example because of performance, a change in business needs, or the end of a project.

14.3 Immediate termination. The Company may end the internship immediately, without notice, if you seriously breach any Company Policy, behave dishonestly, disclose confidential information without authorisation, harass anyone, or act in a way that harms the Company, its clients or its people.

14.4 On exit. When the internship ends for any reason, you must return all Company property, hand over your work, and follow the exit steps in the IT, Device and Acceptable Use Policy. Any stipend earned up to the last working day will be paid as stated in your Offer Letter, subject to lawful deductions.

15. Completion certificate

15.1 The Company will issue a completion certificate if you:

- (a) complete the Internship Period, or an earlier end date agreed by the Company;
- (b) maintain attendance of at least 80% of Working Days;
- (c) complete the work assigned to you to a reasonable standard;
- (d) complete exit formalities, including return of Company property and access; and
- (e) are not terminated under clause 14.3.

15.2 Certificates are normally issued within 15 Working Days after the conditions above are met, and are signed by the Authorised Signatory of the Company.

15.3 If you leave early under clause 14.1 or 14.2, the Company may, at its discretion, issue a letter confirming the period you actually completed.

16. No guarantee of employment

16.1 Completing an internship does not entitle you to an offer of employment.

16.2 The Company may, at its discretion, consider interns for employment. Any such offer is made separately in writing on its own terms.

17. Changes to this policy

The Company may update this policy from time to time. We will tell current interns about material changes by email. Changes do not reduce any stipend already confirmed in writing for your current Internship Period.

18. Governing law and jurisdiction

18.1 This policy and your internship are governed by the laws of India.

18.2 Subject to any dispute resolution process stated in your Offer Letter, the courts at Chennai, Tamil Nadu have exclusive jurisdiction over any dispute arising from or relating to your internship.

19. Contact

Questions about this policy can be sent to:

- Careers: careers@trackmytech.in
- General: admin@trackmytech.in
- Registered office: P.No.16, 7th Street, Agatheeswarar Nagar, Polichalur, Tambaram, Kanchipuram, Tamil Nadu 600074
- Office: EDB 210, Incubation Centre, VISTAS, Pallavaram, Chennai, Tamil Nadu 600117

Acknowledgement

By accepting your offer online, you confirm that you have read, understood and agree to this Internship Policy and Terms of Engagement.

