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MEMORANDUM OF UNDERSTANDING INTERNSHIP AGREEMENT OF RESPONSIBILITIES

Introduction

This agreement establishes a basis for mutual understanding between the Logos Pharma Pvt. Ltd.(Buddi), the Logos Pharma Pvt. Ltd. (Baddi, HP) 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 hereto.

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.

Mfg Lic No. MNB/09/809 & MB/09/810

Santosh
REGISTRAR
INVERTIS UNIVERSITY
BAREILLY

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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.
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.

Responsibilities of Agency/Department:

It is the responsibility of the employer to provide direct on-the-job supervision of the student intern that 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, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clinical staff.
4. Providing the student intern with adequate resources necessary to accomplish job duties.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify and solve problems as a professional and personally participating member of the staff.
7. Assuring the student intern the completion of all assigned responsibilities.
8. Providing the student intern a role in the evaluation of the program.
9. Maintaining the student intern's file in the department.

Logo Pharmacia Pvt. Ltd. Baddi, Himachal Pradesh
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MUTUAL AND AGREED

Logo Pharmacia Pvt. Ltd. Baddi, (Himanchal Pradesh)
(India) (Private)

Invertis University, Bareilly

Plant Head

Dr. Lalit Singh
Dean Faculty of Pharmacy
Invertis University, Bareilly, (U.P)


Signature
Logo PHARMACIA
Baddi, Himachal Pradesh
Date: 04-08-21


Signature
Dean
Faculty of Pharmacy
Invertis University
Bareilly

Phone Number: 0943311172

Date: _____
Phone Number: 9412602860