



Certificate of Appreciation

THIS CERTIFICATE IS HEREBY BESTOWED UPON

SUKAVANESH K L

has accomplished Course & Curriculum Development Internship Program as Web Developer at Webdy and lead to the successfully completion of Web Development Project on Blockchain between August 21, 2020 and October 17, 2020.

A handwritten signature in black ink, appearing to read 'Simran'.

SIMRAN SINGH

Project Developer, Webdy

A handwritten signature in black ink, appearing to read 'Tanisha'.

TANISHA GOEL

Cluster Manager, Webdy

Certificate No. - YG2020B50



website : www.webdy.in

Date: 22/10/2020

To Whom It May Concern

This is to certify that **Sukavanesh K. L.** from **Sri Sairam Engineering College** has done his **Digital Marketing** internship in our concern **SRays Solutions** from 27/07/2020 to 27/09/2020.

During the internship he demonstrated with a self-motivated attitude to learn new things. We hereby certify his work is good to the best of my knowledge.

We wish all the best for his future endeavor!

Best Regards,



Authorized Signatory

Lineup Technology Services Pvt Ltd.

Date: 07-10-2020

To Whomsoever it May Concern

It is my great pleasure to recommend **Mr. Dinesh S. Y** as a candidate for employment. He worked at **Lineup Technology Services Pvt. Ltd.** as a **Full Stack Developer Intern** from **13-04-2020** to **30-09-2020** to our entire satisfaction.

During his internship we found him sincere and hardworking.

It is my strong opinion that **Mr. Dinesh S. Y** would be an asset to any company he may be associated with and is highly recommended.

We wish him all the very best for future endeavors.

Sincerely,



Faiz Sirkhot
Founder & Chief Executive Officer

LINEUPX
Lineup Technology Services Pvt. Ltd.
Registered Office - B/308 Pearl Heights, Versova, Andheri West, Mumbai 400061
Tel – 9820385922 Website: www.LINEUPX.com
Email – faiz.sirkhot@lineupx.com



**GHOST
VISION Pvt Ltd**

CIN number - U74999TN2017PTC118156

c/o IIT Madras Research Park
03 A2 Third Floor, Research
Park, Kanagam Road, Taramani,
Chennai - 600113, Tamil Nadu

Date: 08th August, 2020

INTERNSHIP CERTIFICATE

To whomever it may concern

Ghost Vision is glad to certify that **Mr. Hariharan K** has completed his internship as a **Game Development (Unity) Intern** from **27th April, 2020** to **27th June, 2020**.

We found him extremely inquisitive and hard working. He was eager to learn the functions of our core division and was also willing to put his best efforts to get in to the depth of the assignment to understand it better.

His association with us was good and we wish him all the best in his future endeavours.

Kumar Mridul

Ghost Vision Pvt. Ltd.

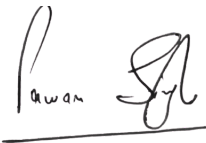
EDCRAT

Certificate of Internship

This is to certify that

GANESH BHARATHWAJ

has successfully completed Internship program in **Artificial Intelligence with Python** from 17th July, 2020 to 16th September, 2020. During the Internship, the student was found to be dedicated, hardworking and diligent.



PAWAN SINGH
Academic Head



VISHAL RAO
Director

JPMORGAN CHASE & CO.



Inspiring and empowering
future professionals

SAI NIKHIL REDDY C

Software Engineering Virtual Experience

Certificate of Completion
July 5th, 2020

Over the period of June 2020 to July 2020, SAI NIKHIL REDDY C has completed practical task modules in:

Establishing Financial Data Feeds
Frontend Web Development
Data Visualization with Perspective



CERTIFICATE OF INTERNSHIP

This Certificate is Presented to

Vishwajith V

in recognition of his/her hard work and dedication to the organisation
and completing the Internship as *Full Stack Intern* from *27 July, 2020* to *07 October, 2020*
from Webknot Technologies Pvt Ltd, Bengaluru.

12/10/2020

DATE



CERTIFIED
INTERN

FOR WEBKNOT TECHNOLOGIES PVT. LTD.

Authorized Signatory

SIGNATURE



Certificate of Selection

Gollapudi Sai Dayakar Reddy

from **Sri Sairam Engineering College** has successfully secured **Campus Ambassador** internship at **International Model United Nations** through Internshala.

Sarvesh Agrawal
Founder & CEO, Internshala

Date of certification: October 18, 2020

Certificate Number: C9CA5A6A-A443-9379-3DDD-DA3A70431598
For certificate authentication please visit https://internshala.com/verify_certificate

28th September 2020

INTERN COMPLETION CERTIFICATE

This is to certify that **Mr. R. LOKESH (Reg.No. 412518104077)** a student of **B.E.,(Computer Science and Engineering), Sri Sairam Engineering College - Chennai** has successfully completed the Internship in .NET platform from **June 2020 to July 2020** in our company. During the period, he had been exposed to different processes and found to be Punctual,Hard Working and Inquisitive.

We wish him every success in life and career.

For **Shiash Info Solutions Private Limited**



Ashwini Kanniyappan

Manager – Human Resources

Shiash Info Solutions Private Limited
#51, Level 4, Tower A, Rattha TEK Meadows, Old Mahabalipuram Road,
Sholinganallur, Chennai – 600 119, Tamil Nadu, India
+91 44 66255681 info@shiash.com



Certificate of Selection

Jeevitha P

from **Sri Sairam Engineering College** has successfully secured **Image Annotation** internship at **Seethos** through Internshala.

Sarvesh Agrawal
Founder & CEO, Internshala

Date of certification: November 30, 2020

Certificate Number: 874A3981-48BE-7273-7FBA-90C609E6FF3B
For certificate authentication please visit https://internshala.com/verify_certificate



InternMind

Your dream Internship starts here

OFFER LETTER

Congratulations!

Gollapudi Sai Dayakar Reddy

You are selected for Campus Ambassador Internship at InternMind. The Duration of this Program is Dec 7 to Dec 21, 2020.

Your Roles and Responsibilities:

1. You are the bridge of InternMind at Your College. So, You need to promote about InternMind and InternMind services with your Colleagues
2. Need to Promote and share about our services with your social media Handles and Especially LinkedIn is must.

Benefits :

1. In this Program you can Learn about social media Marketing especially LinkedIn Marketing.
2. Learn Communication, Leadership and Interpersonal Skills

Rules and Regulations :

1. If you are unable to do any task. So, priorly inform to your Head or mail to internmindcampusambassadors@gmail.com .
2. You need not to share company's confidential informations organisation if we found severe action will be taken.
3. If any misbehaviour or indisciplinary activities we found. The program Head or Hr can terminate at any point of time from this Program.
4. Only the candidates who performed in the task deligently will get the certificate.
5. We Expecting Good Professional and Good Punctuality from You during this Program

Prashanth E G
IMCA Program Head



Dharaneesh P K
Founder & CEO



CERTIFICATE OF SELECTION

THIS IS TO CERTIFY THAT

GOLLAPUDI SAI DAYAKAR REDDY

has successfully secured Campus Ambassador internship at KRATIGENCE, IIIT Bhopal
for two months, start from 16/11/2020 till 15/01/2021.

A handwritten signature in blue ink that reads 'Vishwajeet'.

Vishwajeet Singh Yadav
PRESIDENT

A handwritten signature in blue ink that reads 'Shubham'.

Shubham Singh
VICE PRESIDENT



Certificate of Selection

Gollapudi Sai Dayakar Reddy

from **Sri Sairam Engineering College** has successfully secured **Campus Ambassador** internship at **MMMUT** through Internshala.

Sarvesh Agrawal
Founder & CEO, Internshala

Date of certification: November 05, 2020

Certificate Number: 0AA9F6DB-8006-0E8B-F5E9-D9810126B481
For certificate authentication please visit https://internshala.com/verify_certificate

INTERNSHIP OFFER LETTERRef: **LTTS/HR/PT/2020-21/071****3rd February 2021**

To
Ms. Prashanthi G
B.E, Sai Ram Engineering College Chennai

Sub- Project Training / Industrial Training / Vocational Training

Dear Prashanthi,

We are pleased to offer you internship for a period of 2 months. Your internship will begin on **4th February 2021** and will end on **31st March 2021**. During internship period you will not be eligible for stipend. You need to take care of accommodation and commuting.

You are requested to report **L&T Technology Services Limited, Block 3, 2nd Floor, DLF IT SEZ Park, Mount Poonamallee Road, Nandambakkam, Chennai – 600089.**

This internship is considered temporary and the same may be discontinued or the terms of the internship may be modified at any time for any reason not prohibited by law. Furthermore, this internship is not construed to be nor may lead to employment with us.

As an intern, you will not receive any of the employee benefits that regular company employees are entitled to, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in the any of company's retirement plan.

During your internship, you may come across confidential business information. By accepting this internship employment offer, you acknowledge that you must adhere to the company's confidentiality and information security policy. You are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the Company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular the drawings, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any product including computer programs.

In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.

Further you hereby give your consent that the Company will be the legal owner of any right(s) in the Intellectual Property including Patents, Design, Copyright, Trademarks, Topography of Integrated Circuits, etc. generated as a result of your work during your tenure with the Company. By virtue of signing this document, you assign all the rights in said intellectual property to the Company. You also agree that you will cooperate in processing any relevant document related to assignment of said Intellectual Property Right during your internship or even after it in the intellectual property generated during your internship with the company.”

Please sign the duplicate copy of this agreement and return it to the undersign as a token of acceptance.

Yours faithfully,

For L&T Technology Services Limited

**Ritu
Sharma**

Digitally signed by Ritu
Sharma
Date: 2021.02.03
17:48:46 +05'30'

**Ritu Sharma
Group Manager – Talent Acquisition**

I have read the letter and accept the same. I will report for Internship at Chennai on **4th February 2021**.

Full Name:- Prashanthi

Signature:-

Date:-



29-Jan-2021

Lingala Shivanandhini
B.Tech/B.E. Computer Science & Engineering
Sri Sairam Engineering College, Chennai

Dear Lingala,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**,



Suresh Bethavandu

Global Head-Talent Acquisition

I accept the terms and conditions of the offer as mentioned above.

Signature:

Date:



Kaar Technologies India Private Limited

Level 8 Shyamala Towers, No 136, Arcot Road,

Chennai - 600 093, TN, INDIA

CIN: U72200TN2005PTC087065

t | +91 (44) 4065 1500

f | +91 (44) 4065 1512

e | info@kaartech.com

w | www.kaartech.com

February 17, 2021

Vasanth Kumar Esakki Senthil

Chennai

INTERNSHIP OFFER LETTER

Dear Vasanth,

With reference to your application and subsequent interview, you had with us, we are happy to offer you internship opportunity in Kaar Technologies India Pvt. Ltd. on the following terms and conditions.

The internship period is for **6 Months** effective from **February 17, 2021** till **August 16, 2021**. You will be required to attend office 5 days a week between 9.30 a.m. and 6.30 p.m. During your internship period you are eligible for a stipend amount of **Rs.10,000/** Payable every month. You will be governed by work guidelines and policies of Kaar for all other matters.

This Internship letter is not a guarantee for employment, post your internship period. You are requested to meet your department head/HR for the continuation of your internship.

During the period of your internship, you are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, instruments, documents, etc., relating to the company that may come to your professional knowledge as an intern of the company

Kindly sign a duplicate copy of the Letter and return it to us at the earliest as a token of acceptance of this offer.

We welcome you to Kaar and look forward for a mutually rewarding association with you.

For Kaar Technologies India Pvt. Ltd.,


Authorized Signatory.


H. Vasanth Kumar



Date: 25-Feb-2021

To

Mr.SUYAMBUVISHAL S S,
3A, VASANTHAM STREET,
SAROJ NAGAR,
CHENNAI-600091, TAMIL NADU.

Dear **Mr.SUYAMBUVISHAL S S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships)

REMUNERATION

Your annual Cost to Company will be **Rs.396000/- (RUPEES THREE LAKH NINETY SIX THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.





ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A “Competitor” is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An “SI Partner” is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company’s policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **27-Mar-2021**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

Mohammed Sohail
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: *Suyambuvishal*

Date of Offer acceptance:

Name : SUYAMBUVISHAL S S

Place :





ANNEXURE A

NAME : SUYAMBUVISHAL S S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	6600	79200
Other Allowance & Flexible component	9600	115200
Gross Salary	31200	374400
Employer Provident Fund (12% of Basic+TA)*	1800	21600
Cost To Company (CTC)	33000	396000
Prosperity Sharing Plan		60000
Compensation for the first year		456000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.





ANNEXURE B

The Company currently provides the following benefits to an employee:

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Medclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal



HRD/FINALSEMTRG/2021/B2-439



February 7, 2021

Prabakara Pandian Roosevelt.

Sri Sai Ram Group of Colleges

Dear Prabakara Pandian,

This is in reference to the Internship Program ('Program' hereinafter) offered to you by Infosys Limited ('Infosys' hereafter), a corporation incorporated and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India, in accordance with the terms of the Internship Agreement executed between you and Infosys on [date]. The details of the Program are as follows:

1. Program Date : **February 15, 2021**
2. Duration of the program : **13 Weeks**
3. Mode of Internship : **Online**

You will be entitled to get a **Stipend of Rs. 10,000/- per month** during the Program. You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Intern's obligations as per the Internship Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys's confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Please note that the Internship Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign this letter, the Internship Agreement and the undertakings, attached herewith and send across a scanned copy of the same to Infosys_LPCampus@infosys.com before 15th February 2021. You are also required to send the signed hard copy of this letter, the Internship Agreement, and the attached undertakings to Infosys's office at Electronics City, Hosur Road, Bangalore 560 100, India before 22nd February 2021

You are requested to read and retain the instructions attached to this letter..

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Dear Prabakara Pandian,

We would like to ensure that you are updated on a few things in order to make your Program with Infosys productive and enjoyable.

You will be required to login to WebEx on the day of your joining. The details of WebEx meeting will be shared with you shortly over e-mail

You are required to work from Monday through Friday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on an assigned project topic and submit a copy of your project report to your Project Mentor.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct as has been specified to me in the Internship Agreement . I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

INTERNSHIP AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation incorporated and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by [name of person, designation]

AND

_____ (“Intern” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Intern is desirous of interning with Infosys and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Intern is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this internship agreement which has been executed between Infosys and the Intern.

- 1.3 “College Authorities” shall mean and include the Principal and/or Registrar and/or any other designated personnel of _____ (‘College’) who are authorized to issue permission(s) to the Intern to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Intern as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Intern gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Employee Handbook” shall mean the Employee Handbook, which is applicable to all the employees of Infosys during the entire tenure of their employment.
- 1.6 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.7 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders, as applicable and the Employee Handbook of Infosys.
- 1.8 “Offer Letter” shall mean the letter given to the Intern providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the Offer Letter.
- 1.9 “Project” shall mean the mandatory final semester College project work as part of his/her curriculum in his/her College.
- 1.10 “Program” shall include the meaning ascribed to it in Clause 2.

2. PROGRAM:

- 2.1 The Program would commence from **February 15, 2021**
- 2.2 The Program would be conducted online, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Intern would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Intern to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.

- 2.5 The Program may require the Intern to undergo the entry level training program.
- 2.6 The Program will require the Intern to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Intern would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Intern agrees that he/she shall be liable to pay Infosys the Fees and all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Intern, if so extended by Infosys; or
 - 3.2.2 The Intern has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Intern is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Intern's Project, Infosys shall allow the Intern extensive use of the facilities which were ordinarily available to the Intern during the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Intern, during the course of the Program needs to be present in the territory of India.
- 5.2 The Intern, during the course of the Program, would have to follow certain rules and regulations and certain company policies of Infosys that would normally be applicable to any other employee of Infosys, including Dress Code – India; Working Hours – India; Code of Conduct and Ethics; Anti-Bribery and Anti-Corruption Policy; Policy on Insider Trading; Policy on Prevention and Redressal of Sexual Harassment – India and any other policies and agreements pertaining to confidentiality and intellectual property rights protection.
- 5.3 The Intern shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.4 The Intern shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.

- 5.5 The Intern shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.6 The Intern shall not disclose any Confidential Information to any party without the prior written approval of Infosys. Notwithstanding the above, the obligations of this Clause will remain inoperative as against you if the Confidential Information is (i) known to the public, through no act or failure to act on your part; (ii) authorized for dissemination to others by the Company without restrictions on disclosure; (iii) legitimately received from a third party without restrictions on disclosure in favor of the Company; (iv) generally made available to third parties by the Company without restrictions on disclosure, or (v) required to be disclosed by law or court order, provided that you will take reasonable steps to give the Company sufficient prior written notice and opportunity to contest such request, requirement or orders. If you have any questions as to what comprises such confidential information, please consult your designated project manager.
- 5.7 Infosys shall be the sole owner of all intellectual property rights, including copyright, trademark, etc. and any equivalent and all attendant rights in relation to any report, research, article, publication, work product, software, technical project, techniques, formulas, data, etc. that you would have made and created as part of and during the course of the Program.
- 5.8 Notwithstanding any other provision of this Agreement, the Intern shall be required to follow a 5 (five) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Intern is found to commit an act of Misconduct or is found to have been engaging in any exam malpractices or unfair means to clear any comprehensive examinations or complete their education during the course of the Program.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Intern is found to disclose any Confidential Information to any party without its prior written approval to the same.
- 6.4 Infosys has the right to terminate this Agreement with immediate effect if the Intern is not present in the territory of India at any point during the duration of the Program.
- 6.5 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorized in that behalf and shall be issued to the Intern concerned.

7. CONSEQUENCES OF TERMINATION

Upon termination of this Agreement , the Intern shall be obliged to:

- 7.1 Pay the Fees as per Clause 3.1 of this Agreement, where the Agreement has been terminated on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement.
- 7.2 Return all tangible forms of Confidential Information to Infosys.

8. REPRESENTATIONS AND WARRANTIES:

- 8.1 The Intern fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto:
- 8.2 The Intern represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.
- 8.3 The Intern shall use his/her best endeavors to complete his/her Project and in the event of him/her not completing the Project, shall not hold Infosys liable thereto.

9. INTERN STATUS

During the Program, you will remain a student of your College. This offer of Internship is not to be construed as, and does not constitute, an offer of employment in the Company. Please note that your participation in the Program with Infosys is not guarantee of an offer of employment with Infosys

10. GENERAL PROVISIONS

- 10.1 Non-Waiver and Amendment: No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Intern. The failure of either Infosys or Intern at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 Force Majeure: Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 Assignment: Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Intern shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.

- 10.4 Severability: If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 Governing Law: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Intern with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Accepted:

[Prabakara Pandian Roosevelt]

Date: _____

From:

Mothish D (E7CS064),

IV CSE A,

Department of Computer Science Engineering,

Sri Sairam Engineering College,

Chennai -44.

To:

The Principal,

Sri Sairam Engineering College,

Chennai - 44.

Respected Sir,

Sub: Regarding On Duty from March to June for attending Internship in Prodapt Solutions.

This is to inform you that I have been placed in Prodapt Solutions, provides internship for the placed students in the entire course of the final semester. Since our 8th semester is started, I kindly request you to provide ON DUTY from 29th March to June.

Thanking You

Yours Sincerely



(MOTHISH D)



CHAPTER – 9

PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS.

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the TPO/ Internship Program Coordinator. Type or write clearly.

1. Student Name:	Mothish D		
2. Campus Address:	Sri Sairam Engineering College, Sai Leo Nagar, West Tambaram Poonthandalam, Village, Chennai, Tamil Nadu 602109		Phone: 9884845678
3. Home Address:	Plot No. 4, Jeeva Street, Lakshmi Nagar, Pozhichalur, Chennai - 74		Phone: 9384648493
3a. Student email address:	e7cs064@sairamtap.edu.in		
4. Academic Concentration	5. Internship Semester: <u>VIII-IV</u> Year.		
6. Overall GPA: 8.19			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1	WORK FROM HOME	yet to be announced	PRODAPT SOLUTIONS
Preference-2			
Preference-3			
Faculty mentor Signature: <u></u>	Date <u>22.3.21</u>		
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..			
Student Signature: <u></u>	Date <u>22.3.21</u>		
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			

AICTE INTERNSHIP POLICY: GUIDELINES & PROCEDURES

FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To
The General Manager (HR)
PRODAPT SOLUTIONS
Chennai

Subject: REQUEST FOR 3 MONTHS INTERNSHIP TRAINING.

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years. / (For first time industry) You must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following student Mothish.D for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline
1	Mothish D	27	IV	CSE

If vacancies exist, kindly do plan for Campus/Off Campus Interview for 2021 batch passing out students in above branches. CHECK THIS

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer

Letter of Internship - Prodapt Solutions Inbox

Mar 19, 2021, 2:10 PM (3 days ago)

Abinaya Vasuki T <abinayavasuki.t@prodapt.com>
to me

Dear Mothrish D,
On behalf of Prodapt Solutions, I am excited to extend an offer to you for an internship position. This position is for the role of intern

This position is scheduled to begin by 29th Mar, 2021 (Tentatively) and will be a three-month paid internship opportunity. This position will pay 15000 per month as stipend amount.

The schedule for this position is Monday-Friday from 8 a.m. to 8 p.m. IST. Please write back to me with confirmation so that we can decide accordingly.

Note:

We need your fulltime availability during this duration. We will be providing leaves during the exam time. It will mostly be virtual, and few sessions may require to be F2F. We will call and confirm the laptop/system availability and mention specification required from your end for the training sessions. It will be BYOD (bring your own device concept)

Request to join the whatsapp group <https://chat.whatsapp.com/G5yHtqOq54Qa3myxKdCpkk> for easy interactions

WhatsApp Link not to be forwarded to others

Thanks and Regards,

Abinaya

Senior Manager-HR

We hire attitude... Rest of the skills can be trained!

6th floor, Module 1, Tower 1 (1st & 6th Floors),
Chennai: 1, Pallavaram -Thuraiyakkam,
200 Feet Rd, Thuraiyakkam, Chennai-97

www.prodapt.com

<http://in.linkedin.com/in/abinaya1>



From:

Sibi S (E7CS101),

IV CSE A,

Department of Computer Science Engineering,

Sri Sairam Engineering College,

Chennai -44.

To:

The Principal,

Sri Sairam Engineering College,

Chennai - 44.

Respected Sir,

Sub: Regarding On Duty from March to June for attending Internship in Prodapt Solutions.

This is to inform you that I have been placed in Prodapt Solutions, provides internship for the placed students in the entire course of the final semester. Since our 8th semester is started, I kindly request you to provide ON DUTY from 29th March to June.

Thanking You

Yours Sincerely

Sibi S

(SIBI S)



CHAPTER – 9

PROCEDURES / FORMATS FOR ORGANIZING INTERNSHIPS.

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the TPO/ Internship Program Coordinator. Type or write clearly.

1. Student Name:	SIBI S		
2. Campus Address:	Sn Sairam Engineering College, Sai Leo Nagar, West Tambaram Poonthandalam, Village, Chennai, Tamil Nadu 602109	Phone:	9884845678
3. Home Address:	No.5, Eswaran Koil Street, Kilambakkam, Urapakkam, TN-603211	Phone:	9003209359
3a. Student email address:	e7cs101@sairamtap.edu.in		
4. Academic Concentration	5. Internship Semester: <u>VIII-IV</u> Year.		
6. Overall GPA: 7.593			

9. Internship Preferences

	Location	Core Area	Company/ institution
Preference-1	WORK FROM HOME	yet to be announced	PRODAPT SOLUTIONS
Preference-2			
Preference-3			

Faculty mentor Signature: Date _____

Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..

Student Signature: Sibi S Date 22/3/2021

Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program

AICTE INTERNSHIP POLICY: GUIDELINES & PROCEDURES

FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To

The General Manager (HR)
PRODAPT SOLUTIONS,
Chennai

Subject: REQUEST FOR 3 MONTHS INTERNSHIP TRAINING ,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

/(For first time industry) You must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following student S.Sibi for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline
1.	Sibi S	32	IV	CSE

If vacancies exist, kindly do plan for Campus/Off Campus Interview for 2021 batch passing out students in above branches. CHECK THIS

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer

Letter of Internship- Prodapt Solutions

2 messages

Abinaya Vasuki T <abinayavasuki.t@prodapt.com>
To: "e7cs101@sairamtap.edu.in" <e7cs101@sairamtap.edu.in>

Fri, Mar 19, 2021 at 2:10 PM

Dear SIBI S,

On behalf of Prodapt Solutions, I am excited to extend an offer to you for an internship position. This The position is for the role of intern.

This position is scheduled to begin by 29th Mar , 2021(Tentatively) and will be a three-month paid internship opportunity. This position will pay 15000 per month as stipend amount.

The schedule for this position is Monday-Friday from 8 a.m. to 8 p.m. IST. Please write back to me with confirmation so that we can decide accordingly.

Note:

We need your fulltime availability during this duration; We will be providing leaves during the exam time; It will mostly be virtual, and few sessions may require to be F2F;

We will call and confirm the laptop/system availability and mention specification required from your end for the training sessions; It will be BYOD (bring your own device concept)

Request to join the whatsapp group <https://chat.whatsapp.com/GSyHqOqS4Qa3myxKdQPtkk> foreasy interactions

*Whatsapp Link not to be forwarded to others

Thanks and Regards,

Abinaya

Senior Manager HR

We hire attitude... Rest of the skills can be trained!

6th floor, Module 1, Tower 1 (1st & 6th Floors),

Chennai 1, Pallavaram -Thuraipakkam,

200 Feet Rd, Thoraipakkam, Chennai-97

www.prodapt.com

<http://in.linkedin.com/in/abinayat>



Disclaimer

This email contains proprietary, confidential and privileged Information of Prodapt Solutions Private Limited and its affiliates ("Prodapt" or "We") and is intended for the exclusive use of the named recipient ("Recipient"). If you are not the intended Recipient and have received this email by mistake, please reply to this email and follow with its deletion, so that we can ensure such a mistake does not occur in the future. It is strictly prohibited to share any part of this email with any third party, without an express written confirmation by Prodapt. All e-mail, if permitted by applicable law, sent to and from Prodapt is subject to archiving and review by someone other than the Recipient. We do not accept any liability for any errors or omissions in the contents of this e- mail nor do we represent that this email and any attachments is without any errors and virus free. In the event this email contains Personal Data of the Recipient, we would like to inform that we process Personal Data in accordance with our [Privacy Policy](#). No employee/contractor



Employment Offer Letter

31-Dec-2020

Abishek Prasad G V

Dear **Abishek**,

Congratulations! Welcome to Aaseya IT Services Private Limited (hereinafter referred as "Aaseya/Company"), a subsidiary of Yash Technologies Pvt. Ltd, and a world of innovation, learning, growth and equal opportunities.

We are pleased to make you an offer to be part of building a memorable organization at Aaseya. We are confident that you will build a long and mutually rewarding career with us. It is individuals like you who build a world-class company.

With reference to our discussion in respect of your interest in our organization & subsequent interview (s) with us, we are pleased to inform you that you have been selected to work in our organization effective **January 4th, 2020 (Date of Joining)**. You will be designated as **Associate Trainee**. From January 4th, 2020 till January 31, 2021, we will enable you with access to our training material and portal and during this period, you are expected to mandatorily complete the PCSSA certification (Pega Certified Senior System Architect). Your absorption will be based on Aaseya's sole discretion and upon successfully clearing PCSSA certification. In case, you fail to clear PCSSA certification, this Employment Offer Letter will stand null and void.

Subject to clearance of PCSSA certification by you, you will be entitled to enroll under rigorous training program **Aaseya Pega League Training Program (APL)** and will be eligible for a stipend of **Rs 13,200** (Rupees Thirteen Thousand Two Hundred only) from **February 1, 2021** and you will be undergoing training for six months starting from February 1, 2021. Your base location will be Hyderabad. During the training period, you will be periodically assessed and basis your performance, you will be either confirmed, or your training period may be extended, or you may be terminated at the sole discretion of Aaseya. In case, you fail to clear the APL training program, this Employment Offer Letter will stand null and void.

Upon confirmation, you will be designated as **Associate Consultant** with a CTC of **Rs 3,80,000** (Rupees Three lakhs Eighty Thousand only) on an annual basis which consists of **Rs. 3,20,000/- (Rupees Three Lakhs Twenty Thousand only) as Gross** and **Rs. 60,000/- (Rupees Sixty Thousand only) as Performance Linked Incentive** equally distributed Half Yearly.

The general terms & condition governing your employment, compensation and other benefits that you would be entitled to are stated in the Annexure to this Employment Offer letter. Please go through the Annexure for the full offer details. Your employment will be governed by the rules, regulations and policies of Aaseya.

Please note that this offer of employment is subject to the below:

The Service Agreement signed by you, the Surety/Guarantor and two witnesses along with their address details. Please read this carefully before you sign on it and send it back to us on or before **February 1st, 2021**.

Please share an email confirmation as acceptance of the Offer of Employment and Non-Disclosure Agreement **within 2 days** from the receipt of this Employment Offer letter and courier us signed hard copies by **January 10th, 2021**. We look forward to having you with our team by the date mentioned above. We are sure that you'll have a bright career with our company.

For **Aaseya IT Services Pvt. Ltd.**



Laveena Nabar
Human Resources

Aaseya IT Services Pvt. Ltd.

Acceptance:

I agree to accept the employment on the terms and conditions mentioned in this offer of employment and the annexures. I shall report on 4-January-2021 .

Signature:

Following are the terms and conditions that refer to your enrollment and employment.

Annexure

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- 1 Base Location:** Your base location shall be Hyderabad. However, during your training period / employment with the Company, you may be posted/transferred to any of the offices/projects/divisions/ departments/units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.
- 2 Aaseya Training Program: From February 1, 2021,** you will be part of **Aaseya Pega League Training Program (APL)**. The APL program will comprise of significant Hands on Exercises and will provide a concrete 360-degree exposure to PEGA Systems. Aaseya Pega experts will hold special focused sessions along with a strong focus on communication and business etiquette skills which will help add value to your careers.

APL spans for 6 months of rigorous training. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Aaseya.

APL is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Aaseya. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

You will be continuously assessed and given feedback by experts throughout the training program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation etc. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of APL.

If you meet the qualifying criteria for successful completion of the APL, your employment with Aaseya will be confirmed through a written intimation that shall be sent to you which shall be at sole discretion of the Aaseya. If not, your training period may be extended. Still, if you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Aaseya.

- 3 Confirmation of Employment:** On satisfactory completion of training program i.e. **Aaseya Pega League Training Program (APL)**, you will be confirmed as a permanent employee of Aaseya and shall be designated as **Associate Consultant**.

However, the Service Agreement signed by you, your Surety/Guarantor and the witnesses shall remain **in effect** from i.e., 1st Feb 2021.

All confirmation of services will be aligned to 1st day of the succeeding month of successful completion of the APL. For e.g. if you successfully complete the APL any day during the month of July 2021, the date of confirmation will be 01-August-2021.

The duration between the successful completion of the APL and the date of confirmation is considered as part of the APL only.

On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

- 4 Salary & Taxes:** The Company will pay you a stipend of Rs. **13,200/- per month (Rupees Thirteen Thousand Two Hundred only) starting from February 1, 2021** for a period of six months, where you will be associated with Company as Associate Trainee. The company reserves the right to deduct any expense at any time from your remuneration/stipend payment to the maximum extent permitted by the law. The said stipend will also be subject to any deductions including but not limited to PF, ESIC etc, as per statutory norms.

On successful completion of the APL, your employment with Aaseya stands confirmed. On confirmation, your CTC (Cost to Company) will be Rs. **3,80,000 /- (Rupees Three Lakhs Eighty Thousand only)** on an annual basis which consists of **Rs. 3,20,000/- (Rupees Three Lakhs Twenty Thousand only) as Gross** and **Rs. 60,000/- (Rupees Sixty Thousand only) as Performance Linked Incentive** equally distributed Half Yearly, less all required deductions viz., tax on salary, provident fund contribution, professional tax and any other amounts as required by law to be deducted or as per the policies of Aaseya. Please connect with your HR facilitator for more details.

Payments will be made directly to your bank account pursuant to our direct payroll deposit plan. However, the structure of your compensation plan may be altered/ changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during entire the training period and during employment thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered as breach of Confidentiality obligations and terms and conditions of this Offer Letter by you.

5 Increments and Promotions:

Once confirmed, your increments and prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the company.

Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Company. Please connect with your HR facilitator about Aaseya's Performance Company and Promotions policies and guidelines.

- 6 Agreement:** You may be required to sign necessary agreements including but not limited to confidentiality, Non-Solicitation, non-compete, service agreement, Intellectual Property Assignment if applicable etc. with the company or with clients of the company when you work for them and as and when required and complete various formalities as per the documents, agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company. Acceptance of this offer letter also amounts to acceptance of the Service Agreement,

which shall be an integral part of this Offer Letter.

- 7 Medical Fitness:** Your employment is subject to you being declared medically fit by the certified medical practitioner. The Company has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.
- 8 Termination/Separation:** Your employment with the Company can be ceased either by the Company or by you as per below:

8.1 Notice Period during APL:

8.1.1 Termination for Cause by Company:

Your employment with Company will be terminated immediately without any notice or stipend or compensation in lieu and without any obligation to assign a reason in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the APL
- Unauthorized absence during the APL
- Non-Compliance and breach of Company integrity policy and other policies and disciplinary procedures including but not limited to the terms and conditions of your employment or the confidentiality & non-compete agreement, training program, service agreement or any other agreement that may be signed by you during the course of employment

- Employing unfair means during assessments
- Submitting fake medical certificates
- Submitting fake educational documents
- Misuse of Company Access cards
- Not being available for work on official working days without prior intimations to your reporting authorities for unreasonable durations
- Misuse of Company Assets
- Violation of Company policies & code of conduct
- Indulging in acts of sexual harassment
- Irregularity in attending the learning & training sessions without valid reasons
- Being absent for assessments conducted by Company without prior permission
- Becoming insolvent, absconding etc.
- Violation to Information Security guidelines of the organization

The above list is only indicative and not comprehensive and the same may be modified at sole discretion of Company. In event of termination due to aforesaid reasons, you agree the notice requirements shall not apply.

If Company wish to terminate your employment without cause, for the reasons other than your performance (meeting the qualifying criteria during and at the end of the APL and disciplinary grounds, you will be given an advance notice of forty-five (45) days, in writing. Further, you shall be liable to return all the Company assets that are in your possession before leaving the Company.

8.1.2 Termination for Convenience by Employee: If you wish to terminate your employment during the APL, you will be required to notify in writing by giving 45 days' written notice. On acceptance of your resignation, you will be informed about your relieving date and you shall be bound to comply with all separation procedures as listed under Service Agreement. You shall also be liable to indemnify Company towards the cost of training program as specified under the Service Agreement immediately before leaving the Company and return all the training material and other Company assets on date of relieving.

8.2 Notice Period: Upon confirmation of services

8.2.1 Termination for Cause by Company:

Company may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations.

The following acts of Employee including but not limited to may also lead to immediate termination on disciplinary grounds which are as follows:

- Employing unfair means during assessments
- Submitting fake medical certificates
- Submitting fake educational documents
- Misuse of Company Access cards
- Not being available in office without prior intimations to your reporting authorities for unreasonable durations
- Misuse of Company Assets
- Violation of Company policies & code of conduct
- Indulging in acts of sexual harassment,
- Irregularity in attending the learning & training sessions without valid reasons
- Being absent for assessments conducted by Company without prior permission
- Becoming insolvent, absconding etc.
- Violation to Information Security guidelines of the organization

The above list is only indicative and not comprehensive and the same may be modified at sole discretion of Company. In event of termination due to aforesaid reasons, you agree the notice requirements shall not apply.

Further, If at any time during the period of Training and or during the "Service Period" with the Company, the learning abilities / technical acquisitions / deliveries/performance is found to be unsatisfactory and / or the Employee found committing any misconducts /indiscipline/integrity issues/dishonesty/any act against the interest of the Company/dereliction of duties/breach of terms of the said Offer Letter etc., the Company may, without notice determine his/her further undergoing training or service with the Company. The Employee shall be deemed to have brought about a situation by his/her acts/misconduct compelling the Company to put an end to his/her service with the Company and he/shall, therefore, continue to be liable for all losses/damages in respect thereof and shall pay liquidated damages to the Company in terms of the Service Agreement.

In case of your unauthorized absence, without prior intimation or necessary permission or prior sanc-

tion of leave or being absent beyond the period of leave originally granted or subsequently extended, for a period of 2 Weeks, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the company shall terminate your services without any notice or salary or compensation in lieu of notice.

8.2.2 Termination for Convenience by Employee: If you wish to terminate your employment by resignation, you will be required to give an advance notice of 90 days, in writing to the Company. If at your request, Company agrees to relieve you before serving the full notice period and/or Service Agreement, you will be liable to pay to Company, the salary for the balance notice period along with the Service Agreement cost and other amount payable by You to Company, if last date of employment is within **thirty six (36) months from February 1st, 2021**. Both Company and You agree that the amount defined under Service Agreement and towards notice period are fair and legally enforceable in the event of any default from your side. Further, Company at its sole discretion may provide waiver on the notice period and/or Service Agreement in such case where it deems fit. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds.

8.2.3 Termination for Convenience by Company: If Company terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of 90 days, in writing or Company may pay you salary in lieu of notice period for the notice period wherein your salary will not include any incentive or variable pay amounts, if any. If Company decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Company. At the same time Company reserves the right to recover the remaining amount towards notice period from you that is payable by you to the Company.

During notice period Employee is not eligible for any leaves to his/her credit during the notice period & if an employee is allowed to go on leave during this period, then the notice period will be extended by those days.

In case you leave the company without giving written notice as applicable or completing the required notice period, the company shall have all the legal rights to recover salary along with applicable taxes in lieu of notice period, Service Agreement and any other recovery as applicable from the amount due to you or otherwise and treat you as absconding and take necessary legal action accordingly.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, training program, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be shall comply with the Company's termination procedures, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement / separation on hold and treat you as absconding in case you do not pay for the said notice payment.

9 Working Hours:

You will be governed by the normal working hours as applicable to your role in the company and the rules at customer site if you are working at customer locations. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per Aaseya's sole discretion.

10 Benefits (from the date of your confirmation):

10.1 Leaves

You are eligible for 1 leave per month during APL subject to approval and/or until confirmed. On confirmation, you will be eligible for leaves as per the company's leave policy for your location.

10.2 Insurance (after confirmation)

You shall be eligible for Group Medical Insurance, Personal Accidental Coverage grade wise, provident fund scheme & other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. At Aaseya; you and your family (spouse & 2 dependent children, if any) will be benefited under Group Medical Insurance benefit plan which provides safety net for Rs. 3 Lakh floater cover. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

10.3 Other Benefits

You may contact HR facilitator for other benefits offered by the company.

11 Employment Verification:

It is understood that this employment is being offered to you on the basis of the particulars and information submitted by you to the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and you would be liable to be terminated by the company forthwith without notice and any monetary liability on part of Company. This will be without prejudice to the right of the Aaseya to take disciplinary and legal action against you for the same.

12 Retirement:

As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company.

13 Employment Law and Norms:

This Employment Offer letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Company will be subject to exclusive jurisdiction of courts of Indore whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provi-

sions of the Indian Arbitration & Conciliation Act, 1996 as amended from time to time. The arbitration tribunal shall be composed of a sole arbitrator appointed by Yash Technologies Private Limited. The place of arbitration shall be Indore, Madhya Pradesh and the arbitration proceedings shall take place in the English language. The award of the arbitrator shall be final and binding on the Parties.

14 Rules and Regulations:

Your appointment will be governed by the policies, rules, regulations and procedures of Aaseya IT Services Private Limited as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any clients place/ or any of the group companies of Aaseya or client you shall abide by the policy and the terms and conditions as applicable thereof.

You will be required to maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company. Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable laws in this regard.

The Company from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results.

You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, Company Policies, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced by the Company from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safe keeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

15 Non-Compete & Non-Solicitation Agreement:

Except on behalf of Aaseya; you can't work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/ through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with Aaseya & for a period of 12 months from the date of leaving the services of the company.

Except on behalf of Aaseya; Further during the duration of your Training and Employment and two years

thereafter on leaving the Company, you agree not to solicit or offer directly or indirectly employment to any employee, Contractors, Consultants of Aaseya or its Affiliates or directly or indirectly work / render services to the clients of the company or clients of company's clients as an individual/employee/contractor/Consultant through any other company/through an entity where you have substantial interest for commercial consideration nor undertake provision of the same services / products directly or indirectly as supplied by Aaseya either from your own business, or the internship/employments of a competitor to, for a period of two years, unless this is specifically agreed by Aaseya in writing.

16 Confidentiality & Data Protection:

Company has performed and shall perform IT Services including but not limited to design, engineering, estimating, modeling, drafting and/or related services ("Work") for its End Clients from time to time. Company will consider assigning you to engage in portions of the Work and/or, under the Agreements with its End Clients or otherwise. You will be granted access to or you may have the opportunity while performing your duties to obtain Confidential Information and Personal Identifiable Information of the Company and its End Clients, which the Company & its End Clients wishes to keep it strictly Confidential & Secure.

The said Confidential Information or Personal Identifiable Information will be available to you solely by reason of your fiduciary relationship with the Company under Employment contract, you shall treat such Confidential Information and Personal Identifiable Information Confidential, restricted & secure and shall not use, copy or disclose to others during or subsequent to the performance of the Work (except as may be necessary in the performance of the Work assigned to you).

Employee undertakes and agrees to:

1. Hold and keep in strictest confidence any and all Confidential Information and Personal Identifiable Information disclosed to him. Employee agrees not to use the Confidential Information in any way, or to manufacture or test any product embodying Confidential Information, except as agreed by the parties in writing specifically.
2. To use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person.
3. Take all steps reasonably necessary to protect the secrecy of the Confidential Information and Personal Identifiable Information, and to prevent the Confidential Information and Personal Identifiable Information from falling into the public domain or into the possession of unauthorized persons.
4. Promptly return to the Company any or all Confidential Information and Personal Identifiable Information disclosed to it by the Company or destroy such Confidential Information upon the request of the Company at any time or before Employee left the company either on account of termination or on resignation.
5. Nothing herein shall be construed as granting to the employee any proprietary rights or any license in respect of the Company or its End Clients Confidential or Proprietary Information.

All global rules and regulations, laws, procedures related to Confidentiality and Data Protection shall apply to you as it is as the same is applicable to the Company in pursuant to necessary Agreements, documents entered with its End Clients. This obligation of Confidentiality and Data Protection shall survive forever even after termination or your resignation with the Company.

In the event, where you will obligated to disclose any Confidential Information or Personal Identifiable Information as a result of a court order or pursuant to governmental action, then you shall immediately inform the Company within reasonable time so that the Company or such Individual will get an opportunity to

raise the objections to such disclosures of Confidential Information or Personal Identifiable Information to the relevant authority.

Employee acknowledges and confirms that a breach of its obligations hereunder cannot be compensated adequately by an award of damages or other pecuniary remedy and the Company shall also be entitled to the remedies of injunction, specific performance or other equitable relief in the event of any such breach.

Definitions of Confidential and Personal Identifiable Information (“PII”)

“Confidential Information” shall means

All foreign, federal, state and common law trademarks, service marks, domain names, internet path names and addresses of whatsoever nature, trade dress, copy rights, patents (including applications, continuations, reissues and extensions), logos, mask works, software, proprietary data, business documents, Database information, operating procedure, strategies, information lists and formats, software models, business development ideas, marketing techniques and materials, marketing plans, works of authorship, works of visual art, product or service literature, inventions as set forth below, and all other intangible assets of whatsoever nature, including goodwill and moral rights, and all applications for registration and/or issuance with respect to the foregoing (whether or not registerable or patentable), held by, owned, licensed, or otherwise possessed by the Aaseya/End Clients ANYWHERE,

All the Aaseya / End Client’s trade secrets.

“Personal Identifiable Information” (PII) shall means

Any information relating to an identified or identifiable natural or legal person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity of the person related to Aaseya /End Client.

17 Ownership of Inventions:

“Inventions” are all developments, discoveries, creations, improvements, copyrightable material, original Content, works of authorship, works of visual art, and the like, whether or not patentable, copyrightable, original, novel, obvious, or otherwise susceptible to protection.

In case of any invention or discovery related to project or otherwise under employment on which you are directly or indirectly assigned to or involved in, including improvements and modifications, whether or not patentable, applications for Letters Patent covering said invention or discovery and Letters Patent issuing thereon, which invention or discovery may be made and/or conceived by you, either solely or jointly, during the period or periods of your assignment to or involvement in the Work and during a period of one year thereafter, shall be the exclusive property of the Company, shall be promptly disclosed to the Company and its clients, and shall be assigned to the Company without any compensation.

Employee shall do all acts and execute all documents reasonably required to convey to the Company, the entire right, title and interest in and to any such invention or discovery, patent applications based thereon and Letters Patent issuing thereon, and to enable Company, at its own expense, to apply for, prosecute and obtain Letters Patent in the India, United States and foreign countries, and to protect and enforce said patents in proceedings and litigation in connection therewith.

In the course of performing services for Company, Employee use, or permit or allow Company to use, in whole or in part, any invention created by him prior to commencing the said employment with the Company (or during the term of Employment), Employee hereby acknowledge and agree that such use, permission, or allowance shall be a full, express grant to the Company of an exclusive, royalty free, irrevocable, perpetual, worldwide license to such invention for whatever business purpose the Company so desires.

18 International Assignment & Visa:

For business requirement, an employee/you may be expected to travel to an international location at Client Site/Location for project delivery, training or knowledge transfer based on Client's or Company's requirement. In this case the company will incur considerable cost and expenses in orientation, training, Visa and necessary arrangements for an employee. On completion of travel, employee is expected to return to the base location in home country. In case of separation initiation, an employee needs to serve the Company as per notice period applicable or as agreed in International assignment agreement. An employee on an international travel, cannot initiate separation process while working at an international location. The Employee needs to come back to home country after completing the assignment and then initiate separation as per Employee Separation Policy, for company to consider the same as valid resignation and separation.

In the event, when employee is selected for the international assignment and also accepts to travel to onsite location, later on denies voluntarily to travel & work for at least six months or agreed duration as per client requirement or where employee does not wish voluntarily to complete the notice period or commitment period as agreed in International assignment agreement after returning from international travel, employee has to (unless otherwise approved by Company in writing) pay to company, the liquidated damages as per the terms of International Assignment & Visa Policy.

Employee during the course of employment shall abide by all terms & condition as specified in International Assignment & Visa Policy.

Note: In the event where an employee is transferred from one Company to other Group Companies or its Affiliates and Subsidiaries, in such cases the International Assignment & Visa Policy along with such other document that may be executed between the employee and the Company shall stand applicable for the employee.

19 Submission of Documents:

The documents which you need to carry at the time of joining & reporting details are detailed in annexure II. Please note that all documents mentioned in annexure II are mandatory & you'll not be allowed to join without them.

20 Acceptance:

We request you to go through offer documents which includes this offer letter, Annexure and acknowledge the same by sending an e-mail to us stating that you accept the terms & conditions mentioned in the same & confirm your joining date within two days from the date of issuance of this letter or before date of joining, whichever is earlier, failing which this offer will stand automatically withdrawn; unless the date is extended or communicated to you by our Talent Acquisition team.

If Employee breaches any clause or terms and conditions of this offer letter then Employee shall be respon-

sible to indemnify Company for all losses, damages or cost etc. and Company shall also initiate separate legal action against such employees and/or Surety/Guarantor. The Obligation stated in clauses related to Employee Law and Norms, Rules and Regulations, Non-Compete agreement, Confidentiality and Data protection and Inventions of this letter will survive even after termination, or cancellation of this offer letter or resignation or termination of employee.

Please note that all those stated in this offer letter especially employment terms and agreements are applicable from the date of your appointment as Associate Trainee unless specifically stated.

ACKNOWLEDGEMENT & ACCEPTANCE

I, **Abishek Prasad G V** have read and understood the above terms and conditions and hereby accept the same.

Signature: _____ Date: _____



Kaar Technologies India Private Limited
Level 8 Shyamala Towers, No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Date: 15 December 2020

Name of the Student: Pooja.K

Roll No:

Name of the College: Sri Sairam Engineering College

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee" role,

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an Intent to hire letter.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of 80% in 10th Std, 80% in 12th Std and 80% in Engineering score without history or standing arrears. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

We will be issuing the offer letter at the time of Joining and your joining date will be on June 2021.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately.

Upon joining you will be on probation period for 6 months during this period you will undergo various classroom and On-Job-Training. Your monthly stipend for the first 3 months will be Rs. 15,000/- (Rupees Fifteen Thousand Only) and from 4th month onwards the stipend will be Rs. 20,000/- (Rupees Twenty Thousand Only). Probation confirmation will be on the 7th Month and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of probation, your salary from 7th month onwards will fall under Rs. 6,50,000 (Rupees Six Lakhs Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory

I accept the above terms and conditions

K. Pooja
Candidate Signature

Date: 22/12/2020

Annexure

Name: Pooja.K

Designation: Trainee

Band: Professional II-D

Salary Structure

Fixed Components		Salary (in Rupees)	
		Annual	Monthly
Basic		260000	21,667
House Rent Allowance (HRA)	50% Basic	130000	10,833
Transport Allowance		19200	1600
Children's' Educational Allowance*		2400	200
Children's' Hostel Allowance**		7200	600
Flexi Components			
Hospital & Medical Expenses		54630	4,553
Academic Fees		18210	1,518
Books & Periodicals		9105	759
Conveyance		36420	3,035
Attire Expenses		36420	3,035
Telephone Expenses		13,658	1,138
Internet Expenses		13,658	1,138
Leave Travel Allowance		10000	833
Gross Salary			50,908
Annual Benefit			
Insurance Premium*****		4500	
Statutory Benefits			
PF (Employer's Contribution)****		21600	1800
Gratuity		13000	
Annual CTC		650000	

* Children's' Education allowance is eligible for claim @ Rs.1,200 per child for a maximum of 2 children who are the employees own child and studying

** Children's' Hostel allowance is eligible for claim @ Rs.3,600 per child for a maximum of 2 children who are the employees own child and are in Hostel

*** Payable based on the prevailing Variable Pay policy in the Organization. (Subject to change)

**** As per applicable Statutory rules and regulations

***** Annual Insurance Premium under Group Cover as per company policy



29-Jan-2021

Baskar M

B.Tech/B.E. Computer Science & Engineering
Sri Sairam Engineering College, Chennai

Dear Baskar,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**,



Suresh Bethavandu

Global Head-Talent Acquisition

I accept the terms and conditions of the offer as mentioned above.

Signature:

Date:



Newgen Software Technologies Limited

CIN: L72200DL1992PLC049074

D- 152, Okhla Phase-I, New Delhi-110 020, INDIA

Tel: (+91)-11-40773700, 61240000, 26815467, 26815469, Fax: (+91)-11-26815472

Email: corpmktg@newgensoft.com URL: <https://newgensoft.com>

Ref. No: CH/2020-21/000056

February 11, 2021

Mr. Kamalakannan S
No.27, Bajanai Koil Street,,
Ernavoor,,
Chennai,
Tamil Nadu - 600057

Sub: - Offer Letter For Internship

Dear Mr. Kamalakannan,

Congratulations! We are pleased to inform you that you are one of the chosen few who have proven their worth in 'NEW...GENESIS' - our Campus Engagement Program.

We have accelerated our ambitions to achieve leadership position as a formidable player in the established and in the emerging verticals across the globe. We stand at the threshold of a new era of business opportunity that will completely alter the course of the destiny of Newgen and Newgenites. You will have the opportunity to be part of the growth engine which will fuel the zeal to deliver world class productized software solutions in the business domains of today and tomorrow.

With this, we extend the opportunity to complete your final semester project internship with us. During the internship period you will be designated as **Software Engineer (T)** and will be paid a stipend of **₹ 15000/- per month**. By the end of the successful completion of your internship, and on getting awarded with degree from your respective university, you will be appointed as a Software Engineer and detailed employment letter will be issued to you.

You are required to report for your internship on **February 15, 2021** at **Plot No-13, D 17, SIPCOT IT Park, Siruseri, Navalur, Chennai-603103**.

During this period, you are required to abide by the terms & conditions annexed here to.

We wish you a long and rewarding career with us.

For **Newgen Software Technologies Limited**

(Surender Jeet Raj)
Senior Vice President-HRD



**This is a system generated offer letter, hence does not require signature.



TERMS AND CONDITIONS OF INTERNSHIP OFFERED TO
MR. KAMALAKANNAN S

1. Your appointment or continuance in the internship is subject to:

- a. The satisfactory verification of your character, antecedents and testimonials.
- b. The authenticity & accuracy of the details provided by you to the company would enable us to judge your suitability for employment and it is assumed that the details you have provided are true to the best of your knowledge and belief. Should it be found afterwards at any stage that you have given wrong information/misrepresented the facts, your services are liable to be summarily terminated.
- c. You are being found medically fit and continuing to remain medically fit. Before joining your duty, you are required to produce a medical fitness certificate issued by a Medical officer of a recognized Govt. hospital in a defined Performa.

2. You can be transferred/posted/deputed from time to time, as & when necessary keeping in mind the nature of work assigned to you at the sole discretion of the Company, anywhere in or outside India, to any of company's department(s) or location(s) or regional office(s) or to the department(s) or location(s) or branch (es) or rolls of any of its subsidiaries or associates, presently existing or which may be setup in the future.

3. You understand that you will be bound by relevant provisions of Newgen Work From Home Policy, and during work from Home scenario you shall seek prior permission from Supervisor if leaving work location city and would be ready to return to work location within 2 days from the date of intimation by Reporting Manager. In case of verbal communication, you shall intimate in writing at the earliest but not later than 5 days from such change of location.

4. You may be required to work in shifts, if and when fixed by the company from time to time as per business requirements and the applicable rules will apply in that regard.

5. You will be required to implement and act in accordance with the Company's Information Security Management System (ISMS), and protect assets from unauthorized access, disclosure, modification, destruction or interference.

6. You will be bound by the Code of Conduct and other rules, regulations, policies and orders issued by the company from time to time in relation to your conduct, discipline and service conditions etc. as if these conduct rules, regulations, policies et al, were part of this contract of appointment. Company reserves the right to alter/rescind the terms & conditions of service at its discretion.

7. In case of you being found violating or not bidding by the Code of Conduct and other rules, systems, regulations policies and orders issued by the company, you will be liable for disciplinary action under the Disciplinary Action Policy of the Company.

8. On the day of your joining the Company, you will be required to sign the Non-Disclosure Agreement, which covers Company's right to protect the inventions, discoveries, ideas, proprietary & confidential information & any similar or related rights and maintaining it secrecy during and after your employment.

9. Kindly carry original copies and one attested photocopy of the documents listed in Annexure B. If you accept this offer, kindly notify your acceptance by signing the attached copy of this letter and return it to us.

I confirm that I have read and understood the above terms & conditions as applicable during my internship period and accept my obligations and liability pertaining to them.



29-Jan-2021

Taruniyaa Sanmugasundarr
B.Tech/B.E. Computer Science & Engineering
Sri Sairam Engineering College, Chennai

Dear Taruniyaa,

Further to our offer for the position of Programmer Analyst Trainee and in response to your confirmation into the Internship opportunity we had extended, we are pleased to offer you an **Internship** with us for **a period of 3 to 6 months**, during which you will be offered a stipend Amount of **INR 12000/-** per month based on the Internship performance and completion.

Actual Internship dates and duration would be based on the business demand aligned skill tracks offered to you and would be shortly communicated to you.

Cognizant Internship being a pre joining skill and capability development program, it would form a critical part of your employment with Cognizant.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The performance during Internship would be monitored through formal evaluations.

The Cognizant Internship completion would qualify as the entry criteria to your post joining training program and would be used as basis towards your allocation to projects/roles.

Prior to joining Cognizant, you must successfully complete the prescribed Internship program. In event of non-completion of the Internship, Cognizant may at its sole discretion revoke this offer of employment.

Please also note that:

- The Internship Training will be done from Monday through Friday for 8 hours from 9 am to 6 pm (IST).
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with attendance requirements. Pre-approvals are to be sought towards unavoidable leave or break requests from the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship plan
- Cognizant reserves clauses regarding IT infra if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant GenC program terms and conditions from time to time

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa

- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**,



Suresh Bethavandu

Global Head-Talent Acquisition

I accept the terms and conditions of the offer as mentioned above.

Signature:

Date: