

HRD/FINALSEMTRG/2018/12690935



November 26, 2018

Eswar Sai Harika Adukuri.

Anil Neerukonda Institute of Technology and Scienc.

Dear Eswar,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:16:11 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Eswar,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Eswar Sai Harika Adukuri]

Date: _____

HRD/FINALSEMTRG/2018/12690795



November 26, 2018

Alekhya Sripada.

Anil Neerukonda Institute of Technology and Scienc.

Dear Alekhya,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

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Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:15:31 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Alekhya,

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

You will be required to report at the following address:

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Offshore Development Centre

Hebbal Electronics City, Hootagalli,

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UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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:

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- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
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- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
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- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Alekhya Sripada]

Date: _____



HRD/3T/19-20/12921407

Mr. Bammidi Sai Chaitanya
Candidate ID: 12921407
6 - 356/1, Srihair Nagar,
Arilova,
Vizag - 530040
Andhra Pradesh
India
Ph: (91) 91217 30961

July 05, 2019

Dear Bammidi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.07.05 14:33:03 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12921407

July 05, 2019

Mr. Bammidi Sai Chaitanya
Candidate ID: 12921407
6 - 356/1, Srihair Nagar,
Arilova,
Vizag - 530040
Andhra Pradesh
India
Ph: (91) 91217 30961

Dear Bammidi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **August 05, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name Location

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Bammidi Sai Chaitanya
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Bammidi Sai Chaitanya
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



HRD/FINALSEMTRG/2018/12690884



November 26, 2018

Sai Lakshman Kumar Dhanukonda.

Anil Neerukonda Institute of Technology and Scienc.

Dear Sai,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:15:49 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Sai,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Sai Lakshman Kumar Dhanukonda]

Date: _____



HRD/3T/19-20/12690885

Ms. Mounika Dulla
Candidate ID: 12690885
D.No-3-83,
Ambajipeta (Vill), Narassannapeta (Manda
Srikakulam - 532425
Andhra Pradesh
India
Ph: (91) 79972 81773

July 19, 2019

Dear Mounika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.07.19 16:44:31 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12690885

July 19, 2019

Ms. Mounika Dulla
Candidate ID: 12690885
D.No-3-83,
Ambajipeta (Vill), Narassannapeta (Manda
Srikakulam - 532425
Andhra Pradesh
India
Ph: (91) 79972 81773

Dear Mounika,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **August 05, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20 _____

Sign your name

_____ _____
Print your name Location

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Mounika Dulla
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Mounika Dulla
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



HRD/FINALSEMTRG/2018/12690797



November 26, 2018

Bhaswanthy Gandreddi.

Anil Neerukonda Institute of Technology and Scienc.

Dear Bhaswanthy,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:15:32 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Bhaswanthy,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Bhaswanthy Gandreddi]

Date: _____

HRD/FINALSEMTRG/2018/12690886



November 26, 2018

Gagan Pranay Teja Gokada.

Anil Neerukonda Institute of Technology and Scienc.

Dear Gagan,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:15:51 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Gagan,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Gagan Pranay Teja Gokada]

Date: _____



HRD/3T/19-20/12690938

Mr. Sai Charan Guggilam
Candidate ID: 12690938
D.No-B-23,
Power Grid Colony, Nunna
Vijayawada - 521212
Andhra Pradesh
India
Ph: (91) 85001 60838

July 24, 2019

Dear Sai,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.07.24 11:09:10 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12690938

July 24, 2019

Mr. Sai Charan Guggilam
Candidate ID: 12690938
D.No-B-23,
Power Grid Colony, Nunna
Vijayawada - 521212
Andhra Pradesh
India
Ph: (91) 85001 60838

Dear Sai,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **September 9, 2019**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

_____ _____
Print your name Location

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Sai Charan Guggilam
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Sai Charan Guggilam
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



HRD/FINALSEMTRG/2018/12690944



November 26, 2018

Usha Reddy.

Anil Neerukonda Institute of Technology and Scienc.

Dear Usha,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:16:18 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Usha,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Usha Reddy]

Date: _____

CERTIFICATE OF
COMPLETION
OF INTERNSHIP

This is to certify that

Sai Ajay Gokina

From

Anil Neerukonda Institute of Technology and Science

has successfully completed the final semester project and
internship programme during

January - May, 2019

Satheesha B.N.

Satheesha B Nanjappa

Vice President and Head, Global Education Center

HRD/FINALSEMTRG/2018/12690946



November 26, 2018

Jyothi Sampathirao.

Anil Neerukonda Institute of Technology and Scienc.

Dear Jyothi,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
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You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:16:19 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Jyothi,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Jyothi Sampathirao]

Date: _____

HRD/FINALSEMTRG/2018/12690895



November 26, 2018

Guna Sai Sree Thonta.

Anil Neerukonda Institute of Technology and Scienc.

Dear Guna,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:16:00 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Guna,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Guna Sai Sree Thonta]

Date: _____

CERTIFICATE OF
COMPLETION
OF INTERNSHIP

This is to certify that

Guna Sai Sree Thonta

From

Anil Neerukonda Institute of Technology and Science

has successfully completed the final semester project and
internship programme during

January - May, 2019

Satheesha B.N.

Satheesha B Nanjappa

Vice President and Head, Global Education Center

HRD/FINALSEMTRG/2018/12690851



November 26, 2018

Venkata Narasimha Sessa Sai Yeginaty.

Anil Neerukonda Institute of Technology and Scienc.

Dear Venkata,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
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You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

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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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:15:46 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Venkata,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

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2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

- 1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorized to issue permission(s) to the Trainee to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee 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 Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee 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.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee 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 Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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 Trainee. The failure of either Infosys or Trainee 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 Trainee 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 Trainee 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 - Head HR

Accepted:

[Venkata Narasimha Sessa Sai Yeginaty]

Date: _____

HRD/FINALSEMTRG/2018/12690852



November 26, 2018

Deepthi Lavanya Nulu.

Anil Neerukonda Institute of Technology and Scienc.

Dear Deepthi,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement signed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organized and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **December 24, 2018**
2. Duration of the program : **16 Weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by designated Infosys personnel) and back to your university upon completion of the Program. Additionally, should you be required to travel between the Infosys offices located in different cities as part of your project, Infosys shall bear the cost of such travel. Your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by the Company at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with Infosys policies.

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 Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys 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.

Digitally signed by RICHARD LOBO
Date: 2018.11.26 18:15:47 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement. Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. 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 - Head HR

Dear Deepthi,

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

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday 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 your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. 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 :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organized 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

AND

_____ (“Trainee” 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 Trainee is desirous of completing his/her Project at the designated Infosys Campus 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 organization that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee 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 agreement between Infosys and the Trainee.

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- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
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- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
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- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **December 24, 2018**
- 2.2 The Program would be conducted at any designated Infosys Campus, 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 Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee 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 Trainee to undergo the entry level training program prevalent at any Infosys Campus.
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- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys 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 Trainee; or
 - 3.2.2 The Trainee 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 Trainee 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 Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

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- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee 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.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) 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 Trainee is found to commit an act of Misconduct.
- 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 Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 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 Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **December 24, 2018**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

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8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee 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.

9.3 The Trainee shall use his/her best endeavors to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

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- 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 Trainee 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.
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- 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 - Head HR

Accepted:

[Deepthi Lavanya Nulu]

Date: _____