

Kalycito Infotech Private Limited

24, Krishnasamy Nagar
3rd Street (Vinayagar Kovil Street)
Ramanathapuram, Coimbatore - 641045
Tamil Nadu, INDIA
Phone: +91 87540 18003
Email: info@kalycito.com
Website: www.kalycito.com
CIN: U72200TZ2007PTC013817



03-Dec-2021

Saranya R
Reg No: 18EIR075
BE - Electronics and Instrumentation Engineering
Kongu Engineering College
Perundurai - 638060

Sub: Internship Offer

Dear Saranya,

We are happy to offer you an internship in our organization for a period of 4 months starting from **06-Dec-2021** to **08-Apr-2022**. You have to carry your own laptop and internet connection for the internship. During the tenure of internship, you have to report to the line manager nominated by us.

Upon acceptance of internship offer, kindly sign the offer letter and send a scanned copy to us via email.

All the best!

Sincerely,

Name: Kamalakannan G
Designation: Director

Encl: Terms of Internship, ANNEXURE - I and ANNEXURE - II

Saranya,

MUSP 06/12/21

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TERMS OF INTERNSHIP

1. Date of Commencement of Internship: 06-Dec-2021
2. Duration of internship: 4 months
3. Stipend: INR 10,000.00 per month
4. Expectations from the intern:
 - a. Alignment to the core values of the organization
 - b. Willingness and an appetite for learning new things
 - c. Showcase able results in assigned tasks during internship
5. Other benefits: Not applicable
6. Working days: Monday to Friday (compensation working days/ trainings may be planned on Saturdays)
7. Work timings: 09:30 AM to 06:30 PM
8. Leaves: Leaves are subject to approval and have to be compensated based on business requirements,
 - a. Any planned leave requires prior information and approval from the line manager nominated by Kalycito
 - b. Any emergency/sick leave needs to be informed to the HR and line manager nominated by Kalycito before availing the same
9. Internship completion certificate shall be provided only on completion of assigned tasks at the end of the internship period
10. Any documentation done to present/submit in college needs to be reviewed and approved by the line manager nominated by Kalycito.
11. Termination: Internship shall be terminated if the intern breaches any of the terms detailed in the internship agreement and Non-disclosure agreement (ANNEXURE - I and ANNEXURE - II respectively)
12. Documents to submit (scanned copies)
 - a. Permission/Acceptance letter from college and College ID card
 - b. Educational certificates: 10th and 12th standard mark sheets and college mark sheets
 - c. Identity Proof (any two):
 - i. Driving license
 - ii. PAN card
 - iii. Passport
 - iv. Aadhar Card
 - d. Passport size photographs (2 Nos.)

I am Saranya, confirm that I am voluntarily accepting the internship offer and abide the terms of internship mentioned above.

Name & Signature of the Intern: Saranya Saranya
Date: 4.12.2021.

Noted
4/12/21