

**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

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03-Dec-2021

Hariharan K  
Reg No: 18MTR031  
BE – Mechatronics  
Kongu Engineering College  
Perundurai – 638060

**Sub: Internship Offer**

Dear Hariharan,

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,

A handwritten signature in black ink, appearing to be "Kamalakannan G", is written over a faint circular stamp.

**Name:** Kamalakannan G

**Designation:** Director

**Encl:** Terms of Internship, ANNEXURE – I and ANNEXURE – II



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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: 10<sup>th</sup> and 12<sup>th</sup> 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 HARTHARAN, confirm that I am voluntarily accepting the internship offer and abide the terms of internship mentioned above.

Name & Signature of the Intern: HARTHARAN . K & [Signature]

Date: 04/12/2021



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#### ANNEXURE - I

#### INTERNSHIP AGREEMENT

This is an Internship Agreement, between KALYCITO INFOTECH PRIVATE LIMITED, having its registered office at 24, Krishnasamy Nagar, 3rd Street (Vinayagar Kovil Street), Ramanathapuram, Coimbatore - 641045, Tamil Nadu, INDIA hereafter referred as 'the Company' and HARTHARAN K (Name of the Intern) residing at 301, Panangkulthi Thoppu, SETHUBAVACHANDRAM, Thanjavur - 614202 and having Passport/PAN Number/students Reg. No. 18MTRO31 pursuing B.E - MECHATRONICS in KONDU ENGINEERING COLLEGE (Name of the institution) located at ERODE - 638060 (Place - Pin code) here after referred as 'the Intern'.

#### Defined Terms:

- Proprietary Information - shall mean trade secrets, confidential knowledge, data or any other proprietary information. By way of illustration but not limitation, "Proprietary Information" includes (a) trade secrets, inventions, mask works, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, knowhows, improvements, discoveries, developments, designs and techniques (hereinafter collectively referred to as "Inventions"); and (b) information regarding plans for research, development, new products, marketing and selling, business plans, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers; and information regarding the skills and compensation of Employees (c) Documents, Source code and design files by default are considered proprietary.
- Intellectual Property Rights (IPR) - Intellectual Property is a term referring to a number of distinct types of creations of the mind for which property rights are recognized and the corresponding fields of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as discoveries and inventions, and words, phrases, symbols, and designs. Common types of intellectual property rights include but not limited to copyrights, trademarks, patents and industrial design rights.
- Third Party - Customer, Supplier, Vendor, and any External Consultants to the Company.
- Third Party Proprietary Information - Proprietary Information provided by Third Party to the Company with subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes.



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**Terms of agreement:**

1. Term of Internship: This agreement shall begin on 06-Dec-2021 (Date of Joining) for a period of about 4 months till 08-Apr-2022.
2. During the course of Internship, there may be disclosed to certain trade secrets of the Company; said trade secrets consisting of but not necessarily limited to:
  - 2.1. Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
  - 2.2. Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.
3. The Intern shall not disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement, during, or at any time after the termination of his/her Internship with the Company.
4. Any intellectual property created by the Intern in assistance of Company during the course of his/ her internship will be the property of Company and will not be retained or owned by the Intern at any circumstances unless otherwise a written consent is obtained from the Company.
5. Upon the termination of the Internship from the Company:
  - 5.1 The Intern shall return to the Company all documents and property of the Company, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by the Intern during the course of his/her Internship.
  - 5.2 The Company may notify any future or prospective employer or third party of the existence of this agreement and shall be entitled to full injunctive relief for any breach.
6. Owner/ Author:

The work and inventions shall become the property of the Company and the Company shall be considered the owner or author thereof. The work and inventions shall on creation and in their respective processing states shall become the sole and exclusive property of the Company. Company shall have the exclusive and transferable right to use or change the work products and inventions as it sees fit and to publish or utilize the results, in their original form or after modification by the Company.



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#### 7. Proprietary Information

By way of illustration but not limitation, the necessary steps expected out of the Intern include:

- 7.1 Intern shall not take any documents or source code or files or materials or copies thereof containing proprietary information outside the premises of the Company.
- 7.2 Intern shall not post any information about the Company or its customers or suppliers on the internet or any public forums (for e.g. internet forums, blogs, social networking websites, tweeter, linked in, Xing etc.,)

#### 8. Travel:

Interns shall not travel officially by representing the Company. In case of business requirement, if they do so, they need to get prior approval from the HR department. Company will not be liable if they travel without the approval.

#### 9. Reimbursement of Expenses:

Intern shall incur reasonable expenses for furthering the Company's business, including expenses for travel (with company's approval), and similar items. The Company shall reimburse for all business expenses after the Intern presents an itemized account of expenditures, pursuant to the Company policy.

#### 10. Oral Modifications Not Binding:

This instrument is the entire agreement of the Company and the Intern. Oral changes have no effect. It may be altered only by a written agreement signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

Name & Signature of the Intern: HARISHARAN.K R K. H. H.

Signed this 14<sup>th</sup> day of DECEMBER, 2021.



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## ANNEXURE – II

### INTERN NON-DISCLOSURE AGREEMENT

FOR GOOD CONSIDERATION, and in consideration of being employed by **KALYCITO INFOTECH PRIVATE LIMITED** (Company), the undersigned Intern hereby agrees and acknowledges:

1. That during the course of my Internship, there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to:
  - a. Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
  - b. Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.
2. I agree that I shall not during, or at any time after the termination of my Internship with the Company, use for myself or others, or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.
3. I agree that if any intellectual property created by me in assistance of Company during the course of my internship will be the property of Company and will not be retained or owned by me at any circumstances unless otherwise a written consent is obtained from the Company.
4. That upon the termination of my Internship from the Company:
  - a) I shall return to the Company all documents and property of the Company, Including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of my internship. I further agree that I shall not retain copies, notes, or abstracts of the foregoing.
  - b) The Company may notify any future or prospective employer or third party of the existence of this agreement and shall be entitled to full injunctive relief for any breach.

This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of the Company, its successors, and assigns.

Name & Signature of the Intern: HARISHARAN K R

Signed this 14<sup>TH</sup> day of DECEMBER, 2021.