

15/03/2023  
Hyderabad

TO  
The Head of the Department  
EEE Department,  
GNITS,  
Hyderabad

Subject:- Regarding Attendance for Attending Internship

Respected Sir,

With my due respect, My name is G. Nikhitha having roll number 19251A0231.

I am writing this letter to request permission for attending an internship. I got an opportunity as "Graduate trainee-intern" for 9-12 weeks at 'LTI Mindtree'. The Date of Commencement is 21<sup>st</sup> February 2023. This internship being a really important and integral part of my learning procedure kindly consider giving me attendance till the time I complete my internship

Look forward to your kind consideration

Yours sincerely,

G. Nikhitha

19251A0231

EEE-A

Permitted for the Internship  
From 21 Feb to May 2023  
N.M.M. Kalyan  
15/3/23

**Fwd: IGNITE | 8th Semester Pre Onboarding Internship Program | Offer Letter**

1 message

**Nikhitha Guggilla** <nikhithaguggilla01@gmail.com>  
 To: Slxerox90@gmail.com

Wed, Mar 1, 2023 at 12:12 PM

----- Forwarded message -----

From: **Nikhitha Guggilla** <nikhithaguggilla01@gmail.com>  
 Date: Wed, 1 Mar 2023, 10:58 am  
 Subject: Re: IGNITE | 8th Semester Pre Onboarding Internship Program | Offer Letter  
 To: Campus Onboarding <Campus.Onboarding@ltimindtree.com>

I accept the offer.

On Tue, 28 Feb 2023, 2:26 pm Campus Onboarding, <Campus.Onboarding@ltimindtree.com> wrote:

Dear Nikhitha Guggilla,

We are pleased to offer you an internship opportunity ("Internship") at LTIMindtree Limited ("LTIMindtree"). The terms and conditions of this offer are as follows and your Internship will be subject to and governed by these terms and conditions which shall be binding upon you receiving this email.

- |                        |   |                             |
|------------------------|---|-----------------------------|
| 1. Internship Duration | : | <u>9 to 12 weeks</u>        |
| 2. Commencement Date   | : | 21 Feb 2023                 |
| 3. Location            | : | Remote                      |
| 4. Stipend             | : | Milestone based - Refer 12. |

**Additional Terms:**

1. You acknowledge that the purpose of this Internship is to provide you with the opportunity to learn generally about information technology work and to gain practical experience and insights into the workplace and industry, and LTIMindtree does not derive an immediate advantage from the activities performed by you during the Internship Duration. It is essential for you to actively participate in this internship by completing the learnings successfully in the stipulated time period
2. The Stipend stipulated above is payable on completion of the milestones as set out in Clause 12 and on you joining LTIMindtree as a full-time employee. The amount of stipend that you will be entitled to will be determined as per the criteria set out in Clause 12. Please note that the said amount will be a one-time payment and will not form part of your cost to the company as a full-time employee. The said amount will be payable to you subject to applicable statutory and other deductions, and applicable tax withholdings. Any costs and expenses borne by you in connection with the Internship shall be your sole responsibility.
3. You may be permitted to be absent during the Internship Duration after obtaining prior approval from your Mentor and your stipend may be reduced, at LTIMindtree's sole discretion and option, by the period of your absence. Prolonged, frequent, or unapproved absences may lead to immediate termination of your Internship upon notice from LTIMindtree.
4. While with us, you will be required to adhere to policies/practices of LTIMindtree as applicable to you in your capacity as an intern and as amended from time to time solely at the discretion of LTIMindtree ("Policies"). These policies will be shared with you before your internship commences and during the Internship Duration.
5. **Confidentiality:** As an intern, you will be privy to, have access to or receive Confidential Information (as defined below). You shall (i) use such Confidential Information solely in relation to and to fulfill your Internship; (ii) disclose



Confidential Information only to such persons and as permitted in writing by LTIMindtree; (iii) treat the Confidential Information with all reasonable care; and (iv) return all Confidential Information (and all copies thereof) to LTIMindtree immediately upon termination or completion of your Internship. Your obligations to maintain secrecy and confidentiality of the Confidential Information shall continue after the termination of your Internship with LTIMindtree.

*"Confidential Information" which means any information, data or non-public business, commercial, personal, or technical information of LTIMindtree, its affiliates, parent company, their personnel, or that of their clients including but not limited to research and development projects, services, and business operations, which may be disclosed in writing, orally, electronically, by or on behalf of LTIMindtree. Any documents and information, which reflect, incorporate, and/or are generated using any such Confidential Information, will also be deemed as Confidential Information. All Confidential Information shall be deemed as LTIMindtree's trade secrets.*

6. **Intellectual Property:** Title, interest, and ownership in all information, data, outputs, reports, codes, proprietary information or rights, materials, tools presentations, records, and intellectual property rights conceived, created, or developed by you in connection with or arising from your Internship, and/or making use of the Confidential Information shall vest solely and exclusively with LTIMindtree immediately upon creation without the need for any further act or payment of any remuneration. It is clarified that Section 19(4) of the Indian Copyright Act, 1957 shall not apply to any assignment of copyrights under this Letter and you hereby agree not to raise and waive all rights to raise, any objection or claim before the Indian Copyright Board with respect to the assignment pursuant to Section 19A of the Indian Copyright Act, 1957. Also, you may conceive newer and advanced methods to improve processes or systems during your internship; this will remain the sole property of LTIMindtree.
7. You agree to defend, indemnify and hold harmless LTIMindtree for any loss, liability, claim, costs, fines, and or damage suffered by LTIMindtree and its personnel as a consequence of any breach by you of this Letter, LTIMindtree's instructions or any Policies.
8. LTIMindtree, at its sole discretion and option, reserves the right to withdraw, suspend and/or amend the offer of Internship and the terms of this Letter at any time prior to the Commencement Date specified above, and you acknowledge and agree that any such action and/or amendment by LTIMindtree shall be binding upon you immediately without any consequence on LTIMindtree.
9. You will be an intern for the Internship Duration. This Letter and the Internship Duration may be suspended, terminated, or reduced (as appropriate) immediately with notice from LTIMindtree to you.
10. Issuance of Internship Certificate is always subject to the successful completion of the entire Internship Duration and at the sole discretion of LTIMindtree.
11. LTIMindtree may receive and collect personal data relating to you, including sensitive personal data or information (as defined in the Information Technology Act 2000 and rules made thereunder) (collectively "Personal Information"). LTIMindtree may process such Personal Information for relevant and limited purposes in connection with managing your internship and/or the business of LTIMindtree. You consent to (i) the collection, use, processing, storage, export, and transfer of your Personal Information by LTIMindtree and third parties; and (ii) the transfer and disclosure of your Personal Information held by LTIMindtree to any third parties within India or outside of India, in accordance with the LTIMindtree's privacy policy and subject to applicable law.
- 12.

Internship Milestone	8 <sup>th</sup> Sem Stipend Reward (INR)*
Learning Completed with score 80% and above in first attempt in all 3 milestones	20,000
Learning Completed with score 60% - 79%	10,000
Learning Completed with score <60%	Not Entitled

\* This will be a one-time payment credited upon successfully completing the Internship and post-onboarding as a full-time employee, followed by completion of L&D's Initial Learning Program.

This Letter contains the entire understanding between you and LTIMindtree for your Internship and supersedes all previous discussions and agreements, whether oral or otherwise.



I agree and acknowledge that the Internship is being granted solely for training purposes and that you are not an 'employee' or a 'workman' of LTIMindtree for the purposes of any employment statute or under any law, and you are not entitled to any wages or any employment benefits (including but not limited to leave and statutory benefits) that are provided solely to employees of LTIMindtree.

This Letter and the relationship between us shall be governed by the laws of India and the courts at Bangalore, Karnataka, shall have exclusive jurisdiction over any disputes that may arise therefrom. LTIMindtree may apply for injunctive or other appropriate relief from any court of competent jurisdiction.

You agree that your electronic signature below will have the same force and validity as a handwritten signature, and that your signature represents your acceptance of this Letter and your agreement to abide by the terms herein.

We are confident that you will enjoy your experience with us and that the learning you derive will be mutually beneficial.

Looking forward to seeing your expertise in action soon!

Thanking You,

University Liaison & Early Career Engagement

LTIMindtree

The contents of this e-mail and any attachment(s) may contain confidential or privileged information for the intended recipient(s). Unintended recipients are prohibited from taking action on the basis of information in this e-mail and using or disseminating the information, and must notify the sender and delete it from their system. LTIMindtree will not accept responsibility or liability for the accuracy or completeness of, or the presence of any virus or disabling code in this e-mail"