



Navneet Education Society's

**NAVNEET COLLEGE**  
**OF COMMERCE & SCIENCE**

*Recognised under Section 2(f) of the UGC Act, 1956*

## Links to POs and OCs on the College Website



Navneet Education Society's

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**Link to Programme Outcomes and Course Outcomes of B.Sc. (IT):**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-B.Sc.-IT.pdf>

**Link to Programme Outcomes and Course Outcomes of B.Com.:**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-B.Com..pdf>

**Link to Programme Outcomes and Course Outcomes of BMS:**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-BMS.pdf>

**Link to Programme Outcomes and Course Outcomes of BAF:**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-BAF.pdf>

**Link to Programme Outcomes and Course Outcomes of B.A. (Psychology):**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-B.A.-Psychology.pdf>

**Link to Programme Outcomes and Course Outcomes of BAMMC:**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-BAMMC.pdf>

**Link to Programme Outcomes and Course Outcomes of M.Com.-I (Accountancy):**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-M.Com.-I-Accounts.pdf>

**Link to Programme Outcomes and Course Outcomes of M.Com.-I (Management):**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-M.Com.-I-Management.pdf>

**Link to Programme Outcomes and Course Outcomes of M.Sc. (IT):**

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-M.Sc.-IT.pdf>



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# **Institutional Policy Document for Internal and External Examinations**



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Being an affiliated college, the framework of internal and external examination is decided by the University and implemented by the College. The College strictly adheres to various circulars and notices issued by the University in this regard.

The College offers the following undergraduate and post-graduate programmes on self-financed basis:

### Undergraduate Programmes:

- (1) B.Sc. (Information Technology) (B.Sc. IT)
- (2) Bachelor of Commerce (B.Com.)
- (3) Bachelor of Management Studies (BMS)
- (4) B.Com. (Accounting and Finance) (BAF)
- (5) B.A. (Psychology)
- (6) Bachelor of Multimedia and Mass Communication (BAMMC)

### Postgraduate Programmes:

- (7) M.Com. (Accountancy & Business Management)
- (8) M.Sc. (Information Technology) (M.Sc. IT)

### A. Examination Committee:

The College has continued Examination Committee as per the guidelines of the University of Mumbai with Principal being the Chief Conductor for all internal and external examinations conducted by the College on behalf of the University.

#### Composition of the Examination Committee

Chief Conductor	Principal
Join Conductor	Senior Faculty Member
Senior Supervisor	Faculty Member
Junior Supervisors	As per the need
Non-teaching Staff	As per need



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## **B. Mechanism of Internal and External Examinations:**

### **For B.Com. & B.A. Programme:**

As per the University guidelines, the College follows 100 marks semester end examination system for B.Com. and B.A. programme except for the paper of Foundation Course (Paper I, II, III & IV), which has 75:25 pattern. The students are assigned project work of 25 marks for each course at Semester I, II, III and IV (**Refer to University Circular No. UG/ICD/2016-17/276) dated 21<sup>st</sup> October, 2016).**

### **For Professional Programmes (BMS, BAF, BBI, BAMMC and B.Sc.-IT):**

For all professional programmes like **BMS, BAF, BBI and B.Sc.-IT, the College follows 75:25 pattern of evaluation (Refer to University Circular No. UG/04 of 2014 dated 5<sup>th</sup> June, 2014).**

### **For Post-graduate Programmes (M.Com. & M.Sc. - IT):**

For all post-graduate programme like **M.Com. and M.Sc.-IT, the College follows 60:40 pattern of evaluation (Refer to University Circular No. UG/233 of 2017-18 dated 27<sup>th</sup> Sept., 2017) and UG/106 of 2019-20 dated 11<sup>th</sup> September, 2019).**

## **Scheme of Examination**

The performance of the learners is evaluated at the end of each Semester for 100 marks for each course except for Foundation Course Paper I, II, III and IV for B.Com. programme. For Foundation Course Paper – I, II, III and IV, students are assigned Field Project on various social issues for 25 marks.

For all other professional undergraduate programmes, such as BMS, BAF, BBI, BAMMC and B.Sc.-IT, the learner is evaluated in two Components. One component is the Internal Assessment component carrying 25% marks and the second component is the Semester-end Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations has been shown below:-



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**(A) Internal Assessment–25%**

**25 Marks**

**For Courses without Practical**

Sr. No.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

**For Courses with Practical**

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	20 Marks
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

**\*Note: Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

Sr. No.	Particulars	Marks
1.	Match the Column / Fill in the Blanks / Multiple Choice Questions ( $\frac{1}{2}$ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three)(5 Marks each)	10 Marks



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## **(B) Semester End Examinations – 75%**

**75 Marks**

- (a) Duration—These examinations shall be of 2.5 Hours duration
- (b) Theory question paper pattern
- There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

### **Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

### **C. Mechanism for Ensuring Transparency in Internal Examination:**

- All internal tests are conducted as per the University Guidelines by the Examination Committee. The attendance and class participation of students is monitored and accordingly marks are awarded to the students.
- Individual teachers have been instructed to deal with grievances related to the internal examinations at their individual level. The College has not received any grievance regarding internal examinations during the assessment period.

### **D. Mechanism for Ensuring Transparency in External Examinations:**

First and Second Year Examinations for all programmes are conducted by the College on behalf of the University. Third Year Examinations for all programmes are conducted by the University. Some measures for ensuring transparency in external examinations:



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- **Three Sets of Question Paper:** For the College level Examinations, three sets of question papers are submitted in sealed envelope to the Examination Committee, from which one is randomly selected by the Chief Conductor. All Question Papers are printed in Examination Room in the presence of Examination Committee under the CCTV surveillance.
- **Online Transmission of Question Paper:** Question Papers for the University conducted examinations are made available to colleges just one hour before the examination for printing through an online interface of the University. Question papers can be downloaded by the committee of three persons, including the Principal through a mechanism of password and face recognition interface (**Refer to University Circular No. EX/ICC/2014-15/6 dated 25<sup>th</sup> August, 2014**).

## E. Mechanism for Ensuring Transparency in Assessment:

Some measures for ensuring transparency in assessment both at college as well as university level examinations:

- **Masking and Coding:** Answer Books of the College level examinations are masked and coded, so as to maintain confidentiality and ensure transparency in assessment.
- **Centralised Assessment:** Answer books of College level examinations are centrally assessed in the College premises under the Central Assessment Programme (CAP) (**Refer to University Circular No. Exam/CAP/1467/2016 dated 6 May, 2016**).
- **Online Screen-based Marking (OSM) System:** Answer books of University Level exams are scanned and assessed by the registered examiners online from the designated online assessment centres (**Refer to University Circular No. Exam/CAP/1327/2017 dated 16 December, 2017**).

## F. Moderation of Answer Books:

The answer books assessed by the examiners are moderated as per the **University Ordinance No. 5046**. There is a system of 100% moderation of answer papers of students who fail examination





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by 10% of the total marks and those who secure more than 60% of the total marks in any course. From the remaining answer books, i.e. those securing marks between 41% to 59%, 10% of the assessed answer papers are moderated.

## G. Redressal of Examination Related Grievances:

All grievances related to the Internal and External Examination are dealt with in fair, transparent and time-bound manner as per the University Circular No. **Exam/Photo&Rev. /College/VCD/4636-A of 2010 dated 05.04.2010.**

- **Photocopy:** A student is provided with a photocopy of his assessed answer book on demand within stipulated time period.
- **Revaluation:** A student can also apply for revaluation. The original marks are masked, and the paper is re-evaluated. If there is deviation of more than 10% in re-assessment, then the candidate is awarded the revised mark.

A student may apply for both a photocopy of assessed answer book and its revaluation.

## H. Unfair Means in Examinations:

All cases of reported unfair means in examination are handed over to Unfair Means Committee. The Unfair Means Committee handles all reported unfair means as per the **Ordinance 5050** of the University of Mumbai.



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# **Result Analysis of Summative Assessment (A.Y. 2018-19 to 2022-23)**



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Ref. No.: NCCS/Exam/559

November 6, 2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following number of candidates have appeared and cleared the Final Year Examination Program wise from Navneet Education Society's Navneet College of Commerce and Science, Mumbai from the A.Y. 2018-19 to 2022-23 as mentioned below:

### A.Y. 2018-19

Year	Program Name	No. of Students Registered	No. of Students Appeared	No. of Students Passed	Pass (%)
2018-19	Bachelor of Science (Information technology) (B.Sc.-IT)	15	15	9	60.00
2018-19	Bachelor of Commerce (B.Com.)	77	77	38	49.35
2018-19	Bachelor of Management Studies (BMS)	17	17	13	76.47
<b>Total:</b>		<b>109</b>	<b>109</b>	<b>60</b>	<b>55.04</b>

### A.Y. 2019-20

Year	Program Name	No. of Students Registered	No. of Students Appeared	No. of Students Passed	Pass (%)
2019-20	Bachelor of Science (Information technology) (B.Sc.-IT)	19	19	18	94.73
2019-20	Bachelor of Commerce (B.Com.)	42	42	42	100.00
2019-20	Bachelor of Management Studies (BMS)	16	16	16	100.00
<b>Total:</b>		<b>77</b>	<b>77</b>	<b>76</b>	<b>98.70</b>

### A.Y. 2020-21

Year	Program Name	No. of Students Registered	No. of Students Appeared	No. of Students Passed	Pass (%)
2020-21	Bachelor of Science (Information technology) (B.Sc.-IT)	28	28	27	96.42
2020-21	Bachelor of Commerce (B.Com.)	60	60	60	100.00
2020-21	Bachelor of Management Studies (BMS)	22	22	22	100.00
<b>Total:</b>		<b>110</b>	<b>110</b>	<b>109</b>	<b>99.09</b>

### A.Y. 2021-22

Year	Program Name	No. of Students Registered	No. of Students Appeared	No. of Students Passed	Pass (%)
2021-22	Bachelor of Science (Information technology) (B.Sc.-IT)	39	39	38	97.43
2021-22	Bachelor of Commerce (B.Com.)	91	91	91	100.00
2021-22	Bachelor of Management Studies (BMS)	24	24	24	100.00
<b>Total:</b>		<b>154</b>	<b>154</b>	<b>153</b>	<b>99.35</b>

Gilderlane Mun. School Bldg. Belasis Bridge, P. No. 1, Mumbai Central, Mumbai 400 008  
Tel.: 022-23082017-18, 022-23012671 | Email: [reg@nesedu.in](mailto:reg@nesedu.in) | Website: [www.nesedu.in](http://www.nesedu.in)

College Code: 979 | Affiliated to University of Mumbai  
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A.Y. 2022-23

Year	Program Name	No. of Students Registered	No. of Students Appeared	No. of Students Passed	Pass (%)
2022-23	Bachelor of Science (Information technology) (B.Sc.-IT)	27	27	16	59.25
2022-23	Bachelor of Commerce (B.Com.)	109	109	46	42.20
2022-23	Bachelor of Management Studies (BMS)	33	33	22	66.66
2022-23	Bachelor of Commerce (Accounting & Finance) (BAF)	16	16	8	50.00
2022-23	Master of Commerce (Accountancy) (M.Com.)	12	12	5	41.66
2022-23	Master of Commerce (Management) (M.Com.)	17	17	8	47.05
<b>TOTAL</b>		<b>214</b>	<b>214</b>	<b>105</b>	<b>49.06</b>
2022-23	Master of Science (Information technology) (M.Sc.-IT)	17	17	<b>Result Awaited</b>	



*Dr. Harsha Badkar*

**Dr. Harsha Badkar**

**PRINCIPAL**

**Navneet College of Commerce & Science**  
Mumbai Central, Mumbai - 400 008

*[Signature]*  
**Director**  
**Board of Examinations and Evaluation**  
**University of Mumbai**

Gilderlane Mun. School Bldg. Belasis Bridge, Opp. Rly. Stn. Mumbai Central, Mumbai 400 008  
Tel.: 022-23082017-18, 022-23012671 Email: degreecollege@nesedu.in Website: www.nesedu.in

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## **Appointment Letters of the Candidates Placed**



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Sr.No.	Name of the Candidate Placed	Pg.No.
1.	Kiran Shivle	1 – 2
2.	Swapnil Patil	3 – 3
3.	Kirshna Kumar Pal	4 – 4
4.	Akshay Shashikant Kamble	5 – 15
5.	Devendra Singh	16 – 16
6.	NivedetaGatpelli	17 – 18
7.	Gopi Tathi	19 – 19
8.	Rahul Tukaram Ghuge	20 – 22
9.	Sanchit Chauhan	23 – 23
10.	Vikas Subhashchandra Sharma	24 – 30
11.	Ruchita Mahesh Koli	31 – 33
12.	Mohammed Umair Malik	34 – 36
13.	Sagar Dilip Shinde	37 – 40
14.	Khan Rahil Abdus Samad	41 – 44
15.	Sahil Dudwadkar	45 – 45
16.	Kuldeep Basantlal Kanojiya	46 – 46
17.	Manojkumar Lallan Yadav	47 – 48
18.	Fardeen Fakir Peer	49 – 51
19.	Rohitkumar Pramodkumar Sharma	52 – 55
20.	Vivek Satish Upadhaya	56 – 56
21.	Manish Dinanath Singh	57 – 69
22.	Tushar Pawaskar	70 – 71



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23.	Dipanshu Singh	72 – 72
24.	Kaif Tahzeeb Khan	73 – 80
25.	Nikhil Dhanaji Jadhav	81 – 81
26.	Ansari Mohammed Kaif Gufran	82 – 83
27.	Pooja Radheshyam Verma	84 – 89
28.	Kalyani Mishra	90 – 92
29.	DushantkumarUnecha	93 – 99
30.	Prabhat Singh	100 – 105
31.	Pramod Suresh Basa	106 – 106
32.	Shivam Tiwari	107 – 108
33.	Anil Kumar Nirmal	109 – 110
34.	Mishra Kamlesh Ashok	111 – 113
35.	Abhishek Rai	114 – 115
36.	Anam Khatib	116 – 124
37.	Pooja Modi	125 – 125
38.	Nihar Bavkar	126 – 127
39.	Himanshu Chouhan	128 – 128



Date – 23<sup>rd</sup> January, 2020

To,  
Kiran Shivle  
02, Govind sukhai chawl, Jaihind Nagar,  
Khar East, Mumbai-400051

Joining Location: DIT SDC, Fort

Dear Kiran Shivle

**Sub: Letter of Intent**

This is with reference to the discussion we have had. We are pleased to confirm your provisional selection for the position of **BMS Operation - Team Lead** at our prescribed Facility. In this role you will be a part of **Orient Technologies Pvt Ltd.**

You will be required to join the organization/ site on or before **1<sup>st</sup> February, 2020** failing to which your offer will be treated as **Invalid.**

Your tenure in our organization will offer you challenges and rewards you seek. We look forward to working with you for mutual growth & success. Your appointment letter along with T&C and a detailed CTC break up will be mailed to you on successful clearance of background verification . kindly provide documents as mentioned

- PAN card



Kindly provide acceptance acknowledgement by signing the letter on or before 25<sup>th</sup> January, 2020.

Your Take home (In hand ) salary as mutually agreed is as **Rs.39256/- Per Month (Thirty Nine Thousand Two Hundred and Fifty Six )**

Kindly return the duplicate copy of this letter duly signed by you.

Sincerely,

For Orient Technologies.



Ashish Chutke

Human Resources

Received & accepted

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

# SIGMA

**Sigma OSS Systems India Pvt Ltd**

402-D, 4th Floor, SIGMA HOUSE

Senapati Bapat Road

Pune - 411016, MH, India

T +91-20-2566 1992 / 93 / 94

F +91-20-2566 1996

3<sup>rd</sup> December 2019

To,

**Swapnil Patil**  
Associate

**Sub: Confirmation Letter**

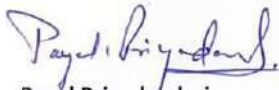
Dear Swapnil,

On Successful completion of your probation period, we are pleased to confirm your Appointment with us as **Associate** effective from 3rd December 2019.

We appreciate the efforts put in by you so far and the commitment shown in assignments handled. We are sure that you would continue to strive for excellence in carrying out your assigned responsibilities.

We look forward to a long and mutually fruitful association with Sigma.

For Sigma OSS Systems India Pvt Ltd.



**Payal Priyadarshni**  
Human Resources Specialist

23rd October 2020

To,  
 Krishna Kumar Pal  
 Technician-BS (Elec)

**Sub: Annual Increment for the year 2020**

Congratulations!!

Considering your performance & contribution for the year 2019-20, we are pleased to revise your CTC effective 1<sup>st</sup> October 2020. Detailed of your remuneration and service conditions are as under:

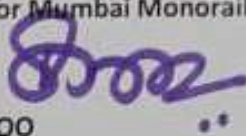
Particulars	Amt
Basic	15000
HRA	3600
Sp. Allowance	8900
<b>Gross Salary per month (A)</b>	<b>27500</b>
<b>Deductions</b>	
PF (12% of Basic)	1800
ESIC / Insurance (0.75 % of Gross)	206
P Tax	200
<b>Total Deduction (PM)</b>	<b>2206</b>
<b>Net Take Home (PM)</b>	<b>25294</b>
<b>Employer Contribution</b>	
PF (13 % of Basic)	1950
ESIC / Insurance (3.25% of Gross)	894
<b>Total Employer Contribution PM (B)</b>	<b>2844</b>
<b>CTC per month (A + B)</b>	<b>30344</b>
<b>CTC per Annum</b>	<b>364128</b>

(Note: Employees should not disclose their salary details to anyone including their HODs. Any breach of this will lead to serious action.) The detailed appointment letter will be issued by the Agency soon.

Wishing you all the success!

For Mumbai Monorail – PIU

COO



Ref No: HR/VIACOM18/105306

23-Nov-20

**Akshay Shashikant Kamble**

Flat No 161, 4th Floor, 18 Sankalp Siddhi Building,  
P B Marg, Opp Panday Girls High School,  
Grant Road,  
Mumbai  
Maharashtra  
("You" or "Your" or "Employee")

**Sub: Appointment Letter**

Dear Akshay,

On behalf of **Viacom 18 Media Private Limited** ("Company"/"Viacom18"), we have the pleasure of offering you appointment with the Company on the following terms and conditions. All references to 'us', 'our', 'we' and similar derivatives shall mean the Company.

**1. Designation and Date of Commencement**

- 1.1. On the basis of your representations, you are hereby appointed and employed with the Company as **Executive - Sales Operations, AVOD** ("Title") with effect from **23-Nov-20** ("Joining Date"). Your employment with the Company shall start from the Joining Date and shall continue till: (i) the age of retirement as per clause 4.5 unless terminated earlier; or (ii) the date of termination in case of earlier termination as per clause 4.2.2 or clause 5 where applicable ("Term"). During the course of your employment with the Company, you hereby agree and undertake to comply with the terms and conditions of this Appointment Letter and the policies of the Company including but not limited to the 'Code of Business Conduct' and any other policies as the Company formulates during the Term and amendments thereof ("Company Policies"). You hereby acknowledge the receipt of a copy of the existing Company Policies, prior to the execution of this Appointment Letter.
- 1.2. You expressly undertake that during your employment with the Company, you shall not accept any other employment, undertake consulting, undertake freelance work, engage in self employment and/or render any professional service to any person and/or entity or the like.
- 1.3. You hereby agree to be present and join the Company in the role as set out in clause 1.1, with effect from the Joining Date.

**2. Location and Hours of work**

- 2.1. You will be primarily based at **Mumbai** and shall report to a supervisor or such other official of the Company as instructed or required by the Company from time to time. You may be required to travel for the purposes of your employment with the Company on the instructions of your supervisor or as required to fulfill your duties under this Appointment Letter.
- 2.2. You undertake and agree that during your employment with us, you may be transferred at any time from one section/department/unit/establishment to another, or from one location to another as may be required by the Company's management. Such transfer may be within India or abroad (in case of transfer to our group entity), at the sole discretion of the Company's management. Transfer may also involve transfer to another company in case of a merger, take-over or setting-up a subsidiary company, transfer of business or part of the business or other change of business, management or otherwise for restructuring.
- 2.3. The official working hours of the Company will be 9:30 am to 6:00 pm from Monday to Friday, including a one hour lunch break. Your attendance, etc. may be monitored in terms of the Company Policies. Any public holidays or other official holidays will be observed by you in terms of the Company Policies and intimation of the Company.

Company

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Employee

**Viacom18 Media Pvt. Ltd.** (A Viacom and Network18 Joint Venture)

Zion Bizworld, Subhash Road 'A', Vile Parle (E), Mumbai - 400 057. | T 91 22 4258 1818 | F 91 22 4258 1890 | www.viacom18.com | CIN-U92100MH1995PTC095508



### 3. Remuneration and Benefits

- 3.1. In consideration of complete and satisfactory provision of services to the Company, the Company shall pay you a fixed monthly salary as set out in Annexure-1 ("**Remuneration**"), during the Term. Payment of Remuneration shall be subject to deduction of applicable withholding taxes. Remuneration shall be inclusive of any and all indirect taxes. You confirm that except for Remuneration, no additional compensation, fee, costs, royalties, etc. whatsoever are payable by the Company to you, except as specifically provided in the Company Policies.
- 3.2. The Company may, at its sole discretion determine a variable amount (if any) that may be payable to you ("**Variable Compensation**"). Such Variable Compensation may be based on: (i) your overall job performance; and (ii) the performance of your Strategic Business Unit/Function; and (iii) the Company's performance in the previous financial year; and (iv) the Company Policies; and (v) your Joining Date. An approximate indication of the Variable Compensation is provided under Annexure-1. Payment of Variable Compensation shall be subject to deduction of applicable withholding and other taxes and shall be deemed inclusive of all and any indirect taxes. Nothing contained herein shall be construed as an obligation on the Company to pay you a Variable Compensation.
- 3.3. The Company will, subject to Company Policies and internal limits (basis the Employee's Band), endeavor to make reasonable arrangements for any travel and accommodation that you may need to undertake in performance of your duties as an employee of the Company, subject to approvals of your supervisor. In accordance with the Company Policies, the Company will reimburse any expenditure that you have reasonably incurred in performance of your duties for the business of the Company (provided the same has been previously approved by your supervisor), only upto actuals (only upto the limit permitted under the Company Policies) and subject to timely submission of authentic and complete supporting documents in accordance with the subsisting Company Policies.
- 3.4. All amounts paid or payable under this Appointment Letter shall be subject to deduction of applicable withholding and other taxes. Such deductions shall be on the basis of documents, declarations and proofs provided by you from time to time in terms of the Company Policies. All amounts paid under the Appointment Letter shall be deemed inclusive of any and all indirect taxes.
- 3.5. You undertake and represent that you will offer all amounts received from the Company under this Appointment Letter in your return of income, pay income tax thereon and undertake all the necessary compliance as per the provisions of the Income-Tax Act, 1961. You agree to indemnify the Company against any liability or costs the Company may incur in respect of this, including third party claims for damages.
- 3.6. Benefits
- 3.6.1. Mediclam, Accident Insurance and Life Insurance: You will be eligible for such mediclam, accident insurance and life insurance, as set out in Annexure-1 hereto in accordance with the Company Policies, as amended from time to time.
- 3.6.2. Gratuity: You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 and rules thereunder, as amended from time to time.
- 3.6.3. Other Benefits: You may be eligible to participate in any employee benefit programs of the Company that may be in effect from time to time, and as may be applicable to employees at your level/band/grade/designation. Participation in such employee benefit program shall be subject to the terms and conditions of such program and to Company Policies. Nothing herein shall be construed as an obligation on the Company to establish or maintain such employee benefit program and nothing contained herein shall prevent the Company from modifying, curtailing or terminating such employee benefit program once established.

### 4. Terms of Employment

- 4.1. For the purpose of your employment, the Company follows the period starting from April 1<sup>st</sup> of a year to 31<sup>st</sup> March of the following year as the employment year ("**Employment Year**"). The Company may at its sole discretion change the period of its Employment Year and shall intimate you of the same.

\_\_\_\_\_  
Company

Page 2 of 10

\_\_\_\_\_  
Employee

Viacom18 Media Pvt. Ltd. (A Viacom and Network18 Joint Venture)

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#### 4.2. Probation and Confirmation

- 4.2.1. You shall observe a probation period of 6 (six) months from your Joining Date ("**Probation Period**"). In the event your performance during the Probation Period is not satisfactory, your supervisor reserves the right to extend your Probation Period upto a maximum of 3 (three) months from the end date of the Probation Period ("**Extended Probation Period**").
- 4.2.2. Pursuant to your supervisor's evaluation of your performance at the end of your Probation Period or the Extended Probation Period (as the case may be), your employment may or may not be confirmed by the Company. In case the results of your supervisor's evaluation are satisfactory, you may be confirmed in terms of the Company Policies, and from the date of confirmation in the Company's records ("**Confirmation Date**") you shall be a *confirmed* employee of the Company ("**Confirmed Employee**"). Confirmation of employment shall not entail any increase/change in Remuneration. However, in case, as per the results of your supervisor's evaluation, your performance is not satisfactory, the Company shall, at its sole discretion, have the right to forthwith terminate your employment with the Company with immediate effect.

#### 4.3. Leave

- 4.3.1. You agree and understand that any leave shall be subject to your supervisor's prior written approval.

Employees joining the Company after the start of the Employment Year will be eligible to leave entitlements on a pro-rata basis. Any and all unutilized leave will lapse at the end of the Employment Year or as determined by the Company, without any further liability of the Company to you. You will not be entitled to any payment from the Company for or in lieu of any unused leave entitlement.

- 4.3.2. Annual Leave and Sick Leave: You shall be entitled to annual leave and sick leave in terms of the prevailing Company Policy.
- 4.3.3. Other Leave: You shall be entitled to avail other leave ("**Other Leave**") as set out in prevailing leave policy of the Company as on the date of leave.
- 4.3.4. You understand and agree that you are not entitled to any other leave or absence from work. In the event of your absence you may be required to show cause and the Company may take such other action as it may deem fit in terms of this Appointment Letter and/or the Company Policies.

#### 4.4. Appraisals

Performance appraisals are undertaken not more than once a year in accordance with the Company Policy. Your eligibility for appraisals shall be based on the period of employment since Joining Date and Confirmation Date and the Employment Year followed by the Company.

Based on your Joining Date and Confirmation Date, you may be eligible for a pro-rated increase in Remuneration based on your job performance and Company's performance.

You acknowledge that only such employees who have commenced employment with the Company ("**Joining Date**") on or before 30<sup>th</sup> September or such other date as per the Company Policies applicable as on the Joining Date, and have been confirmed as Confirmed Employees as on 31<sup>st</sup> March of the following year, or such date as per Company Policies, may be eligible for appraisals. All ensuing benefits (if any) arising from such appraisal shall be applied on a pro-rata basis based on months/days of employment in the relevant Employment Year. Such pro-rata appraisal shall be based on: (a) their Joining Date; and (b) their job performance; and (c) Company's performance. Nothing contained in this clause restricts the right of the Company to change the period of its Employment Year and accordingly any dates specified herein.

Nothing contained in this clause shall be construed as an assurance by the Company and/or obligation on the Company to increase your Remuneration. In the event of any change in Remuneration, an addendum letter as provided by the Company amending and replacing Annexure-1 and any terms of this Appointment Letter shall be signed and executed by you.

\_\_\_\_\_  
Company

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Employee

#### 4.5. Retirement Age:

You will retire from the services of the Company on attaining the age of 58 (fifty-eight) years or such other age as set out in the prevalent Company Policies.

### 5. Termination

5.1. You acknowledge that your employment is subject to applicable law, and that neither the Company nor you may terminate employment at any time, except in accordance with the provisions of this Appointment Letter.

5.1.1. In the event you wish to discontinue your employment with the Company, you may do so only after giving a prior written notice ("**Employee Termination Notice**") to the Company i.e. Head of the Department (of the department which you are working for on the date of the Employee Termination Notice) of atleast: (a) 60 (sixty) calendar days in case you are a Confirmed Employee as on the date of the Employee Termination Notice; or (b) 30 (thirty) calendar days in case you are not a Confirmed Employee on such date ("**Notice Period**"). You further undertake to inform the Company in writing, on or before the date you tender the Company the Employee Termination Notice, if You are or You propose to, or are considering joining a Competing Business or starting a Competing Business or providing services competing with the Company, immediately after your employment or within a period of 6 (six) months after the date of termination thereof. You agree and understand that waiver of Notice Period shall not be permitted by the Company as in most cases the Company would suffer irreparable harm, significant injury and substantial damages that may be difficult to ascertain in monetary terms. No emails or letters shall waive the right of the Company to require You to serve the entire Notice Period. You agree and acknowledge that nothing contained herein allows a claim of waiver of your Notice Period or part thereof as a matter of right or precedent.

5.1.2. However, in exceptional cases after careful consideration, the Head of Department and the Head of Human Resources Department may, depending on your work profile and criticality of any pending transactions you are working on, at their sole discretion determine to waive only your Notice Period. For the sake of clarity, written approval of both Head of Department and Head of Human Resources Department (and not of either one) shall be required. You understand that in such case, you shall still be liable to pay the Company, without contest or demur, compensation which shall be equal to your Remuneration (Gross Pay) for the number of calendar days of your Notice Period that you have not served and the later shall not stand waived under any circumstances.

5.1.3. In certain circumstances, the Head of Department and the Head of Human Resources Department may, upon receipt of Employee Termination Notice, at their sole discretion determine to waive the requirement of your Notice Period, entirely or partly, irrespective of your willingness to serve the Notice Period. In the event of waiver of your Notice Period in terms of this sub-clause 5.1.3, the Company shall pay your Remuneration till the end of your Notice Period. It is however agreed between the Parties that you shall not be entitled to receive any other amounts, benefits or leave as set out in this Appointment Letter.

5.2. The Company shall have the right to terminate your employment with the Company without stating any reason whatsoever, by issuing a written notice ("**Company Termination Notice**") of: atleast 60 (sixty) calendar days in case you are a Confirmed Employee as on the date of the Company Termination Notice; or (ii) atleast 30 (thirty) calendar days in case you are not a Confirmed Employee ("**Notice Period**"). In case the Company decides to relieve you at an earlier date, the Company shall pay your Remuneration (Gross Pay) till the end of your Notice Period.

5.3. Notwithstanding anything contained herein, the Company may forthwith terminate this Appointment Letter at any time during the term of your employment, without prior notice or any payment, for any one or more of the following reasons:

- (i) your misconduct or misbehavior (whether on-duty or off-duty) which is likely to bring the Company into disrepute or is likely to adversely affect the goodwill of the Company, in terms of the Company's internal policy; or
- (ii) sexual harassment of an employee (if proven in accordance with the Company's prevailing sexual harassment policy); or

\_\_\_\_\_  
Company

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\_\_\_\_\_  
Employee

**Viacom18 Media Pvt. Ltd.** (A Viacom and Network18 Joint Venture)

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- (iii) violation by you of the Code of Business Conduct of the Company and/or any Company Policies; or
- (iv) deliberate destruction of Company property or equipment owned and/or obtained on rent by the Company; or
- (v) breach of your representations, warranties, covenants and undertakings under this Appointment Letter.

In the event of termination of your employment for any reason under this clause 5.3, the Company shall not be liable to pay you any amounts whatsoever, including Remuneration for any period of employment for which payment is due. Without prejudice to its rights under law and/or equity and/or under this Appointment Letter, the Company additionally reserves its right to seek damages.

- 5.4. Unless otherwise instructed by the Company, You further undertake and agree that during the Notice Period, you shall continue to render your services to the best of your ability, ensure a smooth handover and diligently fulfill all obligations as you would, had your employment not been terminated. You understand that your access to the Company's Confidential Information may be restricted during your Notice Period.
- 5.5. On the last day of your employment or such earlier day as requested by the human resource team, you shall deliver to the Company all Company Confidential Information, property, equipment and materials (including correspondence, digital storage devices, tapes, drawings, notes, plans or other documents of whatsoever nature and all copies thereof) made or compiled or acquired by you during your employment hereunder. Viacom18 reserves the right to claim any monies from you in case of any damage to the Company's properties, equipment or materials and to deduct the same from any full and final amounts due to you from the Company. Further in the event such amounts due to you from the Company are not sufficient to cover the damages to the Company, the Company shall have further right to recover such amounts from you as per process of law.
- 5.6. In case of any disputes the final decision shall be that of the CEO of the Company.

## 6. Exclusivity

You agree and acknowledge that during the course of your employment with the Company, you will become familiar with the Company's Confidential Information (as defined hereinafter). You further agree and acknowledge that your services will be of special, unique and extraordinary value to the Company. Hence your services hereunder shall be exclusive to the Company during the tenure of your employment with the Company. You shall not directly or indirectly, yourself or through any third person own, manage, control, participate in, consult with, render services for or otherwise engage in any activity or business, including without limitation, any Competing Business (as defined hereinafter) or other businesses or professions or activities, whether or not in the same capacity as the Title.

For the purpose of this Appointment Letter "Competing Business" shall mean and include entities which are involved in any business and/or propose any business which competes directly or indirectly with the business of Viacom18, its parent, subsidiaries, affiliates, associates and group companies.

## 7. Non-Solicitation

### 7.1. Employees and Consultants:

You agree that, during your employment and for 1 (one) year thereafter, you shall not directly or indirectly:

- (i) solicit, induce and/or endeavour to entice away (whether on your account or for any other person or entity) any employee or consultant of the Company to terminate their relationship with the Company; and/or
- (ii) employ, recruit and/or engage (whether as principal, agent, employee, partner, consultant and/or otherwise), any person who is then and/or has been within 6 (six) months prior thereto, an employee or consultant of Viacom18, its parent, subsidiaries, affiliates, associates, group companies, etc.

\_\_\_\_\_  
Company

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Employee



**7.2. Customers & Business Opportunities:**

You agree that, during the Term and for 1 (one) year thereafter, you shall not directly or indirectly, for yourself or on behalf of any other person or entity, solicit or attempt to solicit:

- (i) any person or entity whose account was serviced by the Company; or
- (ii) any person or entity who is or has been a customer of the Company during the Term; or
- (iii) any person or entity the Company has targeted and contacted prior to end of the Term for the purpose of establishing a business relationship; or
- (iv) divert, entice, or otherwise take away from the Company the business or patronage of any customer, or attempt to do so; or
- (v) solicit or induce any customer to terminate or reduce its business relationship with the Company.

**8. Non-Compete**

You shall not render any service (directly or indirectly) whatsoever, with or without gain, to any third party. You agree and confirm that you shall not during your employment with the Company and for a period of 180 (one hundred and eighty) calendar days following the termination of your employment: (a) render and/or provide any services in any capacity for any Competing Business; and (b) nor shall you make investments (directly or indirectly) in any Competing Business.

**9. Remedies**


9.1. You agree that your position in the Company is of unique, special and extraordinary nature and of a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in any action at law and that a breach or threatened breach of this Appointment Letter by you shall cause the Company grave and irreparable injury and damages. The Company, in addition to any other remedies under this contract, law or equity, shall be entitled to injunctive and other equitable relief to prevent a breach or threatened breach of this Appointment Letter by you.

**10. Intellectual Property**

10.1. You acknowledge that your services under this employment shall be performed pursuant to the direction and the creative and business control of the Company.

10.2. You also agree and confirm that all services rendered by you in terms of your employment with the Company and all products of such services including without limitation all artistic, literary, dramatic, musical and any other materials developed, created and/or submitted by you, together with the results and proceeds of your services, in connection with and/or in the course of your employment herein ("**Material**") as an employee of the Company shall be work made in the course of your employment under a contract of service ("**Work-For-Hire**") that shall be exclusively owned by the Company throughout the world in perpetuity. Accordingly, you agree and confirm that the Company is and shall be the author and owner of all right, title and interest in and to the Material, including but not limited to all copyrights in the Material (and all renewals and extensions thereof), with the right to use, reproduce, copy, alter, change, edit, improve, adapt, create derivate works, translate, communicate to the public, license, sub-license, assign, sell, transfer, market, promote, exploit the Material commercially and/or non-commercially (in whole or in part) in any mode, media, format or manner (now existing or hereinafter developed) that the Company may at its sole discretion determine. Furthermore, you also agree and confirm that all rights over all the intellectual property of the Company both at present as well as in future shall exclusively vest with the Company as the sole and absolute owner of such intellectual property. You represent that all Material created by you shall be original and shall not infringe the intellectual property rights and/or privacy rights of another.

10.3. Without prejudice to the above, where the Company is not deemed to be the owner of any Material in terms of clause 10.2 above, all rights in the Material shall be assigned in favour of Viacom18 in perpetuity and throughout the world. Nothing contained in Section 19(4) of the Copyright Act, 1957 shall apply to the assignment granted herein. You further agree that notwithstanding the provisions of the Copyright Act, 1957 all assignments granted under this Appointment Letter shall not lapse or revert to you, even if Viacom18 does not exercise any of the rights under assignment within a period of 1 (one) year from the date of the assignment. Rights in the Material that cannot be assigned to Viacom18 in terms of this clause shall be exclusively licensed to Viacom18 in perpetuity and throughout the world. Rights in the Material that cannot be licensed to Viacom18 in terms of this clause shall be exclusively

  
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Company

waived by you in favour of Viacom18. Any goodwill accruing in relation to the Material shall solely inure to the benefit of Viacom18.

- 10.4. If you conceive any new and/or advanced method of improving process and/or formulae and/or systems in relation to the operations of the Company, you shall fully communicate such developments to the Company and the same shall remain the sole right and/or property of the Company. By signing this Appointment Letter, you assign to the Company, all intellectual property rights including all ownership rights and copyright and/or patent together with the exclusive right to develop, make, use, sell, license, and/or otherwise benefit from any inventions, discoveries, processes and improvements made by you during your employment with the Company, and agree to execute any further document that is necessary and/or desirable to give full effect to your obligation herein.
- 10.5. You expressly agree that you shall without fail, assign and transfer to the Company, all your right, title and interest in and to any and all inventions, works of authorship, development, concepts, improvements, designs, discoveries, ideas, trademarks and/or trade secrets, whether or not registerable under copyright or other laws, which may be solely and/or jointly conceived and/or developed and/or reduced to practice, and/or cause to be conceived and/or developed and/or reduced to practice, during your period of employment with the Company.
- 10.6. You agree and confirm that you shall without fail and without any fee and/or compensation, render all assistance to the Company, both during your employment with the Company and thereafter which assistance includes all documentation execution assistance. You also agree and confirm that you shall not indulge in any act, which may jeopardize the interest of the Company in any manner whatsoever, either during the Term of your employment or thereafter.
- 10.7. It is expressly understood and agreed that all proprietary right, title, interest and control in Viacom18's names, logo, trademarks and service marks (collectively, the "Marks") and content owned by Viacom18 shall at all times be solely owned by Viacom18. You shall at no time claim or attempt to obtain ownership of the Marks, or register anywhere in the world any names, marks, brands, logos or other materials identical or confusingly similar to any of the Marks or otherwise in such manner as to cause any likelihood of confusion as to Viacom18's sole and exclusive ownership of the Marks.

## 11. Confidentiality

- 11.1. During your employment with the Company and at all times thereafter, you undertake and confirm that all Confidential Information (as defined hereinafter) disclosed to you and/or to which you have gained access to, during the performance of your services herein, and/or any materials, data or information developed by you, shall be maintained as strictly confidential; and shall not be used, reproduced, disclosed and/or made available to any other party without the prior written approval of the Company (which the Company shall be under no obligation to grant).
- 11.2. For the purpose of this clause "Confidential Information" shall mean and include any and all confidential and/or proprietary information of the Company, its parent, subsidiaries, affiliates, associates, group companies, etc. (whether made available in written, verbal, machine recognizable, graphic, sample or electronic form) and shall include without limitation, commercial, technical or financial information, trade secrets, know-how, intellectual property rights, patent and ancillary information and other proprietary information, content, audios, videos, audio-visual content, files, articles, literature, writings, documents, manuals, images, illustrations, drawings, photographs, sketches, models, designs, analysis, compilations, studies, research, reviews, investigations, notes, business plans, business and accounting practices and records, business methods, market research, database, business tools, customer/client lists and data, advertiser/advertising agencies lists and data, advertisement deals, advertisement platforms, media (planning and buying) plans, rates, ideas, concepts, information relating to television channels, raw and final content, software, applications, source codes, object codes, websites, website statistics, website traffic details, marketing campaigns, domain names, business processes, computer programs, processes, procedures, presentations, discussions, dialogues, scripts, creatives, design, technology, marketing, commercial knowledge, revenues (accrued and/or predicted), event or program formats, historical channel ratings & information on upcoming show/events along with their detailed concepts and characters, strategies, terms and conditions of this Appointment Letter (including Remuneration details), personnel/employee information, third party confidential information, information learned through inspection of a property, information communicated or obtained through discussion, documents, negotiation, meetings, etc., any information or materials to which you gain access, directly and/or indirectly, regardless of the form, format, mode or media.

\_\_\_\_\_  
Company

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\_\_\_\_\_  
Employee

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**12. Code of Business Conduct**

- 12.1. You shall at all times comply with the Company's 'Code of Business Conduct' and all Company Policies, as in effect on every day during your employment, in letter and spirit. 'Code of Business Conduct' and all Company Policies, as amended from time to time shall be deemed to be a part of this Appointment Letter. You further agree and undertake to avoid any and all conflicts between what is in the best interests of Viacom18 and your own personal relationships or interests at all times and to make disclosures of all such conflicts as well in terms of the Code of Business Conduct.
- 12.2. You further undertake to adhere to ethical practices while performing your obligations or exercising your rights etc. under this Appointment Letter and otherwise while dealing with Viacom18. You shall ensure that you do not pay, offer or promise to pay, or authorise any payment of any bribes, monies or anything of value, directly or indirectly to any government officials or employee or any political party or any candidate for political office or employee of a private party or indulge in any corrupt practices. You further undertake that you shall conduct yourself in a manner consistent with the intent and goals (to the extent applicable) of the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transaction, 37 ILM 1 of 15 February 1999, United States' Foreign Corrupt Practices Act and any other Indian law including Indian Penal Code, 1860 and Prevention of Corruption Act, 1988. In the event of breach of this clause Viacom18 shall have the right to terminate this Appointment Letter and your employment with the Company in accordance with the provisions herein.

**13. Background Screening**

- 13.1. You further agree and acknowledge that background screening (if any) undertaken by the Company and/or the Company's service provider(s) prior to your appointment with the Company was pursuant to your express consent.
- 13.2. You further agree to the Company conducting academic and professional reference checks for verification of any data/information disclosed by you to the Company. Such reference checks may include without limitation a police verification of any criminal record to ensure there is no criminal history. You understand that the Company may, at its sole discretion and at any time (including during your employment with the Company) conduct a reference check, either itself or through its service providers. You confirm that in case of the Company receiving an adverse report, your employment with the Company may be terminated in accordance with the provisions herein.
- 13.3. Further, this shall be without prejudice to the representations made by you and that you understand and agree that your employment with the Company is based on your representations.

**14. Representations, Warranties, Covenants & Undertakings**

14.1. You represent, undertake and warrant to the Company that:

- (i) You are under no contractual or other restriction or obligation which is inconsistent with the execution of Appointment Letter and the performance of your duties during the course of your employment;
- (ii) You are not a party to or bound by any employment agreement, non-compete agreement or confidentiality agreement with any other person or entity;
- (iii) You have consulted with an independent legal counsel regarding your rights and obligations under this Appointment Letter and that you fully understand the terms and conditions contained herein;
- (iv) You are medically fit to fulfill your duties during the course of your employment;
- (v) There are no subsisting agreements, arrangements, deals, obligations to which you are bound in your individual capacity (including without limitation any agreements, deals, arrangements etc. with any competing broadcasters or studios), that in any manner conflict with your duties as an employee of Viacom18;
- (vi) You do not have any financial, management or other interest (as an employee, director or otherwise) in any other entity that in any manner conflicts with your duties as an employee of Viacom18 and/or otherwise conflicts with the Code of Business Conduct;


  
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 Company

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 Employee

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- (vii) Any information and documents provided by you in any application forms, emails, interviews etc. are true, complete and that nothing material has been concealed; and
- (viii) You have gone through the Code of Business Conduct, the present Company Policies and that you agree that you can and undertake to comply with the same in letter and spirit.

14.2. You hereby undertake:

- (i) to protect and preserve all Company property, materials and equipment and to utilize the same with due care and prudence only for official purpose;
- (ii) not to use Company property, materials and equipment for personal use;
- (iii) to disclose in writing to the Company any personal, business and/or other relationship that could potentially affect your business judgment as an employee of the Company;
- (iv) that you shall not arrange and/or facilitate any business transactions between the Company and any other entity and/or between the Company and any of your immediate family members and relatives.

#### 15. Medical Examination

As directed by the Company from time to time, you agree to undergo a medical examination for ascertaining your physical and psychometric fitness. Such medical test may be conducted by the Company through its service providers and you hereby grant the Company the right to receive the reports of your medical examination. You confirm that in case of the Company receiving an adverse medical report, your employment with the Company may be terminated in accordance with the provisions herein.

#### 16. Personal Information

The personal information you provide to the Company in connection with your recruitment and employment will be used for the purpose of administering your employment with the Company. The Company may disclose this information, either during the Term of your employment or thereafter, to other parties authorized by law to receive it or other parties as required to render certain services during the Term of your employment. You have the right to access and correct personal data the Company has, which relates to you. Any request for personal data access and/or correction should be addressed to the Human Resources Department of the Company.

#### 17. Miscellaneous

- 17.1. This Appointment Letter is a legally binding agreement and the legal relations between the parties hereto shall be governed by and construed in accordance with the laws of India, and the parties hereby submit all disputes or any action any party desires to commence, arising out of or in connection with this Appointment Letter or any breach or alleged breach of any provision hereof, to the exclusive jurisdiction of the Courts in Mumbai.
- 17.2. No failure or delay on part of the Company in respect of the exercise of any right, privilege or remedy provided under this Appointment Letter shall operate as a waiver of such right, power, privilege or remedy, or as a waiver of any preceding or succeeding breach, nor shall any single or partial exercise of any right, power, privilege or remedy preclude the further exercise of any right, power, privilege or remedy provided in this Appointment Letter, all of which are several and cumulative, and are not exclusive of each other, or of any other rights or remedies otherwise available to the Company, either at law, or in equity.
- 17.3. This Appointment Letter shall be executed in two counterparts, each of which shall be identified as, and each of which shall be deemed to be an original, and which together, or individually, as the case may be, shall constitute one and the same Appointment Letter.
- 17.4. In the event that any provision hereof shall be held to be invalid or unenforceable due to any reason whatsoever, the said provision shall be modified to the extent necessary, and in any event, such invalidity or unenforceability shall have no effect upon the remaining provisions or terms and conditions hereof.
- 17.5. This Appointment Letter supersedes any prior agreement and communication between you and the Company whether written or verbal. The Parties agree that clauses in this Appointment Letter may be varied or updated only by a written agreement between the parties or on instructions of Viacom18.

Company

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Employee

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17.6. This Appointment Letter has been fully reviewed and negotiated by the parties hereto. Accordingly, in interpreting this Appointment Letter, no weight shall be placed upon which party hereto or its legal advisor drafted the provision being interpreted. The rule of contractual construction known as the 'Contra Proferentum' rule shall not apply to this Appointment Letter.

You understand and acknowledge that the Company's standard terms and conditions of employment may be updated from time to time. You further agree that every appraisal letter/increment letter shall form part of your Appointment Letter, unless otherwise specified in writing by the Company.

Please note that your appointment with the Company is subject to you being ascertained medically fit to fulfill all your duties as an employee of the Company and subject to the Company receiving satisfactory reports of any reference checks that the Company may conduct. If the above outlines your understanding of our employment relationship, please sign both copies of this Appointment Letter as your acceptance of the above mentioned terms and conditions, the Code of Business Conduct and all Company Policies. Welcome to VIACOM18!

Yours Sincerely,  
For Viacom 18 Media Private Limited

**Roshin Mascarenhas**  
**Head - Talent Acquisition, Human Resources**

I, Akshay Shashikant Kamble, declare that I have read and understand the conditions of employment detailed above and accept them fully. I have been advised of the right to seek independent advice in relation to the Appointment Letter, and have been allowed reasonable time to do so.

**Agreed and Accepted:**

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**Akshay Shashikant Kamble**

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Company

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Employee



CONFIDENTIAL INFORMATION		
Name :	Akshay Kamble	
Work Level :	E	
Band :	E	
Designation :	Executive	
Title :	Executive - Sales Operations, AVOD	
COMPENSATION STRUCTURE		
Components	Monthly (INR)	Annually (INR)
Basic	15,000	180,000
House Rent Allowance	7,500	90,000
Flexible Benefit Plan (FBP)*	7,950	95,400
<b>Fixed Pay (A)</b>	<b>30,450</b>	<b>365,400</b>
Employer's contribution to PF (B1)	1,800	21,600
<b>Gross Pay (A+B1)</b>	<b>32,250</b>	<b>387,000</b>
Variable Pay @ 10% of Total Pay **(C)		43,000
<b>Total Pay (A+B1+C)</b>		<b>430,000</b>
Retirement Benefits		
Gratuity	As per the Payment of Gratuity Act, 1972	
Employee Benefits		
		Sum Assured
Life Insurance Cover	70 times Monthly Basic Salary or Rs.25,00,000 whichever is higher	2,500,000
Personal Accident Insurance	70 times Monthly Basic Salary or Rs.25,00,000 whichever is higher	2,500,000
Mediclam***		500,000
Please Note:		
* FBP Amount is to be allocated for benefits by the employee on Joining and the benefits allocation can be revised in April/October each year. The FBP balance after allocation is paid as Special Allowance with monthly salary.		
** Variable Pay: Paid annually based on individual, business unit/function and company's performance.		
*** Mediclam: Total sum assured is Rs. 5,00,000/- & benefits are extended to employee, spouse, up to three children and parents.		

Accepted: \_\_\_\_\_  
**Akshay Shashikant Kamble**

**Viacom18 Media Pvt. Ltd.** (A Viacom and Network18 Joint Venture)

Zion Bizworld, Subhash Road 'A', Vile Parle (E), Mumbai - 400 057. | T 91 22 4258 1818 | F 91 22 4258 1890 | www.viacom18.com | CIN-U92100MH1995PTC095508.





Date: 1<sup>st</sup> August 2020

Mr. Devendra Singh,  
Mumbai

Dear Mr. Devendra Singh,

Sub: **Offer of Appointment for the Post of "Asst Manager "**

This has reference to your application and subsequent discussion with us, regarding the above position in our organization.

We are now pleased to offer you the position of "**Asst Manager**" in our organization based at "**Mumbai**". Your gross monthly salary will be Rs.22,000/- (Rupees Twenty Two Thousand Only). You would be required to join your duties on or before **1<sup>st</sup> August 2020 at Mumbai**.

On the date of your joining, you are requested to submit the following:

1. 4 copies of colored passport size photo graphs
2. Photo copies of Education & Experience Certificates.
3. Original relieving certificate /resignation acceptance letter from your last employer.
4. Proof of Blood Group.
5. Address & Photo ID Proof

We look forward to your joining our team for a long, successful and pleasant association. Please sign and return duplicate copy of this letter in token of your acceptance and confirm the date of your joining.

For **Country Club Hospitality & holidays Limited**,



Neha Sawade  
( Hr. Manager )

### COUNTRY CLUB HOSPITALITY & HOLIDAYS LIMITED

(Formerly known as Country Club (India) Limited)

Corporate Office : Country Club Kool, #6-3-1219, 4th & 5th Floor, Begumpet, Hyderabad -16, Ph: 040 6684 8888, Fax : 040 6636 0609  
Reg. Office : Amrutha Castle, 5-9-16, Saifabad, Secretariat, Hyderabad - 500 063. CIN NO. L70102AP1991PLC012714

### Offer Letter

Dear **Ms. Nivedeta Gatpelli**,

Congratulations on your Offer Letter.

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Trainee Business Analyst"**. You're joining date with our organization **will be on 30 Sep 2021 (Thursday)**.

Subject to your offer acceptance, your engagement shall be governed by the following terms and conditions:

1. You shall be paid emoluments of **Rs. 180,000 /-** per year (**Rupees One Lac Eighty Thousand Only**) as total annual cost to the company as per the table shown below. The total emoluments are structured according to taxation and other legal requirements. All statutory deductions will have to be borne by you.

**Kindly find below 2 Years CTC Slab.**

Sr. No	Period in Years	Annual CTC	Monthly CTC	P.T.	Gratuity	Security Deposit	Take Home
1.	0.00-1.00	1,80,000	15,000	200	746	500	13,554
2.	1.00-2.00	2,16,000	18,000	200	746	1000	16,054

**Bond Period 2 Years (Job Security)**

Our organization has a policy of merit increases that depend on performance on the job.

At the completion of one year your salary would be revised, based on your performance during the one year.

#### **Other Benefits**

1. Medical Insurance Policy from National Insurance.
2. Personal Accidental Policy from National Insurance.
3. 17 Public holidays in a year.
4. 12 Paid Leaves after confirmation and increases as the association with the company increases.
5. Celebrating all festivals - We don't miss a chance to party!!
6. Awards and recognition for all the star performers with attractive incentives
7. And many many more!!

#### **Time Details**

Working Days: Monday to Friday

Shift Timing: 09:30 am - 7:00 pm (We follow flexi-shift schedule and shift may change as per work demand)

2. Your period of probation shall be for 6 months commencing from the date of your joining. During the said period your work and conduct shall be subject to periodical review and may be directed for periodical test for assessment purposes. The said probation can be extended for a maximum period of six months if your work and performance are found to be unsatisfactory.
3. While on probation, you may be relieved from services at any time after giving seven days' notice or salary in lieu of notice. However, after confirmation you may be relieved from services after giving 90 days' notice or salary in lieu of notice. Simultaneously if you want to resign or relinquish the job before confirmation you have to give 90 days' notice and after confirmation, you have to give 90 days' notice or salary in lieu of notice as decided by the management.
4. You will devote your whole time attention to the establishment and will not engage in any other trade business or profession either paid or in honorary capacity.
5. You will particularly observe the following conditions:-  
You shall work honestly, faithfully and diligently.  
You shall attend to your work punctually and shall not absent yourself without sufficient cause.  
You shall not act in a manner prejudicial to the interest of the establishment.



6. You shall not undertake any examination or course of studies without prior permission in writing from the management.
7. Your appointment and continuation in employment shall always be subject to your being found medically fit. The management shall, if required may direct you for medical tests at any time during your employment. You may be asked to present yourself for such medical tests as per instructions given to you in this regard.
8. You understand the fact that HRMantra will invest its valuable time and money to train and impart knowledge in various processes of the HR & payroll domain to you especially during the initial 6 months. So you accept and undertake to stay with HRMantra for at least one year to square off the investments made in you.
9. You guarantee to be bound to strict confidentiality regarding all information, facts, figures, data, policies, strategies and business plans of the company and will not disclose names of any employees outside for any reference or other purpose and you will not join any group developing HR or payroll software for 2 year after leaving HRMantra and that you will not speak bad about HRMantra in any media forever. The company reserves the right to initiate legal action against you in case you are found in violation of this clause.
10. Based on requirements, you may be shifted to any global time zone (as HRMantra Clients or prospects could be located anywhere across the globe) for e.g. East Asian shift starting around 7am, or Indian shift starting around 10am or Middle East Shift starting around 1pm or European shift starting around 7pm or American shift starting around 10pm IST
11. You must fill up the time-sheets properly preferably at the end of the day so that all tasks done during the day are entered fully.
12. You should have a laptop with camera, smart-phone, Wi-Fi Connection.
13. Monthly internet reimbursement will be paid to you amount of 300/- Rs.

We take this opportunity to welcome you to our organization & wish that you should have a long and successful innings with us. It is only by working smarter, harder, faster, enthusiastically with a focused approach that we have come till here and want you to adopt the same principles for rapid career growth.

You are requested to report for duty on the mentioned date of joining above at 10:00 a.m. along with the following documents for verification and updating of our personal records and acceptance of the same as a part of our rules and regulations.

1. All educational self-attested Mark-sheets & certificates beginning with 10th Standard.
2. Experience/Relieving certificate or service certificate from your last employer/Present employer.
3. Proof of your current remuneration.
4. Two passport size photographs.
5. PAN card copy.
6. Address Proof.

This letter does not constitute your formal engagement. Only after you give the above documents and join the firm, we will issue an appointment letter whose acceptance by you will become our formal engagement. In accordance with the standard practice of the Company, we request you to treat the terms of this offer as confidential.

Yours sincerely,  
For HR MANTRA SOFTWARE PRIVATE LIMITED

Rakesh  
Lakherram  
Nishad

Digitally signed by Rakesh Lakherram Nishad  
DN: c=IN, o=Personal,  
2.5.4.20=7a080058ca595d54094783574b35e6  
b6b41a978c6a6c591be040c32ffef666,  
postalCode=400091, st=Maharashtra,  
serialNumber=6e9e3a7361e6da21c968009172  
144f2bc9a2278e2655791c592b194fcc19a6,  
cn=Rakesh Lakherram Nishad  
Date: 2021.09.28 15:39:23 +05'30'

**Mr. Rakesh Lakherram Nishad**  
**Sr. HR Executive**

**HRMantra Software Pvt. Ltd.**

65-70, ground floor, Kesar Residency, Behind Bhagwati Hotel, Charkop Market, Kandivali (West),  
Mumbai-400 067, India | www.hrmantra.com

**24<sup>th</sup> November 2021**

**Mr. Gopi Tathi  
D/104, Parth Complex  
Shirgaon, Badlapur (East),  
Pincode – 421503**

**Dear Gopi,**

With the reference to the interview you had with us, we are pleased to offer you the position of **Sr. Customer Support Engineer (E4)**

As agreed, you will join the Company's services on or before **01<sup>st</sup> December 2021**. However, Organization reserves it's right to postpone the said date of joining to any other future date at the sole discretion of the organization without assigning any reason thereof.

The detailed Appointment Letter will be issued to you on your joining the Organization.

During background verification process if the documents gets rejected then this offer will be revoked.

Kindly sign the duplicate copy of this offer letter as a token of your acceptance to our offer.

It is pertinent to note that in the event if you fail to join your duties within 07 days from the date of offer, you are liable to pay a sum equivalent to 20% of your yearly salary as compensation to the company considering the expenses incurred by the company towards recruitment process.

Acknowledge resignation should be submitted within 5 days of the offer letter given or else will be revoked.

Thanking you,

Yours faithfully,  
**For LAUREN INFORMATION TECHNOLOGIES PVT.LTD.**

Digitally Signed By:

*Kausar Khatri*

**Kausar Khatri  
Vice President – HR**

I Accept the above

\_\_\_\_\_  
**Gopi Tathi**

## Offer of Appointment

December 05, 2022

**Mr. Rahul Tukaram Ghuge**

**R1/618, 6th Floor, Jijamata Nagar CHS, Ramchandra Nagar, Kamgar Hospital Road,  
Behind Dev Ashok Tower, Thane West, Thane, 400604**

Dear Mr. Rahul Tukaram Ghuge,

### **Offer Letter for Joining as Customer Service Officer -LIA**

As per the personal interview and discussion we had with you, we are glad to offer you to join **Utkarsh Small Finance Bank** as **Customer Service Officer -LIA** in the grade of **Executive**. The Initial posting would be at **Mumbai Zone**. The allocation of work and place of posting shall change on the basis of organisational requirement from time to time.

Your employment with the company shall:

- commence from the date of your joining the company.
- be confirmed after the successful completion of minimum 6 months' Probation Period.
- be subject to positive reference check (s) and
- be subject to suitable relieving letter / no dues certificate / NOC from your previous employer (s).

The total CTC (all-inclusive but excluding annual performance bonus) will be **₹21000/-** per month (**₹ 252000/-** per annum). The breakup of CTC is as per Annexure I.

Other Benefits (as per the extant policy of the company) would be as follows:

- Leave and Leave Encashment
- Medical Insurance
- Term Insurance

The offer is valid till **January 04, 2023**, post which the same shall automatically stand withdrawn.



**Name- Mr. Rahul Tukaram Ghuge**

**Grade- Executive**

**JOINING FORMALITIES**

The following documents will be required to complete your joining formalities at the time of joining the company:

- Five (5) recent passport size white background colour photographs.
- Three (3) self-attested photo copies of:
  - Identity Proof \* ^
  - Residence Proof \* ^
  - All educational certificates and mark sheets (10<sup>th</sup> / Matriculation onwards). \*
- Original last three (3) months' salary slip.
- Self-attested photo copy of relieving letter from previous employer. \*
- Form 16 of current Financial Year for tax calculation, if any. \*
- Cancelled Cheque.

**\* Original copy to be produced for verification of self - attested photo copies.**

**^ PAN & Aadhaar Card required.**

Please note for cases, if any of the above documents are not presented / submitted at the time of joining, the joining process will not be completed and may be delayed.

The Appointment Letter shall be issued on your joining the company.

You may send your consent for joining immediately, along with your date of joining by signing this offer letter and emailing / courier the scan copy.

Please feel free to contact for any clarifications.

**Best Regards**

**For UTKARSH SMALL FINANCE BANK Ltd.**

**Zonal Manager- HR & Training**

company by \_\_\_\_\_

Received and accepted(Candidate). I will be joining the

**Signature:**

**Date:**

**Name:**

**Registered & Corporate Office:**

Utkarsh Tower, NH - 31 (Airport Road) Sehmalpur, Kazi Sarai, Harhua Varanasi - Uttar Pradesh 221105

CIN: U165992UP2016PLC082804 | Tel: 0542-6605555 | Website: www.utkarsh.bank



Name- Mr. Rahul Tukaram Ghuge

Grade- Executive

**Annexure I:**

<b>Salary Component</b>	<b>Rs. Per Annum</b>	<b>Rs. Per Month</b>
Basic Pay	141960	11830
Statutory Bonus	18000	1500
Other Allowance	39612	3301
Graduation Allowance	24000	2000
<b>Gross Salary</b>	<b>223572</b>	<b>18631</b>
Employer Providentfund	21600	1800
Employer Gratuity	6828	569
<b>CTC</b>	<b>252000</b>	<b>21000</b>

“Please note that the break-up of salary structure may be reviewed and there may be change in the components. However, it will be ensured that there is no negative impact on the overall CTC” at the time of joining.

\*\*\*This is system generated letter and does not require any signature\*\*\*



November 25, 2022

**CERTIFICATE OF EXPERIENCE**

**To whomsoever it may concern:**

This is to certify that Mr. Sanchit Chauhan was employed with BC Web Wise Pvt. Ltd, as Account Director - Business Development from January 04, 2021 to October 31, 2022. During his tenure, his conduct was found to be satisfactory.

We wish him all the very best for his future endeavors.

A handwritten signature in blue ink is shown on the left. To its right is a circular blue ink stamp containing the text "BC WEB WISE PVT. LTD." around the perimeter and a small star at the bottom.

For BC Web Wise Pvt. Ltd.

Monica Pereira

Sr. HR Controller

BC Web Wise Pvt. Ltd.

Registered office : Bandra Ursula CHS, Flat No - 2, Bldg No- 1, Rajaramwadi Patkar lane, Off: Hill Road, Bandra West, Mumbai - 400050.

Administrative office : Flat No:4, 4th floor, The Jackers, 113, Carter Road, Bandra West, Mumbai, Maharashtra, 400050

093216 99422 // info@bcwebwise.com // www.bcwebwise.com

# Appointment Letter & HR Policies

Submitted by : Pace Infotech (India) Pvt. Ltd.  
Our Ref : PACE/PR/134/2021-2022  
Submitted to : **Mr. Vikas Sharma**  
Date : June 30, 2021

Information contained within this document is strictly confidential & proprietary to Pace Infotech. This document is released from Marketing Department's workstation. All enquiries regarding this manual should be directed to the aforesaid representative responsible for the administration. No part of this document may be reproduced in any form without the prior written authorization from Pace Infotech (India) Pvt. Limited

**Pace Infotech (India) Pvt .Ltd.**

OUR REF : PACE/PR/134/2021-2022

June 30, 2021

To,

**Mr. Vikas Sharma**

Greetings from PACE Infotech (I) Pvt Ltd.

This has reference to your application and the subsequent personal interview held in our office, we are pleased to offer you **Technical Associate** in our organization.

We wish you a successful and rewarding career at Pace Infotech (India) Pvt. Ltd.

Congratulations and welcome to the Pace Infotech family.

Regards,

Pasad Kshirsagar.  
Director.

---

**Pace Infotech (India) Pvt .Ltd.**



**Mr. Vikas Sharma**

Sai baba Committee Near Mosambi Tabela Datta Mandir  
Road Vakola Pipe Line Santacruz [East} Mumbai- 400055  
Mail: sharmajisoul@gmail.com  
Mobile No.: +91- 9768081110

**Sub: Appointment Letter**

Dear **Mr. Vikas Sharma**

With reference to the interview held in our Office Premises, we are pleased to offer you an appointment in our organization as a you **Technical Associate.**

Probation: - You will be on probation for period of Six Month from the date of joining. The probation period can be extended or shortened at the sole discretion of the Management.

At the end of the probation period or any extension thereof, you will be confirmed in the services of the organization in writing, provided your work & progress are satisfactory in the opinion of all concerned. Till such time confirmation letter is issued, you will continue to be on probation.

During the period of probation or any extension thereof, either party is free to terminate this arrangement without notice and/or without assigning any reason.

During the probation, you will be not entitled for any paid leave.

Your joining date has been finalized not later than **July 01, 2021**, and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.

**Pace Infotech (India) Pvt .Ltd.**

Salary: Your Consolidate **Cost to Company will be Rs. 4,27,800 P.A.** Please note that the profession tax will be deducted accordingly.

**DESIGNATION : Technical Associate.**  
**Yearly Breakup**

Sr.No.	Particulars	Amount in Rs. Per Month
	Basic Pay	2,12,875
	House Rent Allowance	1,70,300
	Conveyance Allowance	800
	Medical Reimbursement	1,250
	LTA	42,575
FIX CTC		4,27,800
*** Variable Pay		
<b>Total CTC</b>		<b>4,27,800</b>

Working Hours and working timings: Your working hours and working timings will be as decided by the Management from time to time However the Management reserves its right to modify or change the working hours and working timings as and when it will be deemed necessary as provided in service rules.

Termination: On Probation either party can terminate the appointment with one month's notice period mandatory or by paying one month's total monthly salary to either party. After confirmation two months' notice period mandatory

We welcome you to Pace Infotech (India) Pvt. Ltd., and look forward to a long and mutually beneficial association.

Prasad Kshirsagar  
Director

**Pace Infotech (India) Pvt .Ltd.**

If you do accept this offer, please sign the duplicate as an acknowledgement of acceptance and hand it back to our organization. Also mention the date of joining.

Thanking you

For Pace Infotech (India) Pvt. Ltd

Accepted by

Name: **Mr. Vikas Sharma**

Signature:

Prasad S. Kshirsagar

Date: 30/06/21

Place: Mumbai

Date: 30/06/21

Place: Mumbai

---

**Pace Infotech (India) Pvt .Ltd.**

## **ANNEXURE**

We are detailing below some of the significant terms of employment and employment policies that will apply to you at Pace Infotech (India) Pvt. Ltd. Pace Infotech (India) Pvt. Ltd, in the interest of employees, reserves the right to bring about any change in the terms of employment. However, the same shall be communicated to you from time to time through office circulars/notices, etc. for your understanding and confirmation.

### **Period of Employment**

- The employment offered under this agreement shall be valid until either party terminates it by giving to the other party the number of days of prior notice specified in the offer letter. Such notice may be given at any time during the course of employment. You are employed by Pace Infotech "at will" and not for any specific term.
- Pace Infotech reserves the right, at its sole discretion, to terminate your employment without providing the required period of notice, by paying salary in lieu of notice.
- Where you notify Pace Infotech of your voluntary termination, Pace Infotech reserves the right to accept your resignation with immediate effect, or at any time during the notice period. You shall not be entitled to any salary or any benefits after the effective date from which such resignation is accepted by Pace Infotech.
- In the event you do not provide the required period of notice before voluntarily terminating your employment, Pace Infotech may assess damages against you to reimburse Pace Infotech for the damages associated with having to prematurely transition your duties to another person and train another person. Such damages shall be equal to the amount of your basic salary for the number of days of required notice that you did not provide. Pace Infotech will be entitled to offset any such damages against any amounts owed to you at the time of termination, including payments of salary, accrued vacation or expense reimbursements.
- In case of breach of these Terms of Employment or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Pace Infotech's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Pace Infotech may terminate your employment without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

### **Company Property and Confidentiality**

- Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.
- During your employment with Pace Infotech, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Pace Infotech any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Pace Infotech or any of our existing or prospective clients
- Pace Infotech may conduct background and reference checks regarding you prior to, or within a reasonable time following, the commencement of your employment. If pace Infotech becomes

### **Pace Infotech (India) Pvt .Ltd.**

aware, in good faith, of any reasonable concerns as a result of such background or reference checks, Pace Infotech shall have the right to revoke the employment offered to you, without any liability to Pace Infotech and without any requirement of prior notice or pay in lieu of notice.

- You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever during the continuation of his employment with the Company. The Employee also agrees and undertakes that he shall not accept, continue or engage in, whether directly or indirectly and whether on a part time or full time basis, any job, profession, business, service or vocation in a company, firm, sole proprietorship or other legal entity that is a direct or indirect competitor to the company

#### **Documents to be submitted on the Date of Joining**

1. Duplicate copy of the offer letter duly accepted (if not submitted already)
2. Photocopy of your latest educational certificate/degree
3. Personal information form dully filled.
4. Proofs of investments made in the current financial year / Form 16 / Tax computation sheet
5. Details of your Bank account for on-line transfer of salary.
6. Relieving letter from the company (if you were working earlier)
7. Two recent passport size photographs.
8. Any of the following documents as your 'proof of identity'
  - Valid Passport
  - Valid Driver's License
  - Voter's ID Card
  - Pan Card
  - Ration Card



# ALLIED GLOBTECH LLP

01<sup>st</sup> September 2021

## (PROBATIONARY APPOINTMENT)

To

**Ms. Ruchita Mahesh Koli**  
Room no-8, M.R.C.C Comp,  
Opp Cama hospital,  
Mahapalika Road,  
CSTM, Mumbai-400001

Dear Ms.Ruchita Koli,

Further to your application and the subsequent interview you had with us, we are pleased to appoint you as **TRAINEE CONSULTANT** or in such other capacity the management shall from time to time determine, on the following terms and conditions:

1. **SALARY:** The salary / Stipend (on CTC basis) will be paid to you as per the Annexure attached.

Your salary will be renewed periodically as per company policy. Your increments are not automatic and are subject to good conduct, effective performance and satisfactory working results during the period.

2. **PROBATION PERIOD:** You will be under probation for a period of 01 (One) year and it may be extended if considered necessary, depending upon your performance. Your services shall be confirmed upon satisfactory completion of the probation period and given in writing, otherwise to be considered as continuation of the probation.
3. **LEAVE:** You are eligible for 07 (Seven) days of Casual Leave and 12 (Twelve) days of Sick Leave every year. However, you are not eligible for any leave during your probation period. Upon confirmation of your services, you will be given Leave facility in a calendar year (1<sup>st</sup> January to 31<sup>st</sup> December). This will be governed by the rules of the company.
4. **RULES & REGULATIONS:** You will always abide by the rules and regulations in force you will always be alive to the sense of responsibility and confidence which the company has reposed in you and you will serve and promote the company's interest to the best of your ability and skill.
5. **OTHER WORK (S):** Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business and growth of the company. You are not allowed to take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or otherwise in any other trade or business during the employment with the company without permission in writing of the Managing Director of the Company.
6. **TRANSFERS:** One of the important conditions of your services is that you are liable to be transferred to any other department or establishment or branch of the company. In such cases, you will be governed by the terms and conditions of services as applicable at the new placement.



Page 1 of 4

You are also liable to be transferred to any of our On-site / Off site or On-shore / Off shore assignments, whether domestic or international and you shall be ready to take up the tasks assigned to you as and when required.

7. **PAST RECORD:** If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to removal from service without any notice.
8. **CONFIDENTIAL INFORMATION:** You shall not, during the continuance of your employment divulge or discuss to any person whatsoever or make any information or knowledge obtained by you during your employment as to the business affairs or methods of the company or any of its associates, affiliates, holding or subsidiary companies or as to any trade secret processes of the company or any of its associates, affiliate, holding or subsidiary companies, except in the rightful discharge of the services assigned to you by the company and you will not un-authorized remove any documents, plans, etc. from the company and you shall use your best endeavour to prevent any other person(s) from doing so.
9. **PROTECTION OF INTEREST:** If you conceive any new or advanced methods of improving processes, formulas or any such related matter into the operation of the company, such development will be fully communicated to the company and will be and remain the sole right / property of the company. You will however participate in the suggestion scheme of the company as and when such scheme is enforced.
10. **CUSTODIAN:** You will be responsible for the safe keeping and return, in good condition and order, of all property such as equipments, instruments, books, etc. which may be in your use, custody, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such other action, as we deem proper – in the event of your failure to account for such property to our satisfaction.
11. **WORKING HOURS:** You will be called upon to attend your duties as and when required, in any shift on holidays or Sundays, as may be scheduled in accordance with the needs of the organization. In view of your position, it may be necessary for you to attend to your duties at odd hours.
12. **NOTICE PERIOD:** The Company will be entitled to terminate this appointment any time after confirmation of services without assigning any reason either on giving one months notice or without notice on payment of one month salary in lieu of notice. You shall in the event of resignation give the company three month effective notice or on payment of three month's salary in lieu of the notice period. You are not allowed to avail any leave during the notice period.
13. **MINIMUM WORK COMMITMENT PERIOD:** Upon joining the company, you as an employee are provided with highly specialized training that considerably costs the company for an amount of Rs. 3 Lakhs and hence the company expects you to put in minimum work commitment for a period of 30 (Thirty) months from the date of Joining. In case the employee is willing to quit
14. **ON SEPARATION:** On acceptance of the separation notice, you will handover the company before you are relieved, all correspondence, specifications, formulas, books, documents, cost data,



market data, literature, drawings, algorithms, programs, magnetic media and effects or shall not make or retain any copies of these items.

As one of the most important terms and conditions of separation, you are not allowed to gain employment in any of our clients / customers / individuals or any entities with whom the company has engaged in business, for the next one year from the date of separation of this company.

15. **RETIREMENT:** The Retirement age is 58 years. Retention of your services beyond the age of super-annuation will be entirely at the discretion of the management.
16. **REPORTING:** You will be reporting to the **Head of Operations** of the company or any such designated Officer from time to time.
17. **JURISDICTION:** Any disputes arising out of and / or related to your employment with the company shall be subject to the jurisdiction of Navi Mumbai, Maharashtra.

You will keep the company informed of any change in your residential address or in your civil status.

The above terms and conditions are subject to company policy, which may be modified from time to time.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment. **Your Date Of Joining the service in this organization is 07-09-2021.**

Yours Sincerely,  
for Allied Globetech



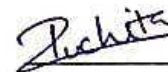
Tabassum Khan



I agree to accept employment on the Terms and Conditions mentioned in the above letter.

Date: 07-09-21

Signature: \_\_\_\_\_



Place: Mumbai

Full Name: \_\_\_\_\_

Ruchita Mahesh Koli





# ALLIED GLOBTECH LLP

27<sup>th</sup> October 2021

## (PROBATIONARY APPOINTMENT)

To  
**Mr. Mohammad Umair Malik,**  
**S/O Mohammad Khalid Malik**  
 Room No 51, 1<sup>st</sup> Floor,  
 17 – Kazi Ki Chawl,  
 3<sup>rd</sup> Ghelabai Street,  
 Near Bengali Masjid Madanpura,  
 Mumbai – 400008

Dear Mr. Umair Malik,

Further to your application and the subsequent interview you had with us, we are pleased to appoint you as **TRAINEE CONSULTANT** or in such other capacity the management shall from time to time determine, on the following terms and conditions:

1. **SALARY:** The salary / Stipend (on CTC basis) will be paid to you as per the Annexure attached.

Your salary will be renewed periodically as per company policy. Your increments are not automatic and are subject to good conduct, effective performance and satisfactory working results during the period.

2. **PROBATION PERIOD:** You will be under probation for a period of 01 (One) year and it may be extended if considered necessary, depending upon your performance. Your services shall be confirmed upon satisfactory completion of the probation period and given in writing, otherwise to be considered as continuation of the probation.
3. **LEAVE:** You are eligible for 07 (Seven) days of Casual Leave and 12 (Twelve) days of Sick Leave every year. However, you are not eligible for any leave during your probation period. Upon confirmation of your services, you will be given Leave facility in a calendar year (1<sup>st</sup> January to 31<sup>st</sup> December). This will be governed by the rules of the company.
4. **RULES & REGULATIONS:** You will always abide by the rules and regulations in force you will always be alive to the sense of responsibility and confidence which the company has reposed in you and you will serve and promote the company's interest to the best of your ability and skill.
5. **OTHER WORK (S):** Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business and growth of the company. You are not allowed to take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or otherwise in any other trade or business during the employment with the company without permission in writing of the Managing Director of the Company.



*Umair*

Page 1 of 4

6. **TRANSFERS:** One of the important conditions of your services is that you are liable to be transferred to any other department or establishment or branch of the company. In such cases, you will be governed by the terms and conditions of services as applicable at the new placement.

You are also liable to be transferred to any of our On-site / Off site or On-shore / Off shore assignments, whether domestic or international and you shall be ready to take up the tasks assigned to you as and when required.

7. **PAST RECORD:** If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to removal from service without any notice.

8. **CONFIDENTIAL INFORMATION:** You shall not, during the continuance of your employment divulge or discuss to any person whatsoever or make any information or knowledge obtained by you during your employment as to the business affairs or methods of the company or any of its associates, affiliates, holding or subsidiary companies or as to any trade secret processes of the company or any of its associates, affiliate, holding or subsidiary companies, except in the rightful discharge of the services assigned to you by the company and you will not un-authorized remove any documents, plans, etc. from the company and you shall use your best endeavour to prevent any other person(s) from doing so.

9. **PROTECTION OF INTEREST:** If you conceive any new or advanced methods of improving processes, formulas or any such related matter into the operation of the company, such development will be fully communicated to the company and will be and remain the sole right / property of the company. You will however participate in the suggestion scheme of the company as and when such scheme is enforced.

10. **CUSTODIAN:** You will be responsible for the safe keeping and return, in good condition and order, of all property such as equipments, instruments, books, etc. which may be in your use, custody, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such other action, as we deem proper – in the event of your failure to account for such property to our satisfaction.

11. **WORKING HOURS:** You will be called upon to attend your duties as and when required, in any shift on holidays or Sundays, as may be scheduled in accordance with the needs of the organization. In view of your position, it may be necessary for you to attend to your duties at odd hours.

12. **NOTICE PERIOD:** The Company will be entitled to terminate this appointment any time after confirmation of services without assigning any reason either on giving one months notice or without notice on payment of one month salary in lieu of notice. You shall in the event of resignation give the company three month effective notice or on payment of three month's salary in lieu of the notice period. You are not allowed to avail any leave during the notice period.

13. **MINIMUM WORK COMMITMENT PERIOD:** Upon joining the company, you as an employee are provided with highly specialized training that considerably costs the company for an amount of Rs. 3 Lakhs and hence the company expects you to put in minimum work commitment for a period of 30 (Thirty) months from the date of Joining. In case the employee is willing to quit



*J. Swain*

14. **ON SEPARATION:** On acceptance of the separation notice, you will handover the company before you are relieved, all correspondence, specifications, formulas, books, documents, cost data, market data, literature, drawings, algorithms, programs, magnetic media and effects or shall not make or retain any copies of these items.

As one of the most important terms and conditions of separation, you are not allowed to gain employment in any of our clients / customers / individuals or any entities with whom the company has engaged in business, for the next one year from the date of separation of this company.

15. **RETIREMENT:** The Retirement age is 58 years. Retention of your services beyond the age of super-annuation will be entirely at the discretion of the management.
16. **REPORTING:** You will be reporting to the **Head of Operations** of the company or any such designated Officer from time to time.
17. **JURISDICTION:** Any disputes arising out of and / or related to your employment with the company shall be subject to the jurisdiction of Navi Mumbai, Maharashtra.

You will keep the company informed of any change in your residential address or in your civil status.

The above terms and conditions are subject to company policy, which may be modified from time to time.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment. **Your Date Of Joining the service in this organization is 27-10-2021.**

Yours Sincerely,  
for Allied Globetech

Tabassum Khan



I agree to accept employment on the Terms and Conditions mentioned in the above letter.

Date: 27-10-21

Signature: \_\_\_\_\_

*Shuan*

Place: MUMBAI

Full Name: MOHAMMED UMAIR MALIK



22nd September, 2021

Mr. Sagar Dilip Shinde  
16144  
Room No. 8, Palkar Chawl,  
Dharavi Cross Road,  
Mumbai – 400017

### **LETTER OF APPOINTMENT**

Dear Sagar,

We are pleased to inform you that you have been appointed as **Youth Mentor** in **Magic Bus India Foundation** (hereinafter referred to as the “Company”) with effect from 2nd September, 2021 on the following terms and conditions and privileges applicable to all confirmed employees of the Company.

The nature of duties to be performed by you are mentioned in Annexure-‘1’ to this appointment letter.

The terms and conditions of your employment are as follows:

- I. Position: **Youth Mentor**
- II. Compensation and Benefits (per month):

<b>Salary Component</b>	<b>Per Month (Rs.)</b>
Basic	7,765
House Rent Allowance	3,883
Special Allowance	79
Employer PF Contribution	941
Employer ESI Contribution	382
<b>CTC</b>	<b>13,050</b>

- III. Gratuity: As applicable under the Gratuity Act.
- IV. Probation Period: Your appointment shall be initially on a probationary period of 6 months commencing from 2nd September, 2021. Unless otherwise agreed to by the Management of the Company your services shall come to an end on the expiry of the aforesaid probationary period unless we expressly confirm your employment with the Company in writing. Your confirmation shall depend upon your performance during the period of probation and your suitability for the job, of which the management of the Company shall be the sole judge.
- V. Notice Period: This appointment may be terminated by either party giving 1 month month notice in writing.
- VI. Headquarters: Mumbai

1

#### **MAGIC BUS INDIA FOUNDATION**

CIN: U91110MH2001NPL130853

Registered Office

3rd Floor, JK Textiles Building

Mehra Estate

Near Jaswanti Landmark, LBS Marg

Vikhroli (W), Mumbai 400 079

Tel.: +91 22 2579 4131 / 6243 4848

Fax: +91 22 6243 4823

info@magicbusindia.org

www.magicbus.org

Magic Bus Regional Offices India: Mumbai, Delhi, Hyderabad, Bangalore, Chennai, Kolkata

Magic Bus Centre For Learning & Development, Karjat, Maharashtra

Magic Bus UK - London, Magic Bus USA - New York, Magic Bus Singapore, Magic Bus Germany

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Magic Bus is the registered trademark of Magic Bus India Foundation, a non-profit organisation registered u/s 25 of Companies Act, 1956.



- VII. Place of Posting: Vikhroli - Mumbai Programme
- VIII. Reporting: You will report to Deputy General Manager - Program
- IX. During your employment with the Company, your services are transferable to any other location in India where the Company's projects are in progress without any other additional remuneration.
- X. You will be attending residential induction & program and need to travel to other regions or head/branch office periodically.
- XI. You will diligently and faithfully perform the services required of you and perform all duties entrusted to you in any department from time to time and will not, without the prior written sanction of the management of the Company, be interested or otherwise engaged directly or indirectly in any other business or service. You shall faithfully, efficiently, competently and diligently perform such duties and exercise such powers as may from time to time be assigned to or vested in you and shall obey all lawful directions given to you by or under the authority of the Company and use your best endeavors to protect and further the interests and reputation of the Company.
- XII. During the tenure of your service, you will not resort to any action, which according to the management of the Company is detrimental to the interest of the Company. The management of the Company will be within its rights to terminate your services forthwith if you are found to have committed the breach of this clause.
- XIII. You will observe the rules and regulations framed by the Company.
- XIV. On termination of your services, you will hand over the charge to your immediate superior. All property of, or relating to, the Company or its affiliates and partners in your possession, including the Company's records and all documents containing confidential or proprietary information of the Company, shall be surrendered by you to someone duly authorized by the Company upon the termination of your services.
- XV. You shall submit your residential address and telephone number where you can be contacted and keep the management informed about any change in your residential address or telephone number.
- XVI. You will keep confidential and not disclose, exploit or use for your own purpose, other than that of the Company, directly or indirectly, during or subsequent to your association with the Company, any information in relation to the affairs of the Company or any of its projects. Upon resignation/termination of your employment, you will promptly return, or (at the option of the Company) destroy, any Confidential Information to which the obligations of confidentiality in this clause apply.



- XVII. The Company shall have the right to recover from you all damages, the Company may have suffered due to any breach of the terms and conditions contained in this letter agreement and in exercising such right, the Company shall be entitled to set off any amounts whatsoever that may be due from time to time by the Company to you.
- XVIII. You agree and confirm that each and every discovery, invention, improvement, design and secret process and other intellectual property right made or discovered by you (whether alone or with any other person or persons) at any time whether before or after the date hereof but after you became engaged by the Services of the Company whether capable of being patented or registered or not in connection with or in any way affecting or relating to the services being provided to the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of Magic Bus India Foundation (the Company). If and whenever required to do so (whether during or after the termination of your employment) you shall at the expense of the Company apply or join in or appoint the Company as your agent with full powers for the purposes of applying for letters patent or other equivalent protection in India or any other part of the world for any such discovery, invention, improvement, design and secret process or intellectual property rights as aforesaid and execute all instruments and do all things necessary for vesting the said registration or protection when obtained and all right, title and interest to and in the same in the Company (or its nominees) absolutely and as sole beneficial owner.
- XIX. Dispute Resolution :
- a. Any dispute arising out of or in connection with your employment with the Company, including but not limited to any question regarding its existence, validity or termination, will be referred to and finally resolved by arbitration in accordance with the Arbitration and Conciliation Act, 1996, which rules are deemed to be incorporated by reference in this clause.
  - b. The seat, venue and place of the arbitration will be Mumbai.
  - c. The Tribunal will consist of an Arbitrator, appointed by both the parties with mutual Agreement.
  - d. The language of the Arbitration shall be English.
  - e. The law governing the said arbitration Agreement will be The Arbitration and Conciliation Act, 1996, and its subsequent amendments and/or re-enactments thereto.



- XX. This Letter of Appointment will be governed by and construed in accordance with Indian law and will be subject to the jurisdiction of the courts of Mumbai, India.
- XXI. During your employment, the management of the Company shall have the right and discretion to terminate your employment without giving any notice of wages in lieu hereof and without any further liability or consequence under the circumstances mentioned in the employee manual.

For Magic Bus India Foundation

Monika Bawa  
Chief Human Resources Office

I have read and agree to all the terms and conditions as stated in this Letter of Appointment and employee manual.

Sagar Dilip Shinde  
Name of Employee

Signature



Date: 10<sup>th</sup> June 2022

To,

**Mr. Khan Rahil Abdus Samad**

**Dear Khan Rahil Abdus Samad**

This is with reference to your application and the subsequent interviews that we had with you. We are pleased to offer you the position of **Associate**.

You have indicated that you are in a position to join us by **13-June-2022**. Failing to do this offer stands withdrawn.

There will be a 3 months probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the termination of your employment or your probationary period can be extended as deemed necessary.

The gross compensation we shall offer will be Rs. **15,100/-** per month on a cost to company basis as agreed mutually.

There will be the following deductions:

ESIC: 4% TO 6%

Professional Tax: Rs. 200

A formal appointment letter will be issued to you in due course; In the meanwhile, this may be treated as a confirmation of our discussion.

At the time of joining, you are requested to bring along original & photocopies of the following certificates and testimonials for our records.

1. Proof Of age & Identity (PAN Card / Passport/ Driving License / Aadhar Card)
2. Proof of address
3. Qualification certificates
4. Work experience letters
5. Last 3month's salary slips
6. Resignation Acceptance copy / Relieving Letter

Please note that post normalization, adhering to government regulations, we all would be required to work from our respective work locations.

In case you wish to discontinue, you will be required to serve a notice period of 30 days. Kindly sign a copy of this letter as confirmation of having understood and accepted the same.



We welcome you to ENFUSE SOLUTIONS PVT. LTD. and look forward to working closely with you.

For EnFuse Solutions Pvt. Ltd.  
Authorized Signatory

**(Imran Ansari)**



## Employee Confidentiality Agreement

This Agreement is effective when signed by and between EnFuse Solutions Private Limited (hereinafter referred to as the "Company"), a private limited company having its registered office at A-1503, Bonaventure Apts, RangnathKesar Road, BehindHonda Showroom, Dahisar(West),Mumbai 400068 and Mr. Khan Rahil Abdus Samad (hereinafter referred to as the "Employee"), S/O Mr. Abdus Samad Khan residing at 306/B RASHMI PLAZA 100FT ROAD NEAR DEWANMAN SHAMSHAN VASAI WEST - 401303. collectively referred to as the "Parties".

The Company has employed Mr. Khan Rahil Abdus Samad from the DATE OF JOINING (13-06-2022) and this agreement is intended to protect the confidential information disclosed by the Company in the course of employment to Mr. Khan Rahil Abdus Samad. In consideration of the remuneration paid by the Company, the receipt and adequacy of which is hereby acknowledged, the Employee here agrees as follows:

1. **Confidential Information:** The Parties agree that information disclosed orally or in writing or made available by the Company ("Company") to another Party ("Employee"), including, but not limited to, information acquired from employees; trade secrets; strategic plans; invention plans and disclosures; customer information; computer programs; software codes; databases; suppliers; software; distribution channels; marketing studies; intellectual property; information relating to process and products, designs, business plans, business opportunities, marketing plans, finances, research, development, know-how or personnel; confidential information originally received from third parties; information relating to any type of technology, and all other material whether written or oral, tangible or intangible, shall be deemed "Confidential Information". In addition, the existence and terms of this Agreement shall also be treated as Confidential Information. The parties agree that any Confidential Information disclosed prior to the execution of this Agreement during the course of employment was intended to be and shall be subject to the terms and conditions of this Agreement.
2. **Restrictions and Exceptions:** The Employee agrees to maintain the confidentiality of the Confidential Information and to prevent its unauthorized dissemination or use for a period of two (2) years from the date of last disclosure by the Company.
3. **Non-Disclosure:** The Employee expressly agrees that he/she shall not use Confidential Information provided by the Company in the development or delivery or for personal gain from providing any products or services for his/her own account or for the account of any third party. The Employee shall protect the Confidential Information by using the same degree of care, but no less than reasonable care, to prevent the unauthorized use, dissemination, or publication of the Confidential Information as the Employee uses to protect its own Confidential Information. The Employee shall limit its internal disclosure of the Confidential Information to only those employees and agents who have a need to know the information for the limited purpose of executing his/her job responsibility.
4. **Ownership of Confidential Information:** All Confidential Information, and all material items delivered by the Company to the Employee, remain the property of the Company and no license or other rights in the Confidential Information are granted to the Employee by this Agreement or by the act of disclosure.
5. **Return of materials and documents:** Upon the written request of the Company, the Employee shall return to it (or, at the request of the Company, erase or destroy) all materials that contain or embody any Confidential Information of the Company, including but not limited to all computer programs, documentation, financial statement, forms, notes, plans, drawings, customer information and copies thereof. Return or destruction of such material shall not relieve the Employee of its obligations of confidentiality. Upon the request of the Company, the Employee will certify that it has complied with the provisions of this paragraph.
6. **Non-Circumvention:** The Employee agrees to not circumvent the Company and work with business associates, clients, and other third-party vendors introduced by the Company. This non circumvention provision shall expire at the end of two (2) years from the termination of this Agreement.
7. **Non-Solicitation:** For a period of two (2) years after the termination of this Agreement, the Employee agrees that he/she will not solicit for work, provide service or advice or assist others with the opportunity to do the same, any Client Of any the Company.

8. **No Tampering:** While Employee is employed by the Company and for two years following the termination of Employee's employment with the Company, the Employee shall not (a) request, induce or attempt to influence any supplier of goods or services to the Company to curtail or cancel any business they may transact with the Company; (b) request, induce or attempt to influence any customers of the Company that have done business with or potential customers which have been in contact with the Company to curtail or cancel any business they may transact with the Company; or (c) request, induce or attempt to influence any employee of the Company to terminate his or her employment with the Company.

9. **Remedy:** The Employee hereby acknowledges that unauthorized disclosure or use of Confidential Information or a breach of this Agreement is a fraud perpetrated on the Company, which could cause significant and irreparable financial harm. Accordingly, the Employee agrees that the Company shall have the right to seek and obtain injunctive relief from breaches of this Agreement in addition to any monetary damages in excess of Rs.10 lakh per each instance of breach of agreement, other rights, and remedies it may have from a court of competent jurisdiction.

10. **Termination:** This Agreement Shall survive and remain in effect and expressly terminated in writing and signed by all Parties, or until two (2) years from the date of termination of employment between the Company and the Employee. 11.

**General:** This Agreement contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter contained herein. The provisions of this Agreement may be waived, altered, amended, or repealed, in whole or in part, only upon the written consent of all parties. The waiver of any party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach thereof. This Agreement constitutes the product of negotiations of the parties hereto and any enforcement hereof will be interpreted in a neutral manner and not more strongly against any party based upon the source of the draftsmanship of this Agreement. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall continue to be fully effective.

The Employee acknowledges that the Company shall or may, in reliance on this agreement, provide the Employee access to trade secrets, customers, and other confidential data and goodwill. Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose the same to any third party.

Date: 10/06/2022

Place: Mumbai

EmployeeName: **Khan Rahil Abdus Samad**

for EnFuse Solutions Pvt

**Authorized Signatory**

**Imran Ansari**

**DIRECTOR**

**ENFUSE SOLUTIONS PRIVATE LIMITED**

October 31, 2022

**Sahil Dudwadkar**  
4/303, bhudargad chs ,  
Gandhi nagar, worli,  
Mumbai - 400018

### Letter of Appointment

Dear Mr. Sahil Dudwadkar,

We are pleased to appoint you in our organization as **Junior Jboss Administrator** at our **Mumbai** from **November 1, 2022**. Your Employee Code is **UNOTECH415**

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.


Yours truly,


For **Unotech Software Pvt. Ltd.**



**Authorized Signatory**

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 **Communication Address**  
4B/105, WeWork Spectrum Tower,  
Chincholi Bunder Rd, Mindspace,  
Malad West, Mumbai - 400 064

 **Registered Address**  
A-306, Spring Leaf 5 CHS Ltd.,  
Khandwala Township, Akruhi Road,  
Kandivali East, Mumbai – 400 101

**CIN: U72300MH2011PTC219529**

 1800123365365

 [www.unotechsoft.com](http://www.unotechsoft.com)

Date: 1<sup>st</sup> April 2023

To,

Mr. Kuldeep Kumar Basantlal Kanojiya,  
R 62, F, GRD, W P  
Saibaba Nagar Hutments  
Saatrasta, Dhobhighat  
Maharashtra – 400011  
Cell # 9867612744  
Email # kuldeepkano93@gmail.com

Dear Mr. Kuldeep Kanojiya,

**Subject: Letter of Appointment**

With reference to your application and the subsequent interviews you have had with us, we are pleased to appoint you as "Admin Officer" with effect from **1<sup>st</sup> April 2023**, on the following terms and conditions.

**SALARY**

Salary and allowances applicable to you is as per "Annexure – I".

**LEAVE**

You will be entitled to leave as per the provision of Company's policy, which is 21 Days in a calendar year after confirmation.

**TRANSFER**

Your service is liable to be transferred to any place in India as per the business exigencies / requirement of organization with or without change in remuneration.

**WORKING HOURS**

Your working hours will be as per the requirement of the organization. You agree and consent that the Company may require you (without additional remuneration) to carry out different or additional duties (including holding any office in the Company, its subsidiaries and associate companies) consistent with your status and position in the Company.

**PROBATION**

You shall be on probation for a period of 6 month(s). After successful completion of probation, your appointment shall be confirmed, in writing, by the management. The management reserves the right to extend your probation period or terminate your services without notice in case your performance is not satisfactory. Non-confirmation of appointment will be deemed to mean extension of probation period. In case of resignation during probation period two months' notice in writing must be given by the employee to the Company or salary in lieu thereof. Your fifteen days salary will be kept on hold of first month during probation period and same will be deposited after confirmation by the Management.

**Registered Office Address**

107/108, Anand Estate, N. M. Joshi Marg,  
Chinchpokli (W), Mumbai - 400 011, INDIA

Tel.: +91-22-2302 0011/ 2302 0055

**Correspondence Address**

A - 505, Marathon Futurex, N. M. Joshi Marg,  
Lower Parel (E), Mumbai - 400013. INDIA.

Web: www.lamarnatural.com

**Aug 22, 2023**

Dear **Manoj Kumar Yadav,**

This refers to your application for employment and the subsequent interviews & discussions you had with us.

We are pleased to extend an offer of employment as **Area Sales Manager** in **Sales** Department with Redington Limited, based at our **Mumbai Sales Office.**

Your total CTC will be **INR. 8,00,000/-p.a.** as detailed in the enclosed Annexure - I. This will be the cost to company (CTC) including all the components of the salary and subject to deduction of taxes as applicable.

You are requested to report at the above-mentioned office and take up your responsibilities on or before **Aug 26, 2023.** Should you be unable to join by this date, the offer will stand withdrawn, unless an extension is communicated to you in writing.

Upon acceptance of this offer by you, we will be sharing the link for completing the pre-joining documentation formalities, which needs to be completed before your date of joining.

A detailed appointment letter with specific terms and conditions of employment will be handed over to you on the date of your joining, subject to you having completed the above documentation procedure.

This offer of employment is conditional and subject to satisfactory background verification report.

We look forward to welcoming you to the Redington family and wish you a great career with our Company.

**For Redington Limited,**



**Sundar Rajan G**  
**Vice President – Human Resources**

Aug 22, 2023

**Annexure - Compensation Sheet**

		<b>COMPONENTS</b>	<b>P.M (₹)</b>	<b>P.A. (₹)</b>
<b>Monthly (A)</b>		Basic	28000	336000
		HRA	14000	168000
		Special Allowance	12973	155676
		<b>Sub-Total (A)</b>	<b>54973</b>	<b>659676</b>
<b>Annual (B)</b>		LTA	-	20000
			<b>Sub-Total (B)</b>	<b>20000</b>
<b>Retirals (C)</b>		PF	3360	40320
		ESIC	-	-
		<b>Sub-Total (C)</b>	<b>3360</b>	<b>40320</b>
		<b>Fixed CTC (A+B+C)</b>	<b>-</b>	<b>720000</b>
		<b>Variable (D)</b>	<b>-</b>	<b>80000</b>
		<b>Total Cost to Company(A+B+C+D)</b>	<b>-</b>	<b>800000</b>

<b>Description and Broad Guidelines Applicable for all Compensation Related Items</b>	
Monthly (A)	<ul style="list-style-type: none"> <li>All components will be paid as part of monthly salary subject to appropriate deductions including income tax &amp; professional tax.</li> <li>Employees can claim appropriate tax exemptions by submitting valid proof.</li> </ul>
LTA (B)	<ul style="list-style-type: none"> <li>Leave travel allowance can be claimed annually by the employee as per policy.</li> </ul>
Retirals (C)	<ul style="list-style-type: none"> <li>The amount mentioned is the company's contribution towards Provident Fund. An equal amount will be deducted from the salary and remitted to your PF account with RPFC (Regional Provident Fund Commissioner) in accordance with the Employees PF Act, 1952.</li> <li>The amount mentioned is the company's contribution to ESIC calculated at 3.25% of Sub-Total (A). Employee's contribution of 0.75% of Sub-Total (A) will be deducted from the salary in accordance with the Employees State Insurance Act, 1948.</li> </ul>
Variable (D)	<ul style="list-style-type: none"> <li>The variable component will be paid quarterly based on the employee performance based on the KRA/Targets assigned.</li> </ul>
Insurance Benefits	All employees are eligible for insurance benefits under Group Health Insurance, Personal Accident, and Term Life. For further details you may reach out to our HR team.

For **Redington Limited**



**Sundar Rajan G**  
 Vice President - Human Resources

**Strictly Confidential**

Date: 20-05-2023

To,  
Fardeen Peer

**Offer Letter**

Pursuant to your application, and the subsequent interviews you had with us. We have pleasure in offering you an appointment as “**Property Manager**”, in our organization, **ASHIMARA HOUSING PRIVATE LIMITED (AHPL)** on terms and conditions as discussed and agreed with you.

You will be based at **Mumbai** and your appointment with us will be effective from **15<sup>th</sup> June 2023** (your “Joining Date”).

Your Compensation & Benefits shall be as per the details provided in **Annexure – I** herewith. The formal letter of appointment shall be issued to you on the date of joining, which will detail all terms and conditions related to your employment with the organization.

You are requested to read and understand the Annexures thoroughly. Please accord your acceptance to the terms and conditions of your employment with us by signing at the designated place. By accepting this Offer Letter you are affirming your understanding of, and your ability to meet these job requirements.

Your Job Responsibility and Work Portfolio details shall be as provided by Annexure III. Kindly bring along the accepted copy of the Offer Letter & documents as per **Annexure II** before your date of Joining.

We take pleasure in welcoming you to our organization and look forward to a long and mutually beneficial association.

**For Ashimara Housing Private Limited**

For ASHIMARA HOUSING PVT. LTD.

  
Director

Shubha Lal, Director

*Encl.*

*Annexure – I: Remuneration Details*

*Annexure – II: Document List*

*Annexure – III: Job Responsibility*

\_\_\_\_\_  
*Accepted by Employee*

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**ASHIMARA HOUSING PRIVATE LIMITED**

CIN: U70200DL2016PTC300960

Regd. Office: 221 First Floor, Okhla Industrial Area Phase III, New Delhi 110020

Tel: 8383027664 Website: [www.your-space.in](http://www.your-space.in) Email: [info@your-space.in](mailto:info@your-space.in)



**Annexure – I**  
**Compensation & Benefits**

<b>CTC Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	11525	138300
HRA	5763	69150
Special Allowance	5763	69150
<b>Gross Salary (A)</b>	<b>23050</b>	<b>276600</b>
<b>Employer Contribution (B)</b>		
PF (Employer Contribution)	1950	23400
ESIC (Employer Contribution)	0	0
<b>Fixed CTC C (A+B)</b>	<b>25000</b>	<b>300000</b>
<b>Employee Deductions</b>		
PF Employee	1800	21600
ESIC Employee	0	0
Professional Tax	200	2400
<b>Net Pay (Before Tax)</b>	<b>21050</b>	<b>252600</b>
<b>Perks &amp; Benefits</b>		
<b>Medical Insurance (GMC)(Self)</b>	<b>3,00,000</b>	
<b>Accidental Coverage (GPA) (Self)</b>	<b>As per Medical Insurance Policy</b>	
<b>Gratuity</b>	<b>As per "Payment of Gratuity Act"</b>	
<b>Incentive /Variable upto(D)</b>	<b>As per Company Policy</b>	
<p>* Employee's Part of Statutory deductions (PF/ESIC/PT &amp; TDS) will be from their Gross Salary (wherever applicable).            * Incentive payout will be as per company &amp; individual performance.            * Your final employment is subject to background verification.            * Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.            * Your Probation Period will be 3 months from the day of your joining and during this time your Notice Period will be 15 Days.</p>		

**Annexure – II**  
**List of Document which has to be carried on your joining**

1. CV
2. Offer Letter (Acceptance Copy)
3. PAN card (self-attested) Mandatory
4. Aadhaar Card (Self Attested) Mandatory
5. Experience Letter
6. Salary Slip for last 3 month
7. Educational Certificate (from 10<sup>th</sup> on words)
8. 4 Passport Size Photograph
9. Bank detail (Cancel Cheque/passbook copy)
10. PF/UAN no (if entitled before)
11. ESIC no. (if entitled before)

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**Annexure – III**  
**Job Responsibilities and Work Portfolio Details**

Your Job Responsibilities will include but not be limited to:

As a Property Manager you shall be bound by the following duties and responsibilities for the proper management of the hostel premises:

- Oversee, maintain, and inspect property.
- Collect rent, pay invoices, and analyze operating budgets at property level.
- Manage staff, and vendor and contractor relationships.
- Address student's complaints, violations, and problems
- Prepare and maintain all records, correspondence, and files.
- Establish and maintain relationships with students.
- Manage and oversee Housekeeping & Security personal and coordinate with various vendors for daily operations.
- Ensuring 100% delivery of services with respect to Housekeeping, Security, Internet, Laundry, Food.
- Coordinate with F&B team for regular feedback and smooth functioning of daily meal services.

The Property Manager has to abide by the aforesaid responsibilities and duties in the letter and spirit of the same. Breach of the above responsibilities and duties shall attract disciplinary action against the Reliever, which may also result in termination of her employment without any liabilities of the Company.

12-August-2022

Rohit Kumar Pramod Sharma  
61, lokmanya chawl no-1, akurli cross road hanuman nagar, near vishwakarma mandir, kandivali east . mum-400101 mumbai borivali maharashtra 400101

Dear Rohit,

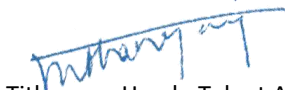
Sub: Offer of Employment

I am delighted to offer you on behalf of GroupM Media India Private Limited (the "Company") a position of Manager - Commercial on the terms that include:

Fixed Salary	INR 750000/- (Rupees Seven Lakh Fifty Thousand Only) <b>Details as per Annexure 2</b>
Leaves	18 days of privilege leave, 7 days of casual leave and 10 days of sick leave for the calendar year prorated based on date of joining, as per the leave policy of the Company, which may be modified by the Company from time to time.
Employee Insurance	<ul style="list-style-type: none"> <li>- Medical insurance for Self, Spouse, and 4 children aged upto 25 years</li> <li>- Coverage of employee under Group Term Life Insurance</li> <li>- Coverage of employee under GroupM accident Insurance</li> <li>- Coverage as per the Company Policy, subject to review from time to time</li> </ul>
Notice period to be given by the Employee on cessation of employment	90 days
Commencement date	2 - September - 2022

*This offer has been made to you in the strictest of confidence. Disclosure to any person at any time, including after issuance of appointment letter, of these terms shall make it void.*

**SIGNED** by **MONA THANGARAJ** for and on behalf of **GroupM Media India Private Limited**:



Title : Head - Talent Acquisition

**SIGNED** as a deed, and delivered when dated, by  
**ROHIT KUMAR PRAMOD SHARMA**



Rohit (Sep 4, 2022 20:33 GMT+5.5)

### Schedule 1

This offer is subject to the conditions mentioned in Schedule 1 of this letter.

- a) You having the legal right to live and work in India and producing all documents which may be reasonably requested by the Company before or after your employment commences (detailed list as given in Annexure 1);
- b) The Company having received two references which it regards as satisfactory (one of which must be from your current or most recent employer),
- c) Your clearing any additional pre-employment checks carried out by the Company from time to time (including but not limited to any additional checks required given the nature of the role you are employed to do) to the Company's satisfaction, and which may be notified to you in due course;
- d) You signing an employment contract with the Company as per the standard terms and format. It is clarified that signing of this Offer Letter does not confirm your employment with the Company and the same shall be crystalized after the said employment contract is executed between you and the Company.
- e) The company having received appropriate background checks where required, in the event the results of background checks are unsatisfactory to the Company, your offer of employment will be terminated with immediate effect without notice or pay thereof.
- f) Please sign this Offer Letter and return it to me within 5 days of the date of receipt of this Offer Letter or this offer shall be deemed withdrawn. By accepting this offer, you confirm that your employment with the Company will not be in breach of any obligations you have to your current or former employer. I look forward to hearing from you.

### Annexure 1

As a part of the joining formalities, you will need to submit the copy of following documents on our online onboarding system called Enboarder (a link will be shared with you):

1. Personal Particular Form & Information Release Form for background verification.
2. Updated Resume.
3. Salary Slip of your latest organization.
4. Relieving letter from last TWO Companies (for the current one resignation's acceptance copy can be shared if relieving letter is not yet received).
5. Date of Birth proof – Pan Card.
6. Proof of Residence of your permanent address.
7. Marksheet of all the years, passing certificate and convocation certificate of your highest education qualification.
8. Medical fitness certificate from a registered medical practitioner.
9. High-resolution photo of yourself.
10. Copy of Aadhaar card.
11. PF e-Passbook.

## Annexure 2

Employee code	COR8608		
Full name	Rohit Kumar Pramod Sharma		
Designation / Grade	Manager - Commercial / M3		
Unit/Agency	Mindshare		
Location	Mumbai		
<b>Compensation Break Up (INR)</b>			
<b>Component</b>	<b>Per Month</b>	<b>Per Annum</b>	<b>Method and frequency of payment</b>
<b>a. Monthly components</b>			
Basic	25000	300000	Monthly payout
House Rent Allowance (HRA)	12500	150000	Monthly payout
Conveyance Allowance	2500	30000	Monthly payout
Taxable Allowance	13550	162600	Monthly payout
<b>Sub Total (A)</b>	<b>53550</b>	<b>642600</b>	
<b>B. Flexible Component Plan (FCP) *</b>			
Meal Coupons	2200	26400	On election, paid basis claims
Telephone & Internet Reimbursement	1667	20004	On election, paid basis claims
Leave Travel Assistance (LTA)	2083	24996	On election, paid basis claims
Fixed Bonus	0	0	Annual Payout
<b>Sub Total (B)</b>	<b>5950</b>	<b>71400</b>	
<b>C. Retiral Benefits</b>			
Provident Fund (Employer Contribution)	3000	36000	Monthly, deposited to PF account
<b>Sub total (c)</b>	<b>3000</b>	<b>36000</b>	
<b>Fixed CTC (a+b+c)</b>	<b>62500</b>	<b>750000</b>	
<b>Please note:</b>			
1) You will also be eligible for gratuity benefits over and above the aforementioned Fixed Pay. The contributions to your gratuity will be funded by the company and will be payable to you as per payment of The Payment of Gratuity Act, 1972			
2) You will be eligible for an annual compensation review as per the the next company review Cycle applicable to you.			
3) The Flexi Plan includes a range of non taxable components available for you to choose as per the GroupM Policy. To seek more details, please visit to the GroupM Intranet portal or get in touch with the Payroll or Talent Team. Please ensure that your Flexi Plan choices have been registered by you on the HGS Payroll Portal as per the timelines mentioned in the policy document.			

**Revised Increment Letter**

Date: July 13, 2023

Employee Code : INGH1394  
 Employee Name : Vivek Upadhyay  
 Designation : Executive  
 Department : Direct Insurance  
 Grade : JMG 1

Dear Vivek,

Congratulations on another successful year spent at **PINC**.

This year we have embarked upon our digitization transformation journey and have begun enhancing our business processes across all functions. We believe that with our continued efforts and team collaboration, we will successfully achieve our goals for the year 2023 - 2024.

We would like to express our appreciation for your valuable contributions and dedication to **PINC**.

Your performance and achievements have been carefully reviewed and based on our assessment, we are pleased to inform you of your revised compensation with effect from **1<sup>st</sup> June 2023**.

**Revised Fixed CTC: Rs.4,95,000/- p.a.**

Components	Revised
Basic	16,500
HRA	8,250
Flexible Plan (includes LTA, Meal Coupons & Special Allowance)	13,937
Provident Fund	1,980
Statutory Bonus	583
<b>Total Cost To Company (per month)</b>	<b>41,250</b>
<b>Total Cost To Company (per annum)</b>	<b>4,95,000</b>

We look forward for your continued contributions and success in future.

Congratulations and All the Best.

Yours sincerely,  
 For Pioneer Insurance & Reinsurance Brokers Pvt. Ltd.



**Gaurang Gandhi**  
 Director

Please Note: Your salary is confidential and should not be discussed with anyone in the organization.

Broker at 

Pioneer Insurance & Reinsurance Brokers Pvt. Ltd.

1219, Maker Chambers V, Nariman Point, Mumbai - 400 051, India | www.pincinsurance.com | Tel: 91-22-6618 8888 | Fax: 91-22-2204 8195, 8518 8595

CIN NO.: U01034MH1992PTC137888 | IRDA License No.: 118 | Validity: 14.08.2021 - 13.08.2024 | Category: Composite Broker



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Phone: +1 250-2-SCANBO (722620) Email: info@scanbo.com

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### Letter of Employment

To,

Date: 9<sup>th</sup> October 2023.

**Mr. Manish Singh**

Vikroli, Mumbai, India

Dear **Mr. Manish**,

With Reference to our discussions, we are pleased to offer you the position of **Blockchain Engineer** with **Scanbo Technologies Inc**, (hereinafter referred to as "The Company") and you shall be required to join on **1<sup>st</sup> November 2023**. You will be on probation for a period of three (3) months. Your appointment shall be subject to the terms and conditions as provided hereinafter:

#### Terms & Conditions

1. **Job Scope & Responsibilities:** These have been described in detail in Annexure 1

2. **COMPENSATION AND OTHER BENEFITS**

**A. Base Compensation:** Your starting annual base salary will be at the rate of Indian **[REDACTED]** if any less applicable taxes and withholdings, paid in accordance with the Company's normal payroll practices and subject to annual review for increase.

**B. Term of Contract:** This Contract will be in effect from **1<sup>st</sup> November 2023** and is for a minimum period of 2 years from the date of commencement. In case, an employee cannot serve the contract period of one year and want to get relieved earlier, an amount of ₹150,000/- must be paid to the company.

3. **OBLIGATIONS & REPORTING OF EMPLOYEE**

A. You shall observe all rules, policies and procedures, regulations and directions of the Company or its Directors or Board. The employee shall be bound to comply with the rules and regulations of Employee handbook, which is considered as part and parcel of this Letter of Appointment. The Employee will be responsible for the safe keeping, in good condition and order of the Company's property, Funds, Cash and cash equivalent, valuables, including maintenance and preservation of valuable documents which may at any time come to his/her custody, care or





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charge. The employee will also be responsible for any damages incurred thereby due to any misuse, negligence or carelessness.

- B. You will report to **Mr. Ashish Raichura**, Founder / CEO.
- C. During the term of your employment, you shall act in such manner which shall be suitable to your post and shall always maintain such dignity which is attached to the post. Further you shall not do nay act which may hamper the goodwill of the company in any manner.
- D. You will **not be permitted to undertake any other employment** full time / part time / contractual or engage in any external activities of a commercial nature without prior written approval of the Company.
- E. You will be required to effectively carry out all duties and responsibilities assigned to you by the company to assign such duties and responsibilities. Your **performance will be subject to appraisal** by your reporting Manager, Mr. Ashish Raichura.
- F. While you are in the employment with the Company, you agree to devote the whole of your working time to the completion of your duties, and you agree that you will not, either directly or indirectly, be engaged or involved in any other work outside or with any other entity.
- G. You will be required to apply and maintain **the highest standards of personal conduct and integrity** and comply with all company policies and procedures.

#### 4. WORKPLACE, HOURS OF WORK AND LEAVES:

- A. Your initial workplace will be in Remote and subject to change depending on company policy.
- B. Normal business hours are between 12:00PM to 9:00PM IST subject to change depending on company policy, Monday to Friday. As we are in the healthcare business, circumstances may necessitate working outside of normal business hours on occasions. Accordingly, you may be required to work outside normal business hours at times, and the remuneration package has been designed to



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ensure that you are adequately compensated for work outside normal business hours.

- C. You will be entitled to the following leaves to be taken after due approval of the company:
  - a. Public Holiday – Annexure A
  - b. Casual Leave- 6 days per year
  - c. Sick Leave- 6 days per year

### 5. INTELLECTUAL PROPERTY

The rights to any invention, discovery or creation of any system or method related to the company's operations and arising out of any work done in the course of your employment by you individually or in association with others will automatically vest with the company. In this connection, the company may obtain IPR rights in its name (or jointly with others) based on the fact of invention, discovery or other creative effort during the course of your employment with the company. You are specifically made aware that you will not be made liable to any compensation for such acts of yours as any such inventions/discoveries, etc. made by you shall be the outcome of the huge investment of resources made by the Company and against flow of consideration to you (in terms of your salary, access to the training, infrastructures and other considerable resources of the company) and that any reward that the company chooses to bestow upon you will not be deemed to confer any rights towards that invention, discovery or improvement in system or method upon you.

### 6. TERMINATION/RESIGNATION

- A. The Company shall be entitled to terminate this Agreement at any time either by giving sixty (60) days written notice (Notice Period) to the Employee or, at the Company's option, immediately upon paying the Employee an amount equal to that to which the Employee would have been entitled by way of Base Salary during the Notice Period.
- B. The Employee shall be entitled to terminate this Agreement or resign from the job at any time after giving advance sixty (60) days written notice to the Company or salary in lieu of the same.



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- C. The employee's employment with the Company will terminate upon the Employee attaining superannuation age of 60 years.
- D. Despite clause A, the Company can terminate this Agreement immediately for cause upon notifying the Employee in writing and specifying the cause. For the purposes of this Agreement, the terms "for cause" shall include, but are not be limited to:
- (1) Default by the Employee in the performance of his obligations under this Agreement;
  - (2) Insubordination, misconduct or dishonesty;
  - (3) A serious breach or the repetition or continuance (after warning) of a breach of any term of this Agreement;
  - (4) Embezzlement or dishonesty by the Employee;
  - (5) Harassment of any sort;
  - (6) Intemperate use of alcohol or drugs by the Employee;
  - (7) Involvement of the Employee in a crime;
  - (8) Providing inaccurate or false information to the Company at the time of commencing employment;
  - (9) Wilful or intentional injury to the Company or any of its subsidiaries, parents, or affiliates by the Employee;
  - (10) Conduct tending to bring the Employee, the Company and/or any other entity in the Group (for the purpose of this Agreement, Group means the Company, its related corporations and associated companies collectively) into disrepute, including but not limited to an act of dishonesty against the Group or its customers.
  - (11) Where the employee has provided the Company with incorrect or false information regarding their qualifications and/or employment history.
  - (12) Remaining absent for a continuous period of 7 days without any information.



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- (13) Non-joining of work at the transferred place, if the employee is transferred.
  - (14) Disclosure of confidential information to any third party.
  - (16) Carrying on any other work/occupation during the continuation of the present job.
  - (17) Involving himself in any offence involving moral turpitude or registration of any FIR wherein the maximum punishment is beyond 2 years and you have been arrayed as an Accused in the said FIR.
  - (18) Staying in Jail or in police custody for a period of more than 24 hours.
- E. Termination of this Agreement does not affect any accrued rights of remedies the Company may have.
  - F. On termination of this Agreement, the Company may deduct from any sums owing from it to the Employee by way of salary or otherwise, any sums owing from the Employee to the Company.
  - G. In the event of termination, the Employee shall obtain a certificate from a Director/HR Department of the Company, as the case may be stating that the Employee owes no money to the Company and has returned all Company assets following the satisfactory handing over of their position to the Company.

### **7. MAINTAINING CONFIDENTIAL INFORMATION AND GOODWILL OF THE COMPANY**

- A. The Company is building up a business in India. The Company has invested considerable time and resources in establishing its Confidential Information.
- B. The Employee agrees that by virtue of his position with the Company, the Employee will gain access to the Company's Confidential Information, which forms part of the goodwill of the Company.
- C. Confidential Information means the following, whether or not in material form:
  - i. All confidential information of any person, including but not limited to the Company, any other entity in the Group or any third party to whom the Company or any other entity in the Group is bound by obligations of



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confidence, of which the Employee becomes aware or generates (whether before or after the date of this Letter of Appointment) in the course of or by reason of employment with the Company, including but not limited to:

- ii. Information regarding the products, technology, equipment, manufacturing processes, inventions, patent applications, designs, design applications and computer hardware and software of the Company or any other entity in the Group;
- iii. Other trade secrets, know-how and confidential financial and commercial information regarding the Company or any other entity in the Group or any business of the Company or any other entity in the Group including but not limited to information relating to the Company's suppliers, distribution or customers; and
- iv. Other technical and commercial information which is personal to the Company or any other entity in the Group or is not common knowledge among competitors to whom it may be useful and which may give the Company an advantage over its existing and prospective competitors;
- v. All notes and other records by the Employee or the Company or any of the Company's related bodies corporate based on or incorporating the information referred to hereinabove.
- vi. All copies of the information, notes and other records referred to in clauses hereinabove, Whether or not marked or designated as confidential, secret or otherwise.
- vii. Examples of Confidential Information include business and research methods and projects, techniques, apparatus, equipment and systems, materials and products, product design and specifications, manufacturing procedures and tolerances, research tools, test procedures, prices and pricing formulae and cost information, customer's special material and product specifications and requirements, suppliers, sales records, sample records, salesmen's reports, customer contact reports and customer records, information, know-how, notebooks, reports memoranda, data, designs, drawings and blueprints.

D. The Employee must:



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- i. Use Confidential Information solely in connection with the Employee's duties or for the purposes of the Company or any other entity in the Group;
  - ii. keep confidential all Confidential Information;
  - iii. Exercise all due care and diligence and comply with any security measures established by the company from time to time to safeguard Confidential Information from unauthorized access or use;
  - iv. Keep confidential information under his/her control.
  - v. Immediately notify the Company of any suspected or actual unauthorized use, copying or disclosure of Confidential Information.
  - vi. Provide assistance reasonably requested by the Company in relation to any processing the Company may take against any person for unauthorized use, copying or disclosure of the Company's information; and
  - vii. Not make any unauthorized copies of any Confidential Information or remove from the Company's premises any printed, written, recorded or graphic material, or any reproduction thereof, constituting, containing or reflecting Confidential Information without the prior written consent of the Company.
- E. The Employee's obligations of confidentiality under this Letter of Appointment do not extend to information that:
- i. is rightfully known to or in the possession or control of the Employees and not subject to an obligation of confidentiality on the Employees;
  - ii. is public knowledge (otherwise than as a result of a breach of this Letter of Appointment); or
  - iii. is required by law to be disclosed.
- F. On termination of this Letter of Appointment and the Employee's employment (and at any prior time at the Company request) the Employee must:
- i. Immediately return to the Company all confidential Information and all property of the Company in the Employees possession or control and
  - ii. At the Company request sign a certificate confirming the Employees has complied with clause (i).
- G. Nothing in this Letter of Appointment will be constructed to limit Employee's duty of fidelity to the Company.



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- H. The employees' obligations under this clause shall remain in force after the termination of this Letter of Appointment.

### 8. NON COMPETE

- A. The employee acknowledges that during his employment with the company, the employee will have access to sensitive commercial information. The employee acknowledge that the company has spent large amounts of money in the creation / generation and / or protection of the Confidential Information and further that the confidential information is unique to the company and are being utilized by the company for the purposes of its business. The employees acknowledge that the confidential information to which the employee has access during his employment is confidential, unique and different from the general knowledge and experience that the Employee may have otherwise gained.
- B. In view of what is stated in Clause A above, it is possible that the Employee may be in a position to cause harm to the Company's legitimate business interests. Accordingly, the Employee agrees that it is fair and reasonable to enter into the restraints in this clause.
- C. The employee shall not, except with the written consent of the Company at any time during the Employment Period or for a period of 12 months after he ceasing to be an employee of the company, either directly or indirectly, on his own account or on behalf of any other person, anywhere in India, to the following activities:
- i. participate, promote, carry on, assist or otherwise be concerned or interested, financially or otherwise, in any capacity (including as principal, agent, partner, employee, shareholder, unit holder, director, trustee, beneficiary, financier, consultant or adviser) in any business or activity which is the same as or substantially similar to or competes with the business of the Company or other entity in the Group;
  - ii. solicit, canvass, induce or encourage any employee or agent of the Company or any of its related bodies corporate to leave the employment or agency of the Company or other entity in the Group;
  - iii. solicit, canvass, approach or accept any approach from any person or company who was a customer of the Company or any of its related bodies corporate at any time during the last twelve (12) months of the Employee's employment with the Company, with a view to soliciting the business of that customer;



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- iv. interfere or seek to interfere with the relationship between the Company or any of its related bodies corporate and the customers, suppliers and employees of the Company or any other entity in the Group; or
  - v. in relation to any trade, business of Company, use any name in such a way as to be capable of or likely to be confused with the name of the Company or any other entity in the Group.
- D. In the event of a breach or threatened breach by the Employee of any of the provisions of this clause, the Company, in addition to damages, shall be entitled to injunctive relief.
  - E. Nothing in this Agreement is to be construed as authorising the Employee to do anything that is an infringement of any intellectual property right of the Company or of any of its related bodies corporate.
  - F. While the restrictions in this para are considered to be reasonable in all the circumstances it is agreed between the Company and the Employee that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Companies legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in a particular manner, then the restrictions shall apply with such deletions, restrictions or limitations, as the case may be.
  - G. The Employee further undertakes not to join any company or business or association which is having business interest adverse to the interest of the company for a minimum period of 1 year after termination of the services of the Employee. The Employee understands that this restriction has been imposed for the reasons that he/she will come across various confidential information during his/her employment with the Company which may be used in other company affecting the interest of the Company.

### 9. Overriding effect:

The terms of this offer of employment (once accepted) shall have an overriding effect in respect to all other documents.

### 10. CONFLICT OF INTEREST

- A. While the Employee's employment with the Company continues, the Employee agrees to devote the whole of his/her working time to the completion of the





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Employee's duties, and the Employee agrees that he will not, either directly or indirectly, be engaged or involved in any other work as he/she is a full time employee with the company.

- B. The Employee agrees that in his/her position he/she will be privy to confidential data. This information will be kept strictly confidential and never disclosed to any third party without the express written authorization of a Company, its Director and disclosing the information shall be treated as a material breach of this Letter of Appointment.

### 11. NOTICE

- A. Any notice required or permitted by this Letter of Appointment shall be in writing addressed to the address of the recipient specified in this Letter of Appointment (or as altered by notice given in accordance with this clause) and hand delivered or sent by Registered post to that address or sent by facsimile transmission.
- B. A notice given in accordance with clause A will be deemed to be received:
- i. if hand delivered, on the date of delivery;
  - ii. if sent by Registered Post, five (5) days after the date of posting; and
  - iii. if sent by facsimile transmission, on generation of an acknowledgement that the transmission has been successfully completed.

### 12. REMEDIES

The Employee understands and acknowledges that in the event of any breach of any of the provisions, an action for damages alone may not be an adequate remedy for the Company and that the Company will have the right to seek specific enforcement, by injunction or other appropriate court order, of his/her obligations under this Letter of Appointment. The rights and remedies granted to the Company under clauses 5, 4, 6, 7 and 9 of this offer of Appointment are intended to be in addition to and not in derogation of any rights or remedies which the Company would have by law (whether statutory or case law) in the absence of these clauses, and the inclusion of these clauses in this Letter of Appointment shall not be construed as a waiver by the Company of any such statutory or common law rights or remedies.

### 13. ARBITRATION

- A. In case of any dispute or differences between you and the Company with regard to terms and conditions of this Letter of Appointment, or any other issue whether



## Scanbo Technologies Inc

Registration #: 1117734-6

Address: 2401-13303 Central Avenue, Surrey BC V3T0K6 Canada

Phone: +1 250-2-SCANBO (722620) Email: info@scanbo.com

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arising during the course of your employment or even thereafter, the same shall be referred for arbitration to the sole Arbitrator so appointed by the CEO of the Employer.

- B. The venue for arbitration shall be at Vancouver, Canada and the language shall be English.

### 14. JURISDICTION

In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the jurisdiction of the relevant courts, commissions, administrative tribunals, forums and other quasi judicial bodies of law at Chennai only.

15. The terms of this Letter of Appointment are meant to be kept strictly confidential.

We are an equal opportunity employer and do not discriminate people based on religion, race, caste, creed, gender or sexual orientation. We expect all our employees to treat each other, partners, and customers with respect and to adhere to the highest standards of ethics & integrity.

Kindly sign and return a copy of this Offer letter as your acknowledgment. Please initial each page in acceptance of the terms and conditions set out herein.

We welcome you aboard and wish you success in your career with us.

**For Scanbo Technologies Inc.**

**Accepted & Agreed**

**Mr. Ashish Raichura**

**Mr. Manish Singh**

**Founder / CEO**

**Dated: 20<sup>th</sup> September 2023**

**Place: Canada**



## Scanbo Technologies Inc

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Phone: +1 250-2-SCANBO (722620) Email: info@scanbo.com

### Job Scope & Responsibilities

#### **Rust Blockchain Developer With Substrate**

**SCANBO** is a HealthCare platform, making medical diagnosis available in the point of care and at home. We embrace technology, AI and ML to make medical diagnostics affordable, available, and accessible across the globe. The world's biggest problem: making healthcare more efficient, accessible, economical, and effective, at a time when the world needs it more than ever before.

This role is an opportunity with a passion for eHealth / Digital Health / Blockchain software to grow a career in the MedTech/Healthtech industry and to be at the forefront of new tailored experiences for patients, doctors and nurses.

#### About The Role

We are looking for a Rust Blockchain Developer (**With Substrate**) who has around 3-5 years of experience and has past experience working on blockchain-based systems and scenarios. The ideal candidate would be someone who understands the concepts of Blockchain technology and has working experience on Rust and Solana.

#### **MUST Requirements:**

- Proven experience with Rust / Polkadot / Substrate (1+ year)
- Familiarity with basic cryptography to understand the essentials of blockchain systems.
- Hands-on in Rust Designing and writing well-structured APIs in Node.js and MongoDB to connect to Blockchain infrastructure.
- Programming and optimizing rust / wasm based smart contracts.

#### **Requirements**

- Depth understanding of at-least two blockchain networks like Solana, Hedera, Hashgraph, Tezos, BlockApps, Algorand, Corda, Lambda, Cargo, etc.
- Staying up to date with new developments and news in integrated chains.
- Past experience with Wallets or Crypto Exchanges would be a major plus.
- Experience with third-party libraries and APIs.
- Experience working in an agile development process.
- Documenting architecture and guidelines.
- Integrating the APIs of cryptocurrency exchanges, banks and brokers to the Keyrock infrastructure
- Setup and deployment of algorithms



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- Be proficient in using version control and continuous integration, with tools such as Gitlab, Git, and Jenkins.
- Write clear, maintainable, and testable code that you are proud of.
- Attend training and education where necessary to up-skill themselves.
- Experience in writing smart contracts for large-scale production blockchain applications.
- Cross-team contribution whenever required.
- Familiarity with basic cryptography.
- Should have a deep understanding of the blockchain and cryptocurrency space and smart contract systems, specifically having a deep understanding of Rust.
- Experience with dApps, Substrate, gdb, OrbitDb, Chaindb, and similar databases.
- Proficient with one or more programming languages such as Typescript, Rust, Javascript, Python, and Java.
- Excellent understanding of Blockchain fundamentals, smart contracts, consensus algorithms, Graph Theory, and Microservices.
- Strong knowledge of Blockchain frameworks such as Substrate and its frameworks.
- Strong Knowledge of deployment use of Kubernetes, Kafka, Docker, Azure, and Private Servers
- Developing concepts for innovative solutions as part of the designed tokenomics.
- Designing ecosystems for tokens.
- Introducing tokens to the market.
- Designing the token issuance and support its implementation.

### Educational Requirements:

- Bachelor's degree in engineering, or a related field is **MUST**
- Proven track records in MATHS.

### Nice to have:

- Experience running large projects with a git hosting service (github organization will be needed for this project)
- Cryptography and system software development experience
- Understanding of design patterns and networks
- Ability to design algorithms and mathematical models

**T&M Services Consulting Private Limited**

T & M House, Kohinoor Complex,  
'A' Wing, Next To Maharaja Hotel,  
W.E. Highway, Dahisar (East).  
Mumbai- 400 068, INDIA  
Tel. : +91 22 4222 0700  
Fax : +91 22 4029 7562  
Email : info@tmscl.com  
Website: www.tnmhr.com

**Ref No : TNM/ID-263265/2018-2019**

Date: **20-Jan-2023**

Dear **Mr. Tushar Sridhar Pawaskar,**  
MUMBAI

**SUB.: Extension of Employment & Revision of Salary**  
**REF.: Deputation to L&T - BUILDINGS & FACTORIES IC**

Further to our appointment letter dated **29/Aug/2018**, we are pleased to inform you that based on your performance it has been decided to extend your fixed term employment for a further period from **01<sup>st</sup> Jan, 2023 to 31<sup>st</sup> Dec, 2023**, both days inclusive.

During the extended period of fixed employment your revised salary will be as per the details given in enclosed Annexure-A with effect from **01<sup>st</sup> January, 2023**.

All other terms and conditions of your fixed term employment will remain the same as per appointment letter.

**NOTE :- "Special allowances shall be paid only if you are in Mumbai region. On transfers to other regions, same shall be revoked".**

With Regards,

Yours Truly,  
For **T&M Services Consulting Private Limited,**



**Authorised Signatory**

-----  
I hereby confirm that I have read and understood all the above-mentioned terms and conditions and I agree to abide by all the above said terms and conditions of this agreement.

**Name: Mr. Tushar Sridhar Pawaskar**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annexure-A

	<b>Employee Code</b>	TLE3656
	<b>Name</b>	Tushar Sridhar Pawaskar
	<b>Effective Date</b>	01-Jan-2023
A	<b>Gross Monthly Salary</b>	
	Basic	12377
	HRA	4172
	Other Allowance	0
	Conveyance	0
	Fly. Accom. Allowance	
	Spl. Allowance	2000
	Medical Allowance	0
	Bonus	1001
	<b>Gross Salary (A)</b>	<b>19550</b>
B	<b>Deductions</b>	
	PF	1725
	LWF	0.00
	IncomeTax	0.00
	PT	200
	Insurance	285
	<b>Total Deductions (B)</b>	<b>2210</b>
C	<b>Net Salary (A)-(B)</b>	<b>17340</b>



Office Address : 101, 1st Floor, Nour Shah Commercial Center, Abv Bassein Catholic Bank, Mira Bhayander Road, Near Kashmiria, Mira Road East, Thane - 401107.  
Landmark : Near Asif Patel's Bungalow or Opposite Ashoka Hospital. India : 9029 221123, 9819 191606.

- ◆ Web Development
- ◆ Web Hosting
- ◆ Ecommerce Solution
- ◆ Software Development
- ◆ Android & IOS Apps

Date: - 12<sup>th</sup> June 2023

**Subject: - Internship in Dot Net Department.**

Dear Dipanshu Singh,

We are pleased to offer you an internship opportunity at Mobilestyx Consulting Private Limited. The effective start date of your internship program will be – 12th June ;2023. I'm certain your skillset will support you within your new professional endeavor. We are all here to support you as you transition into your new role. Do not hesitate to call on any of us should you have questions or comments.

I'm looking forward to your success here at Mobilestyx Consulting Private Limited. Here's to a wonderful experience together.

Best Regards,

For Mobilestyx Consulting Private Limited.



HR Manager

**Acceptance Clause:**

I have read, understood & voluntarily accepted the above letter as well as the terms & conditions mentioned in it.

Name:

Date:

Signature:

Place:

*Dipanshu Singh*


**Hudl India Pvt. Ltd.**

Formerly known as Sportstec India Pvt. Ltd.

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 Sundervan Complex, Shastri Nagar  
 Andheri West, Mumbai - 400053

 +91 22 42112218  
 hudl.com  
 Corporate Identification Number:  
 U74120MH2012PTC228574

**Date: 20 September 2023**
**Name – Kaif Khan**
**EMP ID - 8260**
**Mumbai**

Dear Kaif,

**Sub: Contract Letter (hereinafter referred to as “Agreement”)**

As per our discussions and on your representation that you have the necessary expertise and experience to render the Services herein, we are pleased to confirm your arrangement for providing services of a **“Wyscout Analyst”** with **Hudl India Pvt Ltd** for the Term (*defined below*) subject to the following terms and conditions.

**1. TERM**

You are hereby appointed as a **“Wyscout Analyst”** with the Company for a term commencing from **23<sup>rd</sup> September 2023** and shall extend to **23<sup>rd</sup> December 2023** unless terminated in accordance with this Agreement (**“Term”**). **Hudl India Pvt Ltd (“Company”)** reserves the right to extend the Term on the sole discretion of the Company.

**2. NATURE AND SCOPE OF SERVICES**

During the Term of this Agreement, you shall, for the benefit of the Company, provide Services including without limitation the following:

- a) You shall provide the Services as and when requested by the Company;
- b) You shall provide the Services in a professional, timely and efficient manner and in accordance with industry standards;
- c) If you are using Company’s infrastructure and equipment for rendering the Services, you shall handle such equipment and infrastructure with due care.
- d) You shall provide the Services at such locations as may be required by the Company;
- e) You shall in the performance of Services under this Agreement comply with and conform to the instruction or directions given by the Company’s representative or any person assigned by him, from time to time;
- f) You agree that you shall exercise reasonable due diligence and professional skill and care in performance of your duties, covenants and obligations under this Agreement;
- g) You acknowledge that the Company requires you to devote your whole time and attention to the Service of the Company during the Term. For this reason, during the Term, you must not (without the Company's prior written consent) directly or indirectly own, manage, control,




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participate in, consult with, render services to or engage in the business of any other business entity or other organization (whether as an employee, officer, director, agent, partner, consultant or otherwise);

- h) You shall provide the Services in compliance with all applicable laws
- i) You agree to work in rotational shifts including without limitation early morning and late night during the Term and you agree that the Company shall have the sole discretion to decide your shift timings and allot the same to you and subsequently change your shifts. The following are the three shift timings: 7am to 4pm, 2pm to 11pm and 10pm to 7am and 9am to 6pm for the mentioned Period. You are entitled to 2 weekly off in a week during your tenure.
- j) The Company will inform you in advance if it requires you to work more than nine (9) hours per day or forty-eight (48) hours per week ("Overtime") to meet the Company's customer's expectations. You are not permitted to work Overtime unless you obtain advance express approval from your shift manager. Failure to obtain advance express approval from your shift manager prior to working Overtime may subject you to disciplinary action.

### 3. COMMENCEMENT AND DURATION

- A. This Appointment shall become effective from the date mentioned in Clause 1 of this Agreement and shall be subject to the provisions of Clause 6.
- B. In case the Company is desirous of extending the Term, it shall give you a written notice of at least 7 (seven) days prior to the expiry of the Term expressing its intention to renew for a further period. Subject to your written acceptance of the extension of the Term, your appointment herein shall stand extended for the period as decided by the Company. However, the Parties may waive the requirement of notice as stipulated in this Clause.
- C. **Leave:** You will be entitled to fifteen (15) days paid annual leave per year, six (6) days of casual leave and six (6) days of sick leave each full year of continuous employment. These leaves are available to you on a pro-rata basis.

- 4 **Notice Period:** As per rules of the Company you are required to provide fifteen (15) days written notice to the Company should you decide to resign. The same notice period will be given by the Company in case your services are no longer required. If a shorter notice period is provided by the Company, then the relevant notice period payment will be paid in lieu to you by the Company.

### 5 REMUNERATION

- A. In consideration of the Services provided by you, the Company shall pay you a salary of Rs. **3,00,000** CTC Per Annum, please refer to annexure for further information. The Company hereby agrees to reimburse you for all reasonable and actual costs incurred by you, if any, such as travel expenses, boarding etc. towards the performance of your Services herein. In this regard, you agree that such expenses shall not be payable or reimbursed by the Company


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unless approved by the Company in advance, and valid receipts evidencing the same are provided to the Company. All amounts payable by the Company under this Agreement shall be subject to deduction at source or any other taxes, as may be required under applicable laws including without limitation Income Tax and Labor Laws. The Company shall have the absolute right to withhold any amounts the payment of which is disputed by the Company.

**1. CONFIDENTIAL INFORMATION:**

- A. As Confidential Information will from time to time become known to you, the Company considers and you agree that the restraints set forth in this Agreement (on which you have had the opportunity to take independent legal advice) are necessary for the reasonable protection by the Company of its business and the clients thereof.
- B. You shall not at any time during subsistence of this Agreement, (except so far as is necessary and proper in the course of your appointment), or at any time after termination of this Agreement, disclose to any person any information as to the practices, business dealings or affairs of the Company or any of the Company's clients, or as to any other matters of the Company or any of the Company's clients, or as to any other matters which come to your knowledge by reason of your appointment or during the course of your appointment. Details of any systems used by the Company or other information, knowledge, names, or addresses of any clients, customers, vendors or agents of the Company and techniques obtained during the course of your appointment must not be disclosed to any person outside the Company, either during appointment or at any time afterwards.
- C. You agree that you will not at any time during the subsistence of this Agreement or on expiry or on termination/cessation of your employment with the Company or thereafter, issue any statements to the press (whether oral or written) regarding the business and strategies of the Company which have not directly been authorized by the Company
- D. The obligations under this clause shall survive the termination or expiration of this Agreement.

**5A. INTELLECTUAL PROPERTY**

- 5A.1 Intellectual Property shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of each and every jurisdiction throughout the world. Intellectual Property includes all the work products generated by you during the subsistence of this Agreement, including all material generated in electronic format, on paper, worksheets reports, analysis, training material or any other material developed or prepared by You, any trademarks, service marks, trade names, registered designs, copyrights, and other forms of intellectual or industrial property, know how, inventions, formulae, confidential or secret processes, trade secrets, any other protected rights or assets and any licences and permissions in connection therewith, in each and any part of the world and whether or not



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registered or registrable and for the full period thereof, and all extensions and renewals thereof, and all applications for registration in connection with the foregoing.

- 5A.2 You agree that Company shall be exclusive first owner having all rights, title and interest in all the Intellectual Property that is created as an outcome of your effort and resulting from the duties and services rendered during the course of the subsistence of this Agreement that the entire copyright (if any), or any other rights arising out of or resulting from the Services. This shall be applicable to all present and future work arising out of the Services. This right shall be exercised exclusively by the Company throughout perpetuity and in all territories of the Universe.
- 5A.3 You agree that you are only a provider of services and not the author of any Intellectual Property that may be created during the subsistence of this Agreement and therefore You shall not either claim or institute any claim or legal proceeding at any fora/ association / judicial forums for claiming any right, title and interest in the Intellectual Property created by You during the subsistence of this Agreement.
- 5A.4 You agree that you shall protect the Intellectual Property of the Company in all instances using best efforts and endeavours.
- 5A.5 You agree that in performing the duties and services for the Company, you shall not use the Intellectual Property of any other third party without being expressly authorized by the Company and shall take reasonable care and precaution in ensuring that any outcomes of your Services does not infringe upon the Intellectual Property of any third party.

**5B. NON-COMPETE**

- 5B.1 You acknowledge that during the course of your employment with the Company, you will become familiar with the Company's trade secrets and with other confidential information concerning the Company and its associates, clients and related companies and that your Services will be of a special, unique and extraordinary value to the Company. You agree that during the Term hereof and for six months thereafter, you shall not directly or indirectly own, manage, control, participate in, consult with, render Services for, or engage in any business competing with the businesses of the Company or its associates or related Companies within India and any other part of the world. For the purpose of this Agreement, the "businesses of the Company" shall mean software development, licensing and services for evaluation and performance of various sports throughout the world.



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**5C. NON-SOLICITATION**

You shall not, within twelve (12) months after the date of termination of your employment with the Company, recruit, solicit, entice, assist or engage in any activity whatsoever that would result in any person then or thereafter employed by the Company or appointed as a representative of the Company, to join you in providing Services to or be employed by any business activity in which you shall be involved.

**6. TERMINATION**

- A. The Company shall have the right to terminate this Agreement for any reason it deems fit, by giving a written notice of not less than 15 days or compensation in lieu of 15 days' notice.
- B. Notwithstanding the provisions of Clause 6(A), the Company shall be entitled to terminate this Agreement at its sole discretion with immediate effect if you:
  - i. in any material respect, neglect or fail to carry out or refuse to attend to, or commit any material breach or non-observance of, your duties or obligations under this Agreement or commit any act of gross misconduct or gross negligence in performance of your obligations under this Agreement; or
  - ii. are convicted of a criminal offence, or indicted of any criminal offence, which, in the reasonable opinion of the Company, may detrimentally affect the Company; or
  - iii. are unable to perform his obligations under this Agreement; or
  - iv. become of unsound mind; or
  - v. don't perform your Services with honesty and integrity and/or you indulge in activities which amount to moral turpitude or acting against the interest of the Company; or
  - vi. In case any bona fide sexual harassment complaint is received against you by the Company; or
  - vii. do not perform the services as per the satisfaction of the Company.
- C. On termination of your Services for any reason, the Company will be entitled to deduct any amounts you owe to the Company from the amounts owed to you.
- D. You shall also deliver to the Company all company property, equipment and materials (including correspondence, notes, plans, data, analysis or other documents of whatsoever nature and all copies thereof) made or compiled or required by you during your engagement hereunder and concerning the business, finances or affairs of the Company.

**0. INDEMNIFICATION**

You shall indemnify, defend and hold the Company harmless from and against any and all damages, claims, penalties, fines, costs paid or incurred by the Company as a result of, arising from, or in connection with, or relating to:

- A. breach by you of any of your responsibilities/obligations or covenants under this Agreement;



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- B. claim by a third party that any aspect of the Services infringes any of their rights;
- C. negligence, recklessness or willful misconduct by you in the performance of the Services.

**0. NO ASSIGNMENT**

Your obligations under this Agreement are professional in nature and shall not be assigned or transferred to any third party without the prior written consent of the Company.

**7. REMEDY**

It is agreed that your position in the Company is of a unique, unusual, special and extraordinary nature, and of a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in any action at law, and that a breach or threatened breach of this Agreement by you shall cause the Company grave and irreparable injury and damage. You agree that the Company, in addition to any other remedies, shall be entitled to injunctive and other equitable relief to prevent a breach or threatened breach of this Agreement by you.

Notwithstanding anything to the contrary in this Agreement, if you breach any provision of this Agreement, the Company shall have the right, subject to statute, to set-off against any sums the Company owes you the amount of any damages incurred or suffered by the Company as a result of the breach. Any such set-off shall not be presumed to be in full satisfaction of or as liquidated damages for or as a release of any claim or damages against you that may accrue to the Company as a result of the breach.

**8. GOVERNING LAW**

This Agreement and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed and interpreted in accordance with the Laws of India and the courts of Mumbai shall have the exclusive jurisdiction.


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Annexure

## • Breakup for CTC 300000 LPA

No.	Particulars	Monthly CTC (INR)	Annual CTC (INR)
1	Basic	21100	253200
2	HRA	1055	12660
3	Provident Fund (Employer's Contribution to PF)	1800	21600
4	Special Allowance	1045	12540
<b>TOTAL</b>		<b>25000</b>	<b>300000</b>

## • Deductions in CTC would be the following:

1. Professional Tax (PT): 200 INR
2. Employee PF: 1800 INR

*\*Please note that the PT and in hand salary can differ as per the date of joining/Loss of pay*  
 Kindly sign this Agreement herein below confirming your acceptance of the terms and conditions of your engagement.

**For Hudl India Pvt. Ltd.**

Agreed, Accepted and confirmed



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**Ankita Shekhar**  
**HR Manager**

**Signature & Date**



# PHONOGRAPHIC PERFORMANCE LTD.

Corporate Address: Crescent Towers, 7<sup>th</sup> Floor, B68  
Veera Estate, Off New Link Road, Andheri (West),  
Mumbai - 400053, Maharashtra

www.pplindia.org  
Tel.: 2673 6301 / 2 / 3  
CIN - U 74999 MH 1941 GAP 142271

October 17, 2022

Mr. Nikhil Jadhav  
1/A, - 206, Laxmi Nagar CHS, Ltd,  
C Cross Road, Near Tata Power House,  
M.I.D.C., Andheri - 400093.

Dear Mr. Nikhil,

## Sub: Internship Engagement Letter

We are pleased to appoint you as "Intern" in our organization with effect from **October 17, 2022** on the following terms and conditions:

1. The Period of this engagement shall be for the period **October 17, 2022 to April 30, 2023** and shall be extendable as per mutual agreement.
2. Your stipend will be **Rs. 15,000/-** (Rupees Fifteen Thousand only) per month (subject to TDS) plus **Rs. 3,000/-** (Rupees Three Thousand only) as travel expenses.
3. Functionally you will report to **Mr. Bhupendra K. Thale, Regional Manager - Licensing** and will be based at **Mumbai**.
4. You will carry out all such and other duties and responsibilities as assigned by the management from time to time.
5. Your scope of work will include and not limited to the following:
  - a. Data Collection
  - b. Market Mapping
6. You agree and understand that the data shared/accessible to you by virtue of this engagement letter is highly confidential and that you shall protect and keep the company indemnified against any such data breach on your part.
7. You also undertake to maintain strict confidentiality regarding any information / data etc. that you may come across during the course of your work and will not share any such sensitive & confidential information / data for whatsoever reason during or even after cessation of your employment. Any breach of confidentiality will lead to immediate termination. Further, any disclosure of confidential information after cessation of employment will lead to civil and criminal action.
8. In the normal course, your appointment can be terminated by either side at one-month's notice or payment of gross consultancy fees in lieu thereof.

**PHONOGRAPHIC PERFORMANCE LTD.**

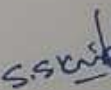

If you are agreeable to the terms and conditions mentioned above, please sign and return the enclosed copy of this letter as a token of your having accepted the engagement.

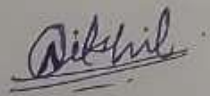
We wish you every success in your assignment.

You may please sign and return the enclosed copy of this letter in acceptance of the terms and conditions mentioned above.

For Phonographic Performance Limited

Accepted and confirmed above.

  
  
Shailesh Kripal  
Deputy General Manager

  
\_\_\_\_\_  
(Nikhil Jadhav)



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**OFFER LETTER**

Date: 31.07.2023

To,

Mr. ANSARI MOHAMED,  
S/O: Mohd Irfan Ansari,  
Room – 37, Zariwala Chawl-26,  
Mohammed Umar Rajjab Road,  
Madanpura Nagpada, Mumbai,  
Maharashtra – 400008.

**Sub: Offer Letter**

Dear Mr. Ansari Mohamed,

**Congratulations! Welcome to the Buildx Family!**

With reference to our discussion about a career opportunity with us. We are pleased to offer you the position of “OFFICE ASSISTANT” with our organization. Your initial place of posting will be **MUMBAI** and you will be reporting to Ms. Muaz Sayyed Qasim.

Your compensation details are as follows:

**Cost to Company: INR 1,80,000/-(Rupees One Lakh Eighty Thousand only) per annum.**

Your offer and subsequent appointment with company shall be governed by the terms and conditions of employment with the company.

As discussed, your date of joining would be on or before **01.08.2023** failing which the offer stands withdrawn. Please note that this offer is subject to satisfactory reference checks and validation of joining documents submitted.

At the time of joining, please submit the following documents:

- 1) Copy of Educational Qualification Certificates (Class 10th onwards)
- 2) Copy of Address Proof (DL / Aadhar Card / Voter ID / Ration Card etc.)
- 3) Copy of Pan Card
- 4) 2 Nos. of Passport size photographs
- 5) Photocopy of relieving letter/resignation acceptance letter from previous employer.

Please return a signed copy of this letter as an acknowledgement of your acceptance of the offer.



We once again would like to thank you for your interest in seeking a career with our organization and wishing you a fruitful and successful career ahead with us.

**For BUILDX INTERIOR PRODUCTS PVT LTD**



**Authorized Signatory**

Employee Acceptance Signature

Name:

Date:



# CCI Projects Pvt. Ltd.

CIN: U70102MII2000PTC128732

Corporate Office : Laxmi Building, 6, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai – 400 001.  
Tel : +91 22 22632691 Telefax : +91 22 22632691

## Appointment Letter

To,  
Ms. Pooja Verma  
Mumbai  
Sub: Appointment Letter

Date: 11/09/2023

Dear Pooja,

We are pleased to offer you an appointment in our organization as **Executive - Front Desk** with effect from **11th September 2023**. You will be based at **Project Office, Mumbai**

Your CTC is **Rs.300258/- per annum** Inclusive of all.

You will be paid gross emoluments as detailed in Annexure – A

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B

You have to submit all documents before the joining date which are mentioned in Annexure - C

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours Truly,  
For CCI Projects Pvt. Ltd.

  
11/09/23

Shijil B Meledath  
Chief Operating Officer

  
12/09/23

Regd. Office : Rivali Park, CCI Compound, Western Express Highway, Borivili (East), Mumbai – 400 066  
Tel : +91 22 61230800



# CCI Projects Pvt. Ltd.

CIN: U70102MH2000PTC128732

Corporate Office : Laxmi Building, 6, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai - 400 001.

Tel : +91 22 22632691 Telefax : +91 22 22632691

## Annexure

Name	Pooja Verma	Total CTC Inclusive of all	3,00,259
Designation	Executive - Front Desk	Monthly CTC	25,022
Department	Facility & Admin	TDS	TDS deduction will be subject to investment declaration
Joining Date	11-09-2023		
Component	Per Month	Per Annum	Gratuity as per Law
Basic	16,000	1,92,000	
HRA	8,000	96,000	
Special Allowance	252	3,024	
<b>Statutory Compliance</b>			
Employer PF Contribution	-	-	
Retirals	770	9,235	
Gross CTC	25,022	3,00,259	
Professional Tax - 200			

Total CTC: Rs. 300259/- per Annum

For CCI PROJECTS PRIVATE LIMITED

Shijil B Meledath  
Chief Operating Officer

Accepted & Agreed

Signature and date  
Pooja Verma

Regd. Office : Rivali Park, CCI Compound, Western Express Highway, Borivili (East), Mumbai - 400 066  
Tel : +91 22 61230800



# CCI Projects Pvt. Ltd.

CIN: U70102MH2000PTC128732

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## Annexure – B

1. **Personal Particulars:**  
You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
2. **Nature of Work:**  
Your nature of work mainly includes all the aspects of the **Facility & Admin** as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
3. **Late comings:**  
The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).
4. **Assignment, Transfer and Deputation:**  
Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
5. **Training:**  
You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. **Intellectual Property Right:**  
If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
7. **Secrecy/Confidentiality:**  
You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the

Regd. Office : Rivali Park, CCI Compound, Western Express Highway, Borivili (East), Mumbai – 400 066  
Tel : +91 22 61230800

*Page 12/09/23*



# CCI Projects Pvt. Ltd.

CIN: U70102MH2000PTC128732

Corporate Office : Laxmi Building, 6, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai - 400 001.  
Tel : +91 22 22632691 Telefax : +91 22 22632691

Business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

## 8. Restrain:

### i. Access to Information:

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

### ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

## 9. Leave:

- i. You will be entitled to leaves as per the Company policy.
- ii. Unauthorized/ Uninformed absenteeism from duty for a continuous period of 5 days will be treated as a disciplinary offence and the company may initiate disciplinary action against you, and based on outcome your service may be terminated by the company.

## 10. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

## 11. Validity of this Offer:

This offer is valid till **11th September 2023** and if candidate will not join CCI Projects Pvt. Ltd. before the date mentioned this offer will stand null and void.

## 12. Documentation:

Employees have to submit all the documents listed in Annexure C before joining date.

## 13. Gratuity:

Gratuity will be paid as per Gratuity Act.

*B. P. R. S.*  
12/09/23

Regd. Office : Rivali Park, CCI Compound, Western Express Highway, Borivili (East), Mumbai - 400 066  
Tel : +91 22 61230800



# CCI Projects Pvt. Ltd.

CIN: U70102MH2000PTC128732

Corporate Office : Laxmi Building, 6, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai – 400 001.  
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## 14. Termination of Service:

- i. During the probation period or any extension thereof, your services may be terminated on either side by giving 15 Days' notice period or basic salary in lieu of notice period or at the Management discretion.
- ii. After confirmation your services may be terminated by either party by giving 1 Month notice period or basic salary in lieu of notice period.
- iii. No notice of resignation will be effective, if it's given while you are on leave. You will not be entitled to avail leave during notice period. Hence for notice of resignation to be effective you have to resume duties immediately and actively serve the company for the required notice period.
- iv. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

## 15. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

## 16. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

17. You are requested to inform your residence and referees for a probable reference check.  
Your appointment will be valid subject to positive reference check.

## 18. Probation Period:

You will be on probation for a period of six months and only after a satisfactory report from operation, you will be a permanent employee of the company.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Regd. Office : Rivali Park, CCI Compound, Western Express Highway, Borivili (East), Mumbai – 400 066  
Tel : +91 22 61230800

*[Handwritten Signature]*  
12/09/23



# CCI Projects Pvt. Ltd.

CIN: U70102MH2000PTC128732

Corporate Office : Laxmi Building, 6, Shoorji Vallabhdas Marg, Ballard Estate, Mumbai – 400 001.  
Tel : +91 22 22632691 Telefax : +91 22 22632691

## Annexure C

### LIST OF DOCUMENTS

IF SELECTED, KINDLY GET A COPY OF THE FOLLOWING DOCUMENTS, DULY ATTESTED, FOR SUBMISSION IN THE HUMAN RESOURCE DEPARTMENT:

#### EDUCATIONAL :

- ALL CERTIFICATES, FROM SCHOOL LEAVING TO GRADUATION OR DIPLOMA/ DEGREE ETC UP TO THE LAST QUALIFICATION.
- TESTIMONIALS OF ANY CO-CURRICULAR ACTIVITIES OR ACHIEVEMENTS.

#### MEDICAL :

- FITNESS CERTIFICATE FROM AN AUTHORIZED MEDICAL INTERNIST (FAMILY DOCTOR ) OR SPECIALIST.
- BLOOD GROUP CERTIFICATE

#### PERSONAL :

- SIX PASSPORT SIZE PHOTOGRAPHS.
- 2 COPIES OF IDENTIFICATION PROOF – ANY DOCUMENT WHICH CARRIES YOUR PHOTOGRAPH WITH ADDRESS (e.g. AADHAR CARD, PAN CARD, VOTER'S ID, PASSPORT ETC )
- 2 COPIES OF PROOF OF RESIDENCE (ELECTRICITY BILL / TELEPHONE BILL / RATION CARD ETC ). IN CASE YOU ARE FROM OUT OF MUMBAI, YOU NEED TO SUBMIT PROOF OF YOUR PERMANENT ADDRESS AND ALSO THE LOCAL ADDRESS – EITHER A LETTER FROM LANDLORD / HOSTEL RECTOR OR LETTER FROM RELATIVE, OR COPY OF LEASE DOCUMENT.

*Please Note Aadhar Card and Pan Card is Mandatory*

#### PROFESSIONAL:

- RELIEVING LETTER OR APPROVED LETTER OF RESIGNATION FROM LAST / PREVIOUS EMPLOYER. (IF YOU ARE A FRESHER, THIS DOES NOT APPLY TO YOU).
- PHOTOCOPY OF YOUR LAST SALARY SLIP.

#### GENERAL:

- 2 REFEREES NAME, TELEPHONE NO AND ADDRESS FROM PROFESSIONAL OR EDUCATIONAL CIRCLE OF YOUR CONTACTS (NOT FROM YOUR FRIENDS & RELATIVES).

ALTHOUGH YOU NEED TO SUBMIT SELF – ENDORSED PHOTOCOPIES OF ALL THE ABOVE DOCUMENTS, WE MAY ASK FOR THE ORIGINALS FOR CROSS VERIFICATION AT ANY GIVEN POINT OF TIME.

*S. Pooja*  
*12/09/23*

Regd. Office : Rivali Park, CCI Compound, Western Express Highway, Borivili (East), Mumbai – 400 066  
Tel : +91 22 61230800



Date: 28<sup>th</sup>October,2023

## OFFER LETTER

Dear **Kalyani**,

With reference to your interview with us, we are pleased to offer you a position of **“Manual Tester”** in our organization as per the terms and conditions given below:

1. Compensation:  
Your total remuneration will be **Rs.2,76,494/- (Rupees TWO LAKH SEVENTY SIX THOUSAND FOUR HUNDRED AND NINETY FOUR)** Per Annum. Details of your remuneration are included in Annexure - A (attached).
2. This offer is valid till **29<sup>th</sup>October, 2023**.
3. The date of joining will be **30<sup>th</sup>October,2023** as per the client request.
4. Your present posting will be at Thane, Maharashtra. However, the Company reserves the right to transfer you to any of its offices/establishments/group companies whether now in existence or to be setup hereafter.
5. The Office Timings will be 9:30 am to 6:30 pm from Monday to Friday.

## Salary Details:

Annexure – A		
Particulars	Salary Per Month	Annual Salary
Basic Salary	11,250	1,35,000
House Rent Allowance	5,625	67,500
Medical Allowance	1,250	15,000
Educational Allowance	1,000	12,000
Other Allowance	3,375	40,500
<b>Monthly Gross(A)</b>	<b>22,500</b>	<b>2,70,000</b>
<b>Gratuity(B)</b>	-	<b>6,494</b>
<b>Deductions:</b>		
PF(Employee contribution)	1,755	21,060
PF(Employer contribution)	1,755	21,060
<b>Total Deductions(C)</b>	<b>3,510</b>	<b>42,120</b>
<b>Net Monthly Salary(A-C)</b>	<b>18,990</b>	-
<b>TOTAL CTC (A+B)</b>	<b>2,76,494</b>	
* Professional Tax in February will be Deducted as Rs. 300/-		
* Gratuity payable as per the rules		
*TDS will be deducted as per law		

We wish you all the best and look forward to establishing a great working relationship.

Avencore Tech Consultant Private Limited

*Avtakle*

AUTHORIZED SIGNATORY

I Accept

*Kalyani*

KALYANI MISHRA





23-Jun-2022

Dushantkumar Ramprakash Unecha

Ashirwad Apartment 15 Navle Hosputal

Narhe Pune Maharashtra 411041

India

**Letter of offer**

**Dear Dushantkumar,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Sr. Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Magarpatta** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Sr. Associate - Ops**.

**Compensation:** Your Total Gross Pay will be **INR 3,50,400 (Indian Rupees Three Lakh, Fifty Thousand, Four Hundred Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **23-Jun-2022**.

**Place of work:** Your place of work will be **Pune - Magarpatta**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA  
COSTA RICA  
INDIA  
THE PHILIPPINES  
ROMANIA  
SRI LANKA  
UAE  
UK  
USA

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,  
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:  
U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

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**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha  
Candidate's Name & Signature**



## 1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,  
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:  
U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

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**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha  
Candidate's Name & Signature**



discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.

- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## 2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

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**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha  
Candidate's Name & Signature**



Yours faithfully,

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,  
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:  
U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

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**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha  
Candidate's Name & Signature**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :-</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF : (mark sheets &amp; degree are important)</b> (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

F489568E4A2543B...

**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha**  
Candidate's Name & Signature



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,  
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:  
U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

F489568E4A2543B...

**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha  
Candidate's Name & Signature**



Annexure II			
<b>Name</b>	:	<b>Dushantkumar Ramprakash Unecha</b>	
<b>Title</b>	:	<b>Sr. Associate - Ops</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Insurance</b>	
<b>Compensation Component</b>	<b>Ref</b>	<b>Amount(INR) Per Month</b>	<b>Amount(INR) Per Annum</b>
Basic Salary		10,575	1,26,900
House Rent Allowance		5,288	63,450
City Compensatory Allowance		5,838	70,050
<b>Sub Total - I</b>	<b>A</b>	21,700	2,60,400
Bonus / Incentive (4)	<b>(a)</b>	0	0
Company's contribution to Provident Fund (1)		1,800	21,600
Company's contribution to ESI (3)		0	0
<b>Sub Total - II</b>	<b>B</b>	1,800	21,600
<b>Total Fixed Pay</b>	<b>C = A + B</b>	23,500	2,82,000
Bonus / Incentive at Maximum Level (4)	<b>(b)</b>	5,700	68,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	23,500	2,82,000
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	29,200	3,50,400
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Medclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196**

DocuSigned by:

*Dushantkumar Ramprakash Unecha*

F489568E4A2543B...

**Accepted and Agreed**

**Dushantkumar Ramprakash Unecha**  
Candidate's Name & Signature

## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into on **19-01-2023**, by and between:

**Whitehat Education Technology Private Limited** having its office at WeWork Chromium, 02B - 139, 2nd Floor, JVLR, Andheri East, Mumbai -400072 (“Company”; which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors-in-interest and assigns), of one part;

AND

**PRABHAT SINGH** residing at (“Employee”); which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include their successors-in-interest and assigns) of the other part.

Company and the Employee may individually be referred to as “Party” and collectively as “Parties”.

**WHEREAS**, the Parties mutually desire to enter into this Agreement to define and set forth the terms and conditions (“Terms & Conditions”) of employment of the Employee by Company;

### TERMS & CONDITIONS

#### **1. Employment**

Company hereby employs the Employee and the Employee hereby agrees to serve in such capacity, while s/he is employed by the Company. (“Tenure”)

The Employee hereby agrees that during the Tenure he/she shall devote his/her full business time to the affairs of Company and shall exercise such powers as may be assigned, conferred or vested in him/her by Company. The Employee shall also comply with all policies, procedures, rules and regulations, both written and oral, as are announced by Company from time to time.

The Employee shall be on probation for a period 3 (Three) months from the date of joining. Company reserves the right to further extend the probation period as per its discretion or terminate the Employee's employment, for any reason without notice or cause during the probationary period.

The Employee hereby undertakes and represents that he/she is not a party to any written or oral agreement with any third party that would restrict their ability to enter into this Agreement or to adhere and perform their obligations under this Agreement.

The Employee shall use best efforts to promote and protect the interests of and observe the utmost good faith towards Company.

#### **2. Compensation**

As full compensation for all services provided, the Employee shall be paid compensation as specified in Schedule A (“Compensation”).

The Compensation shall be reviewed on an annual basis subject to appraisal and performance of the Employee. Such Compensation shall be subject to applicable statutory deductions by Company.

#### **3. Leaves**

### **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

Employee will be entitled to leaves as governed by the Leave Policy in the company.

#### **4. Role & Responsibilities**

As a Customer Service Executive, the Employee shall be required to perform the following duties and undertake the responsibilities as enumerated in Schedule B in a professional manner.

The Employee will be provided with a written performance appraisal at least once per year and the said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

#### **5. Termination**

During the probation period, either Party may terminate the employment for cause with immediate effect. On confirmation, either Party may terminate this Agreement upon a prior 30 (thirty) days written notice to the other Party. Company may terminate the employment without notice or payment, in lieu of notice for sufficient causes including but not limited to breach of any provisions contained, default or neglect in discharge of duties, underperformance, willful disobedience or committing a crime. Employee undertakes to amicably handover all pending work as instructed and shall co-operate fully for the same in the event of their termination or resignation. On resignation or termination of employment, and at any other time on request, Employee will deliver to Company any documents, information or other media in Employee's possession or control. In the course of employment, Employee may be provided laptops, cell phones and other related assets to use for completing their roles & responsibilities. Employee shall be solely responsible for any sort of damage including but not limited to theft occurring in relation to such assets.

The clauses of this Agreement which by their nature should survive termination shall survive such termination, including, without limitation, clause 6, 7, 10 & 11, 12, 13.

#### **6. Confidentiality**

All confidential and proprietary information and data belonging to Company which is non-public ("Confidential Information") be it specifically documented or not; include but are not limited to:

(a) Creative information, including symbols, photographs, animations, videos, models, techniques, experimental methods, designs, concepts, research, insights and other creations;

(b) Technical information, including research programs and methods, product development plans, functional and technical specifications, technology, inventions, ideas, concepts, drawings, designs, analysis, research, methods, techniques, processes, computer software, data, databases, flowcharts, patent applications, and other technical know-how and materials;

(c) Business information, including business plans, business strategies and/or data arising thereof, sales and marketing research, materials and plans, accounting and financial information, projections, performance results, cost data, customer information, personnel records and the like;

(d) Other valuable information of the Parties designated as confidential expressly or by the circumstances in which it is provided; and

(e) All proprietary information related to Company.

During and after the Tenure, the Employee shall not divulge or appropriate to his/her own use or to the use of others, in competition with Company, or to any other person any Confidential Information obtained by the Employee in any manner whatsoever. Upon termination of this Agreement or as otherwise requested by Company, the Employee shall promptly return to Company all items and copies containing or embodying Confidential Information without retaining any copies

### **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

with himself/herself.

To protect Company against any allegation of infringement by the unauthorized use of third party material, the Employee agrees that he shall not use or copy any information, which is confidential or proprietary to any third party without the prior written authorization.

## **7. Ownership of Property**

All materials created or prepared by the Employee, including but not limited to ideas, inventions, designs, copyrightable works, trademarks and Confidential Information, whether independently or in co-operation with others, during the Tenure and/or in the course of employment with Company and/or before the execution of this Agreement but while in de-facto employment or discussions with the director of the Company, shall be considered works for hire (“Works”) and shall be owned solely by Company.

To confirm such ownership of Work, the Employee hereby assigns to Company, the entire right, title and interest that s/he may have to the Work, in India and throughout the world, without representation or warranty for perpetuity. The Employee shall not, in any manner whatsoever, use such Work for personal gains during or after the Tenure. The Employee hereby waives any right to and agrees that he shall not raise any objection or claims to the Indian Copyright Board or any other authority with respect to the ownership of the Works, under the provisions of Section 19A of India’s Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

Provided that, the Employee may display his/her Work in his/her portfolio with explicit written permission from Company.

The Employee acknowledges that the remuneration paid by the Company to the Employee, is a good, valuable and adequate consideration, to be bound by the terms and conditions of this Agreement including the assignment of Intellectual Property Rights and adhering to the restrictions set out elsewhere in this Agreement.

## **8. Other Employment**

The Employee shall not involve himself/herself in any activities, which might interfere with or adversely affect the proper performance of work of Company nor undertake any other employment (whether temporary, permanent, paid or unpaid) without first obtaining written permission of Company.

## **9. Non-Assignment**

The rights, interests or obligations of the Employee under this Agreement shall not be voluntarily or involuntarily assigned, alienated or encumbered.

## **10. Non-Compete & Non-Solicitation**

The Employee undertakes to refrain from starting, carrying out or joining a business that directly or indirectly competes with the business activity of Company during the Term and for a period of 2(two) years from the date of termination of this Agreement.

The Employee shall not attempt to solicit the clients, customers, vendors, employees or other persons so connected with Company during or after the Term of this Agreement in any manner whatsoever. The Employee agrees that the obligations set forth in this Agreement and particularly in this Clause 10 are necessary and reasonable and undertakes to adhere to the same.

## **11. Indemnity**

### **WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

To the fullest extent of the law, Employee shall indemnify, defend and hold harmless the Company, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the Services contemplated by this Agreement.

## 12. Governing Law & Jurisdiction

This Agreement shall be subject to all the laws, rules, regulations and such other statutory enactment or amendment or modification or any approval of government of India that is in force from time to time.

All disputes, difference and or claims arising out of or relating to or in connection with this Agreement or the breach, termination or validity hereof shall be referred to a sole arbitrator, to be appointed by Company in accordance with the Arbitration and Conciliation Act 1996. The place of arbitration shall be Mumbai, India. The award given by the arbitrator shall be final and binding on all the Parties. The language of the arbitration proceedings and award shall be English.

Subject to above, the Parties hereby consent to and agree to submit to the exclusive jurisdiction of the courts of Mumbai, India.

## 13. Miscellaneous

(a) [In the event the Employee is granted any stock options in the Company, the terms and conditions of grant and/or exercise of such stock options shall be governed by the policy of the Company under which the stock options have been granted. Further, the Employee hereby agrees to be bound by the restriction and/or obligations (including but not limited to transfer restrictions) as provided in the Articles of the Company with respect to the stock options (or shares issued pursuant to exercise of the stock options) held by the Employee.]

(13.a.1) To apply to only those employees being granted employee stock options in the Company.

(b) This Agreement forms the entire agreement with respect to the subject matter thereof. Any modification, amendment or alteration in respect of this Agreement or any provision hereof shall not be valid or effective unless the same is/are reduced in writing and signed by the Parties hereto.

(c) In the event that any term of this Agreement is found to be void or otherwise unenforceable, such term shall be substituted with a valid or enforceable provision, which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision and the remainder of this Agreement shall remain valid and enforceable as is.

(d) Failure by any Party to enforce any of the terms of this Agreement shall not be construed as a waiver of any of the Party's right hereunder.

(e) Each Party will act in good faith in the performance of its respective responsibilities under this Agreement and will not unreasonably delay, condition or withhold the giving of any consent, decision or approval that is either requested or reasonably required by any other Party in order to perform its responsibilities.

(f) This Agreement is subject to force majeure.

(g) Any notice or other communication given to a Party under or in connection with this Agreement shall be in writing, addressed to that Party at its registered office or such other address as that Party may have specified to the other Party in writing in accordance with this Clause, and shall be delivered personally, or sent by pre-paid first class post or other next working day delivery service, commercial courier, fax or e-mail.

By acknowledging this Employment Agreement in HRMS, I hereby declare that all the terms and conditions mentioned in the said letter are accepted and is applicable to me in totality.

## WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139, Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR, Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690



For Whitehat Education Technology Pvt. Ltd.,

**Nimi Rastogi**  
**Assistant Vice President - Talent Acquisition**

**Date:** 20-01-2023

**For Employee**

**Name:** PRABHAT SINGH

**Date:**

**WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**

Registered Office Address: 02B-139,Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR,  
Mumbai- 400072, Maharashtra, India. email: [info@whitehatjr.com](mailto:info@whitehatjr.com) CIN: U74999MH2018PTC315690

**SCHEDULE A**  
**COMPENSATION**

- I. Fixed: INR 3,00,000 Per Annum
- II. Variable: Subject to performance evaluation and to management discretion. #Free Text for Variable#
- III. Other Bonus/Allowance: #Other Bonus#
- IV. Reimbursement: On the actual incurred basis

<b>Component</b>	<b>ANNUAL (INR)</b>	<b>MONTHLY (INR)</b>
Basic	1,20,000	10,000
HRA	60,000	5,000
LTA	60,000	5,000
Provident Fund	21,600	1,800
City Compensation Allowance	38,400	3,200
<b>CTC</b>	<b>3,00,000</b>	<b>25,000</b>
<b>Total CTC</b>	<b>3,00,000</b>	

**SCHEDULE B**  
**ROLES & RESPONSIBILITIES**

- (a) To carry out such duties & responsibilities as are necessary to act as Customer Service Executive for the Company and any allied activities thereto.
- (b) Other duties as may arise from time to time and as may be assigned to the Employee.

**SCHEDULE C**  
**EMPLOYEE DETAILS**

Name: PRABHAT SINGH  
Date of Joining: 19-01-2023  
Designation: Customer Service Executive  
Reporting Manager: Abhishek Desai  
PAN:  
Contact Number: 8779441538  
Current Address:

**WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED**





**APPOINTMENT LETTER**

To,  
Pramod Suresh Basa  
217, B wing, Om Namahshivay Residence,  
SP road, Nagpada, Mumbai Central  
Mumbai 400008

Date: 10<sup>th</sup> Oct 2022

Appt. Ref No.: EV\_SUPP\_10102022\_24\_04

Dear Mr. Basa

Essen Vision is pleased to inform you, that you are hereby appointed as "Junior Analyst" at our organization as per terms and conditions discussed and agreed upon as under.

13. This appointment is effective from 10<sup>th</sup> October, 2022. This will be also your date of your joining in our Organization, at Mumbai.
14. The General terms and Conditions of Service of the Company with such modifications as may be made from time to time will apply to you. A copy of the current Terms and conditions is attached in Annexure A.
15. Your salary and other allowances shall be as per the enclosed statement in Annexure B.
16. You are under a TWO year contract with Essen Vision Software Pvt. Ltd. effective from 10<sup>th</sup> October, 2022 valid up to 10<sup>th</sup> October, 2024. No resignation will be accepted 10<sup>th</sup> October, 2024.
17. Your all-inclusive CTC will be INR 25,000 /- per month and your all-inclusive CTC for the year will be INR 3,00,000/- p.a.
18. Your annual review/appraisal will/may be conducted after one year of continuous work or as applicable to you at the rate of 10% of Earnings.

You will maintain strict confidentiality and secrecy of your agreement. In case loss of confidence in you, we shall be entitled to terminate this Agreement forthwith without any notice and our decision shall be final and binding on you.

If the above terms, including the terms mentioned in Annexure A & B are acceptable to you kindly sign the same with your acceptance.

Yours truly,

For Essen Vision Software Pvt. Ltd.

Ms. Seema Shetty  
Founder & Director – Operations

I Accept,

Mr. Pramod Suresh Basa

**OFFER LETTER**

Date: **22/05/2023**

To,  
**Mr. Shivam Tiwari,**

**MUMBAI,**

**Dear Shivam Tiwari,**

We are delighted to offer you an opportunity of association with us, starting with the position of **Technical Support Engineer L2**.

We are committed to giving you every opportunity to learn, grow and use your knowledge, experience, and dedication to the highest potential, thereby excelling in your field and building a better future for yourself. We envision you as an integral part of our team.

Mentioned below are the terms and conditions of your association:-

Designation **Technical Support Engineer L2**

Date of Joining: **24/05/2023**

Term: A performance review shall be conducted on a regular basis to assess performance and modify this arrangement, if required.

Payment: Annual CTC of INR **346640.00** (including deductions as required by law or as per our company policies) shall be paid to you.

Other terms and conditions: Other terms and conditions of your association with us are specified in the appointment letter which will be signed between us on the date of your joining our Company.

Please note that this offer is subject to-

- (i) Your communication of acceptance within 24 Hours from the date of receipt of this offer letter.
- (ii) Your submission of the following documents on the date of joining or any reasonable time thereafter
  - Scanned recent passport sized photograph
  - Photocopies/scanned copies of:
    - Marksheets [10th,12th, Graduation, Post-Graduation (if any)]
    - Pan Card
    - Aadhaar Card/ Diving License
    - Experience Certificate/ Relieving Letter from all your previous employers (if applicable)
    - Salary Slips/Bank Statement/ any other documentary evidence of the amount received by you before discontinuation of your association with the most recent employer (if applicable)

You may be required to submit any document other than those mentioned above at a later point in time.

- (iii) Successful completion of a post-offer, pre-employment medical test (if Applicable), which we shall schedule for you in the city of current residence as soon as possible, following receipt of your acceptance of this offer.
- (iv) Verification of reasonable background and reference checks.

Signature \_\_\_\_\_

**IMPACT Infotech Pvt. Ltd.**

On receipt of your acceptance, we shall commence with processing other formalities.

We look forward to welcoming you on and from **24/07/2023**.

**Annexure – I**

	<b>Salary Structure</b>	<b>Monthly</b>	<b>Yearly</b>
	Basic	11632.00	289584.00
	DA	2444.00	
	<b>Total Basic</b>	<b>14076.00</b>	
	HRA	2072.00	
	Bonus	1173.00	
	Special Allowance	0.00	
<b>A</b>	<b>Gross Salary</b>	<b>17321.00</b>	<b>207852.00</b>
	<b>Employee Deduction</b>		
	PF	1689.00	
	ESIC	130.00	
	Insurance	300.00	
	LWF	2.00	
	PT	200.00	
<b>B</b>	<b>Total</b>	<b>2321.00</b>	<b>27852.00</b>
<b>C</b>	<b>Take Home</b>	<b>15000.00</b>	<b>210000.00</b>
	<b>Employer Contribution</b>		
	PF	1830.00	
	ESIC	563.00	
	LWF	6.00	
<b>D</b>	<b>Total</b>	<b>2399.00</b>	<b>28788.00</b>
	<b>CTC(A+D)</b>	<b>21700.00</b>	<b>246640.00</b>

**Note :-**

- Your total salary emoluments would be approx. **Rs. 17321.00/- Gross** per month.
- Taxes such as income tax, P.F., ESIC, Insurance & Accident Policy will get deducted as per Government rules and guide lines.

A hearty welcome in Impact InfoTech Pvt. Ltd.

**For Impact Infotech Pvt. Ltd.**

**Accepted By**



Hitesh Hatkar  
HR Manager  
Recruiter : :Kiran Gupta

Shivam Tiwari

**IMPACT Infotech Pvt. Ltd.**

okaygenie.com

Monday, 29 August 2022

Mr. Anil Kumar Nirmal

Karuna building, Room no-12,  
Sankli Street, Mumbai- 400008.

**Subject : Appointment Letter**

Dear Anil,

Based on your application and subsequent interview, we are pleased to offer the position of **Manager Operations** at Okaygenie Software Private Limited on the following terms.

Designation	:	Manager Operations
Date of Joining	:	September 1, 2022
Total Compensation	:	INR 9,00,0000 /- (Breakup Attached)
Location	:	Okaygenie Corporate Office
Transferable	:	Yes
Notice Period	:	90 Days

Please sign and return the duplicate copy as acceptance of the letter. Kindly submit five photographs, PAN card copy, address proof, last drawn salary slip, and qualification certificates for our records.

We wish you a successful career with us.

For Okaygenie Software Private Limited

  
Arun Krishnan  
Director

**Okaygenie Software Private Limited**

A 701, Mainframe IT Park, Royal Palms, Goregaon East, Mumbai - 400065 ☎ 91 22 4968 2828  
www.okaygenie.com

Name: Anil Kumar Nirmal

Date: August 29,2022

Compensation	Monthly	Annually
Fixed Pay	60000	720000
Variable Pay	0	80000
ESOP for the year*		100000
<b>Total Compensation</b>		<b>900000</b>

Variable Pay will be released only if you are in service with Okaygenie and will be disbursed based on the performance rating achieved for the financial year.

Variable Pay - 50 % based on individual performance. 50 % based on company performance

\* ESOP (Employee Stock Option ESOP (Employee Stock Option Plan): You will be eligible for ESOP to the extent of value mentioned above as and when Okaygenie announces ESOP scheme. All ESOP terms and conditions at the time of allotment will be applicable to the shares vested to you. The allotment is subject to you being under continuous employment with Okaygenie till and at the time of allotment.

LG/HR/TA/OL/22-23/TA01351  
December 7, 2022

To,

Kamlesh Mishra  
203, Sai Kripa Apartment,  
Nalleshwar Nagar, Virar (East),  
Palghar - 401305

Subject : Offer Letter

Dear Mr. Mishra,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Executive - Customer Experience in our Organization to be headquartered / stationed at Corporate Office, Mahalaxmi Office on the terms and conditions as explained to you during the interview.

You will be issued a detailed Appointment Letter stating, among other things, your Compensation and other Benefits, (CTC), Job Role, Probation, Confirmation, Transfer, Separation Process, Retirement Age etc., the details of which have been explained to you and we are happy to note that you have accepted the same.

Your date of joining will be on or before December 28, 2022 . You are requested to report at Corporate Office at 9.15 am.

The Offer is valid subject to the following :

- (a) Your formal resignation acceptance duly endorsed by an authorized representative from your current employer, within 7 days of the receipt of this offer.
- (b) You submitting a signed declaration of the Medical Fitness Undertaking.
- (c) Satisfactory reference check from our end.

Further, this offer will stand automatically withdrawn, should you not join the services of the Company on or before the expected date of joining.

In case you resign on your own accord within one year of joining the services of the Company, you will be required to pay back in full, all expenses paid out or reimbursed or expended on your behalf by the company on account of special payouts, notice period reimbursement, relocation expenses and joining bonus amounts. The Company shall be free to recover such amounts from your final / legal dues.

In the event, the final / legal dues are short of the actual amount, you shall make good the deficit before the last date of separation from the services of the Company. An undertaking to this effect will be required to be signed by you.

At the time of joining, you are requested to submit the documents as mentioned in Annexure - A (Encl.), along with the original thereof.

Please sign the duplicate hereof in acceptance of the Offer Letter.

We wish you success in your assignment!

Yours sincerely,



Jharna Prabhu  
Sr.Vice President - Talent Acquisition

Kamlesh Mishra  
(Accepted)

**COMPENSATION ANNEXURE**

Name : Kamlesh Mishra  
 Designation : Executive - Customer Experience  
 Level : 4  
 Grade : B  
 Department : Customer Experience  
 Cell : Customer Experience  
 CTC : ₹ 530000  
 PF Applicability : Min PF

<b>Cost-to-Company (CTC) Breakup</b>		
<b>Components</b>	<b>Annual</b>	<b>Monthly</b>
<b>Basic</b>	2,02,364	16,864
<b>HRA</b>	1,21,418	10,118
<b>Education Allowance</b>	2,400	200
<b>Flexi Pay ^</b>	1,02,800	8,567
<b>Special Allowance</b>	7,061	588
<b>Statutory Bonus *</b>	13,826	1,152
<b>Medical Insurance</b>	10,349	
<b>Provident Fund</b>	21,600	
<b>Customer Experience Variable Pay ^^ - Monthly</b>	33,727	2,811
<b>Customer Experience Variable Pay ^^ - Annual</b>	14,455	-
<b>Total Variable Pay</b>	<b>48,182</b>	
<b>Cost to Company</b>	<b>5,30,000</b>	

<b>Monthly Calculation</b>	<b>Annual</b>	<b>Monthly</b>
Monthly Gross	4,83,596	40,300
<b>Less : Provident Fund Contribution</b>	21,600	1,800
<b>Less : ESIC Contribution</b>	-	-
<b>Less : Prof. Tax</b>	2,400	200
<b>Total Deductions</b>		<b>2,000</b>
<b>Monthly Payout</b>		<b>38,300</b>

Notes:

^ Reallocation under various heads to be confirmed by the associate.

^^ Payouts as per applicable variable pay policy.

In case of any changes in the existing law or implementation of Code on Wages Act by the government in future, the required adjustments (as determined by new guidelines) shall be done by changing the existing structure within your CTC.

*Kamlesh Mishra*

## Know Your Total Rewards Package



### Rewards

- Merit-Based Variable Pay
- Employee Stock Option Plan (ESOP)
- Flexi EPF & NPS Contribution



### Benefits

- Group Medclaim & Top-ups
- Medclaim for Parents and In-laws
- Discounted Health Checkup
- In-House Nutritionist/ Dietician
- Interest Free Loan



### Work Life Balance

- Flexi Reporting Timing
- Emergency Leave
- Maternity Support
- Weekly 2 Hours for Voluntary CSR
- Paternity Leave
- Child Adoption Leave
- Fun At Work



### Recognition

- Above & Beyond
- Ace Of Excellence
- Hall Of Fame
- Circle Of Excellence
- Exceptional Hire
- Manager of the Year



### Career Development

- Internal Talent Mobility
- Talent Assessment Champions
- Key Associate Program
- Specialized Learning Opportunities





## OFFER LETTER

Reshma Khan,  
General Manager  
Alrannan Administrative Services,  
1340, S3 Lobby 13th Floor Burjuman Business Tower,  
Kaleed Bin Al Waleed Road ,  
Dubai PO Box No 47144.  
0552489084  
Reshma.khan@alrannan.ae

Date: 18/08/2023

Abhishek Rai  
No 902, NG Hill Crest,  
Cinemax, Mira Road,  
Mumbai,  
Maharashtra-401107

Sub: Offer of Employment for Regional Sales Manager(Overseas)

Dear Abhishek Rai,

I am delighted to extend this formal offer of employment on behalf of Alrannan Administrative Services for the position of Regional Sales Manager. After careful consideration of your qualifications and experience, we believe that you are the ideal candidate to join our team and contribute to the success of our operations overseas (Mumbai Office).

The terms and conditions of your employment are outlined as follows:

1. Position: Regional Sales Manager (Mumbai Office).
2. Start Date: 21/08/2023
3. Reporting to: Reshma Khan, General Manager.
4. Compensation: Your compensation package includes a base salary of per 6, 00,000 INR (Six Lakhs Indian Rupees), subject to applicable taxes and deductions. Additionally, you will be eligible for any, performance-based bonuses or incentives as per our company policy.
5. You will be under probation for a period of 6 months; upon probationary review your performance is found satisfactory you will be confirmed.
6. Work Hours: Your work hours will be per week, from 9:30 AM onwards, Monday to Saturday.
7. Vacation and Leave: You will be entitled to leaves in accordance with our company policy.
8. Termination: Employment with Alrannan Administrative Services will require a 3 months' notice period, which means either party can terminate the employment relationship at 3 months' notice period.

Page :01



To accept this offer, please sign and return a copy of this letter by 21/08/2023 to indicate your acceptance of the terms and conditions outlined. You can email the signed offer letter to Reshma.khan@alrannan.ae.

We believe your skills and experience will be a valuable addition to our team, and we are excited about the potential you bring to Alrannan Administrative Services. We are confident that your dedication and hard work will contribute to the continued growth and success of our international operations.

Once you have accepted this offer, our Human Resources team will be in touch to guide you through the onboarding process, including the necessary documentation, visa arrangements (if applicable), and any other details to ensure a smooth transition.

We look forward to welcoming you as a valued member of our team and wish you all the best as you embark on this exciting overseas opportunity with Alrannan Administrative Services

Please feel free to reach out to me if you have any questions or require further clarification.

Sincerely,

Read and Accepted

A handwritten signature in black ink, appearing to read "Reshma Khan".

A handwritten signature in black ink, appearing to read "Abhishek Rai".  
Abhishek Rai

Reshma Khan,  
General Manager,  
Alrannan Administrative Services,  
Reshma.khan@alrannan.ae,  
0552489084

**Date: August 16, 2022**

**Emp Temp Code: 3312065409**

**Anam Sabirali Khatib**

55, Khatib Manzil, 3rd Floor , Undria Street, J.j Hospital, Nagpada Mumbai  
- 400008,  
Maharashtra, India

### Letter of Appointment

Dear Anam,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **August 16, 2022 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Kolkata**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **April 21, 2000**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

**If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.**

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,  
**For Teleperformance Global Service Private Limited,**



**Preeti Amit Shirke**  
**Senior Vice President - Talent Acquisition**

I, **Anam Sabirali Khatib**, residing at **55, Khatib Manzil, 3rd Floor , Undria Street, J.j Hospital, Nagpada Mumbai - 400008, Maharashtra, India** do hereby accept the terms and conditions in this

<b>Employee Signature</b>	Accepted On 12 Aug 2022 anamkhatib00@gmail.com
<b>Employee Name</b>	<b>Anam Sabirali Khatib</b>


**Enclosures:**

1. Compensation/ Salary details (**Annexure I**)
2. Non-Disclosure- Declaration and Undertaking (**Annexure II**)
3. Personal Data- Declaration (**Annexure III**)
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

**NOTE:** For purposes of brevity and ease of reading, the term “**the Company**” or the term “**Teleperformance**” (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : **3312065409**

**Annexure I**  
**Compensation Details**

<b>Employee Name:</b>	Anam Sabirali Khatib	
<b>Designation:</b>	Sr. Customer Service Associate- Voice	
<b>Grade:</b>	Grade I	
<b>Date Of Joining:</b>	August 16, 2022	
<b>City:</b>	Kolkata	
<b>Pay Components</b>	<b>Amount in Indian (INR)</b>	
Basic Pay	15,002.00	
Housing Rent Allowance (HRA)	₹ 9,001.00	
Transport Allowance	0.00	
Flexible Benefit Plan	4,635.00	
Statutory Bonus#	805.00	
<b>Gross Fixed Salary (1)</b>	<b>29,443.00</b>	
Provident Fund (Employee) (2)	1,800.00	
ESIC (Employee) (3)	0.00	
<b>Net Take Home [1-(2+3)]</b>	<b>27,643.00</b>	
Provident Fund (Employer) (4)	1,800.00	
ESIC (Employer) (5)	0.00	
Gratuity* (6)	722.00	
<b>Total Fixed Cost (1+4+5+6)</b>	<b>31,965.00</b>	
<b>Annual Fixed CTC</b>	383,580.00	
<b>Annual Performance Pay**</b>	<b>0 % of Annual Fixed CTC</b>	
<b>Annual Performance Linked Incentive (PLI)</b>	18,000.00	
<p>For Teleperformance Global Service Private Limited,</p>  <p><b>Preeti Amit Shirke</b> Senior Vice President - Talent Acquisition</p>		
<p>*Gratuity shall be payable as per "The Payment of Gratuity Act".          **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note".          #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".</p>		

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	Accepted On 12 Aug 2022 anamkhatib00@gmail.com
Employee Name	Anam Sabirali Khatib

**ANNEXURE II****DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Anam Sabirali Khatib** residing at **55, Khatib Manzil, 3rd Floor , Undria Street, J.j Hospital, Nagpada Mumbai - 400008, Maharashtra, India**, and working as **Sr. Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
  - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
  - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
  - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
  - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
  - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
  - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
  - (a) any person who is so employed / associated becomes a relative, and/or
  - (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Employee Signature	Accepted On 12 Aug 2022 anamkhatib00@gmail.com
Employee Name	Anam Sabirali Khatib



Annexure III

Personal Data - Declaration

**Article I.**

I **Anam Sabirali Khatib** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Temp Emp Code	3312065409
Employee Signature	Accepted On 12 Aug 2022 anamkhatib00@gmail.com
Employee Name	Anam Sabirali Khatib

**ANNEXURE IV**

**DECLARATION AND UNDERTAKING - Work From Home**

I, **Anam Sabirali Khatib**, do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone, camera, or any other electronic devices while Working from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties /amount as per the case may be.
- I agree to the use webcam for video calls /collaboration with supervisors and colleagues.
- I agree to the use of cameras available on the Teleperformance Cloud Campus by Teleperformance and the terms and conditions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisor with a written notice stating the reason for it and [**HR.TPCCIndia@teleperformancedibs.com**].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work

hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

<b>Temp Emp Code</b>	<b>3312065409</b>
<b>Employee Signature</b>	<b>Accepted On 12 Aug 2022 anamkhatib00@gmail.com</b>
<b>Employee Name</b>	<b>Anam Sabirali Khatib</b>

To,  
**Miss. Pooja Modi,**  
Block 14-405, Db Ozone, Next Thakur Mall, Mumbai 400068 Maharashtra,  
28 Jan 2023

Welcome aboard! We are pleased to have you join us as **Sr. Customer Service Associate- Voice.**

At Teleperformance, we are committed and passionate to deliver outstanding customer experience with every single opportunity. We are thrilled to have you with us and look forward to your contribution.

Yours Sincerely,  
**Preeti Shirke**  
**Head Recruitment | Teleperformance**



## QUALITY SQUARE

Office no-604,  
6<sup>th</sup> floor, Paradise Tower,  
Gokhale road, near MacDonald,  
Thane west (400602)

DATE: 10/10/2023

**DEAR, NIHAR BAVKAR**

On behalf of the team here at QUALITY SQUARE Services,

We are pleased to offer you the department Of **ACCOUNTS** Your designation will be **JR EXECUTIVE**.  
Under the process of **BANKING & FINANCE**

We feel confident that you will contribute your skill and experience to the growth of our organization.

This position will require you to full fill the duties and obligations outlined in the next letter of attached job description.

I hope you may not miss the wonderful opportunity. I look forward to hearing from you!

In the next step, briefly describe the role you are offering with the specific details about the Job. All this includes the Formal title of the position, Salary, Anticipated date of starting the work, Full time/part-time status, Remote/Office location and about the role and responsibilities.

You will be on probation period of 3 months from the date of joining. During probation, you will also be given on job training. Your performance will be evaluated during training period. You are supposed to arrange for your transportation. Organization offers transportation facility subject to availability with payment according to distance.

YOUR SALARY WILL BE UP TO 16000/- Monthly.

Your employment is with QUALITY SQUARE Services. ON THE PROCESS is classified at-will, meaning that either you or the company can terminate the relationship at any time, if you misbehave, with notice of one month. This letter is the complete and exclusive statement of employment between you and the company. If you choose to accept this position, please sign. Please confirm your acceptance of this offer by signing and returning a copy of this letter.

TERMS & CONDITIONS

- The amount you pay will not be refundable. IF YOU CANCEL THE PROCESS immediately
- Job joining process will be continued with us at least for 40 days from the date of the letter
- After that only you can apply for cancellation
- Refund will be provided to you after filing the refund form within 60 TO 90 days

Sincerely,

Hr. Department

QUALITY SQUARE

Candidate Signature

Offer Letter

12-07-2023

Dear Himanshu,

Congratulations!!

We are pleased to extend this offer of employment to you to join Bright Performance Nutrition Pvt Ltd for the position of "Executive". As an employee of Company, you will be entitled to the following:

Annual Cost to Company of Rs. 2,93,680/- (Rupees. Two Lakhs Ninety Three Thousand Six Hundred and Eighty Only), payable as per detailed break up in Annexure 1.

As an employee of Company, your employment will be governed by applicable company policies. Your appointment is subject to you signing an Appointment letter post joining, production of requisite documents and verification of your employment and salary history.

We look forward to having you on board on 13<sup>th</sup> July, 2023 and to a long association with Company.

Please confirm your acceptance of this offer by 13<sup>th</sup> July, 2023.

Yours Sincerely,  
Bright Performance Nutrition Pvt Ltd



Authorized Signature



Navneet Education Society's

**NAVNEET COLLEGE**  
**OF COMMERCE & SCIENCE**

*Recognised under Section 2(f) of the UGC Act, 1956*

## **Action Taken Report on Syllabus and Course Curriculum (A.Y. 2018-19 to 2022-23)**





Navneet Education Society's

# **NAVNEET COLLEGE** **OF COMMERCE & SCIENCE**

*Recognised under Section 2(f) of the UGC Act, 1956*

## **Action Taken Report on Feedback A.Y. 2018-19**



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# NAVNEET COLLEGE OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

## “Report on Feedback for A.Y. 2018-19”

### (Syllabus and Course Content)

Feedback on 'Syllabus and Course Content' is sought from the students and various other stakeholders such as alumni, teachers, parents, and employers, online through Google Form. The feedback link is activated in the month of March/April every year for a period of 15 days. IQAC prepares a notice for all stakeholders and calls upon them to give feedback on Syllabus and Course Contents. Orientation sessions are organised for the student's giving details of the role and importance of feedback and action taken by the College on the responses of the stakeholders.

The students and alumni fill up the questionnaire and get them filled up from their parents and employer, where the students or alumni are employed.

The output of the Feedback is generated online in Excel and analysed by IQAC with the help of teachers and office staff. The reports so generated are shared with the principal and forwarded to the respective Board of Studies i.e. Faculty of Science and Technology, Faculty of Commerce and Management, University of Mumbai.

### Action Taken on Feedback on Syllabus and Course Content

Various stakeholders evaluate the Syllabus and Course Contents of each Programme based on the following 15 parameters:

1. Depth of the course content
2. Extent of coverage of course
3. Relevance of course content
4. Project work, if any.
5. Clarity of course
6. Updating of course
7. Learning value
8. Availability of references
9. Availability of teachers
10. National significance





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11. Social orientation
12. Self-development
13. Practical applicability
14. Vocationalisation
15. Overall rating

Likert's Scale is used for the quantifying the qualitative responses. The scale so used is as under with marks assigned to each response:

1. Excellent = 5 marks,
2. Good = 4 marks,
3. Average = 3 marks,
4. Poor = 0 mark

## 1. Bachelor of Science in Information Technology (B. Sc.IT)

Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	38	79.51
2	Teachers	06	86.13
3	Employer	08	85.33
4	Alumni	23	77.91
	<b>TOTAL</b>	<b>75</b>	<b>82.22</b>

## 2. Bachelor of Commerce (B.Com.)

Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	73	77.33
2	Teachers	06	81.33
3	Employer	08	81.00
4	Alumni	30	75.56
	<b>TOTAL</b>	<b>117</b>	<b>78.81</b>





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3. Bachelor of Management Studies (B.M.S.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	18	77.78
2	Teachers	8	84.83
3	Employer	6	77.78
4	Alumni	19	77.54
	<b>TOTAL</b>	<b>51</b>	<b>79.48</b>

According to the feedback sought from students, teachers, employers & alumni the strengths and weaknesses of the course curriculum of all the courses are as under:

1. Bachelor of Science in Information Technology (B.Sc.-IT)	
Strengths	Weaknesses
1. Extent of coverage of course	1. Availability of references
2. Social orientation	2. Depth of course content
3. Availability of teachers	3. Learning value
4. National significance	4. Relevance of course content
5. Self-Development	5. Clarity of course
6. Updating of course	6. Project work, if any
7. Practical applicability	7. Vocationalisation

2. Bachelor of Commerce (B.Com.)	
Strengths	Weaknesses
1. Practical applicability	1. Availability of teachers
2. Extent of coverage of course	2. Availability of references
3. Relevance of course content	3. Learning value
4. Depth of course content	4. Social orientation
5. Self-Development	5. Updating of course





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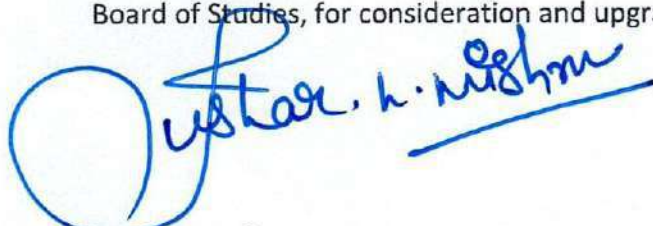
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6. National significance	6. Vocationalisation
7. Project work, if any	7. Clarity of course

3. Bachelor of Management Studies (B.M.S.)	
Strengths	Weaknesses
1. Practical applicability	1. Project work, if any
2. Learning value	2. Clarity of course
3. Availability of references	3. Social orientation
4. Depth of course content	4. Availability of teachers
5. Extent of coverage of course	5. National significance
6. Relevance of course content	6. Self-Development
7. Updating of course	7. Vocationalisation

The detailed report of 'Feedback on Syllabus and Course Contents' is shared with the concerned teacher so that they can share such feedback in the Syllabus Revision Workshops organized by the Board of Studies (BoS).

A copy of the analysed feedback on syllabus and course contents is also sent to the Chairperson, Board of Studies, for consideration and upgradation of the syllabus and course content in future.

  
IQAC Co-ordinator



  
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## **Action Taken Report on Feedback A.Y. 2019-20**



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# NAVNEET COLLEGE OF COMMERCE & SCIENCE

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## “Report on Feedback for A.Y. 2019-20”

### (Syllabus and Course Content)

Feedback on 'Syllabus and Course Content' is sought from the students and various other stakeholders such as alumni, teachers, parents, and employers, online through Google Form. The feedback link is activated in the month of March/April every year for a period of 15 days. IQAC prepares a notice for all stakeholders and calls upon them to give feedback on Syllabus and Course Contents. Orientation sessions are organised for the student's giving details of the role and importance of feedback and action taken by the College on the responses of the stakeholders.

The students and alumni fill up the questionnaire and get them filled up from their parents and employer, where the students or alumni are employed.

The output of the Feedback is generated online in Excel and analysed by IQAC with the help of teachers and office staff. The reports so generated are shared with the principal and forwarded to the respective Board of Studies i.e. Faculty of Science and Technology, Faculty of Commerce and Management, University of Mumbai.

### Action Taken on Feedback on Syllabus and Course Content

Various stakeholders evaluate the Syllabus and Course Contents of each Programme based on the following 15 parameters:

1. Depth of the course content
2. Extent of coverage of course
3. Relevance of course content
4. Project work, if any.
5. Clarity of course
6. Updating of course
7. Learning value
8. Availability of references
9. Availability of teachers
10. National significance





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11. Social orientation
12. Self-development
13. Practical applicability
14. Vocationalisation
15. Overall rating

Likert's Scale is used for the quantifying the qualitative responses. The scale so used is as under with marks assigned to each response:

1. Excellent = 5 marks,
2. Good = 4 marks,
3. Average = 3 marks,
4. Poor = 0 mark

## 1. Bachelor of Science in Information Technology (B. Sc.IT)

Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	19	84.07
2	Teachers	06	81.56
3	Employer	06	78.89
4	Alumni	19	84.22
	<b>TOTAL</b>	<b>50</b>	<b>82.19</b>

## 2. Bachelor of Commerce (B.Com.)

Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	60	76.44
2	Teachers	08	80.50
3	Employer	06	80.00
4	Alumni	20	81.93
	<b>TOTAL</b>	<b>94</b>	<b>79.72</b>



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Tel.: 022-23082017-18, 022-23012671 Email: [degreecollege@nesedu.in](mailto:degreecollege@nesedu.in) Website: [www.nesedu.in](http://www.nesedu.in)





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3. Bachelor of Management Studies (B.M.S.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	35	80.11
2	Teachers	05	79.20
3	Employer	07	74.48
4	Alumni	20	79.40
	<b>TOTAL</b>	<b>67</b>	<b>78.30</b>

According to the feedback sought from students, teachers, employers & alumni the strengths and weaknesses of the course curriculum of all the courses are as under:

1. Bachelor of Science in Information Technology (B.Sc.-IT)	
Strengths	Weaknesses
1. Practical applicability	1. Availability of teachers
2. National significance	2. Clarity of course
3. Project work, if any	3. Social orientation
4. Availability of references	4. Updating of course
5. Extent of coverage of course	5. Self-Development
6. Learning value	6. Depth of course content
7. Relevance of course content	7. Vocationalisation

2. Bachelor of Commerce (B.Com.)	
Strengths	Weaknesses
1. Extent of coverage of course	1. National significance
2. Relevance of course content	2. Updating of course
3. Project work, if any	3. Learning value
4. Availability of teachers	4. Clarity of course
5. Self Development	5. Vocationalisation



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Navneet Education Society's

# NAVNEET COLLEGE OF COMMERCE & SCIENCE

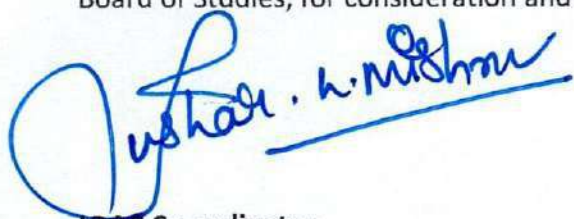
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6. Practical applicability	6. Social orientation
7. Availability of references	7. Depth of course content

3. Bachelor of Management Studies (B.M.S.)	
Strengths	Weaknesses
1. Extent of coverage of course	1. Project work, if any
2. Practical applicability	2. Social orientation
3. National significance	3. Availability of references
4. Availability of teachers	4. Self-Development
5. Clarity of course	5. Vocationalisation
6. Relevance of course content	6. Updating of course
7. Learning value	7. Depth of course content

The detailed report of 'Feedback on Syllabus and Course Contents' is shared with the concerned teacher so that they can share such feedback in the Syllabus Revision Workshops organized by the Board of Studies (BoS).

A copy of the analysed feedback on syllabus and course contents is also sent to the Chairperson, Board of Studies, for consideration and upgradation of the syllabus and course content in future.

  
IQAC Co-ordinator



  
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# **NAVNEET COLLEGE** **OF COMMERCE & SCIENCE**

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## **Action Taken Report on Feedback A.Y. 2021-22**



Navneet Education Society's

# NAVNEET COLLEGE OF COMMERCE & SCIENCE

Recognised under Section 2(f) of the UGC Act, 1956

## “Report on Feedback for A.Y. 2021-22”

### (Syllabus and Course Content)

Feedback on ‘Syllabus and Course Content’ is sought from the students and various other stakeholders such as alumni, teachers, parents, and employers, online through Google Form. The feedback link is activated in the month of March/April every year for a period of 15 days. IQAC prepares a notice for all stakeholders and calls upon them to give feedback on Syllabus and Course Contents. Orientation sessions are organised for the student’s giving details of the role and importance of feedback and action taken by the College on the responses of the stakeholders.

The students and alumni fill up the questionnaire and get them filled up from their parents and employer, where the students or alumni are employed.

The output of the Feedback is generated online in Excel and analysed by IQAC with the help of teachers and office staff. The reports so generated are shared with the principal and forwarded to the respective Board of Studies i.e. Faculty of Science and Technology, Faculty of Commerce and Management, University of Mumbai.

### Action Taken on Feedback on Syllabus and Course Content

Various stakeholders evaluate the Syllabus and Course Contents of each Programme based on the following 15 parameters:

1. Depth of the course content
2. Extent of coverage of course
3. Relevance of course content
4. Project work, if any.
5. Clarity of course
6. Updating of course
7. Learning value
8. Availability of references
9. Availability of teachers
10. National significance





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11. Social orientation
12. Self-development
13. Practical applicability
14. Vocationalisation
15. Overall rating

Likert's Scale is used for the quantifying the qualitative responses. The scale so used is as under with marks assigned to each response:

1. Excellent = 5 marks,
2. Good = 4 marks,
3. Average = 3 marks,
4. Poor = 0 mark

1. Bachelor of Science in Information Technology (B. Sc.IT)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	40	77.33
2	Teachers	07	80.57
3	Employer	08	72.33
4	Alumni	20	81.73
	<b>TOTAL</b>	<b>75</b>	<b>77.99</b>

2. Bachelor of Commerce (B.Com.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	65	73.62
2	Teachers	07	86.10
3	Employer	06	79.11
4	Alumni	20	72.73
	<b>TOTAL</b>	<b>98</b>	<b>77.89</b>





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3. Bachelor of Management Studies (B.M.S.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	40	80.37
2	Teachers	06	83.33
3	Employer	06	81.33
4	Alumni	20	80.13
	<b>TOTAL</b>	<b>72</b>	<b>81.29</b>

4. Bachelor of Commerce in Accounting & Finance (BAF)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	13	84.31
2	Teachers	06	82.44
3	Employer	05	84.80
	<b>TOTAL</b>	<b>24</b>	<b>83.85</b>

5. Master of Commerce (M. Com)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	10	83.33
2	Teachers	04	74.67
3	Employer	04	85.33
	<b>TOTAL</b>	<b>18</b>	<b>81.11</b>

6. Master of Science in Information & Technology (M. Sc.IT)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	10	80.40
2	Teachers	05	80.00
3	Employer	05	77.60
	<b>TOTAL</b>	<b>20</b>	<b>79.33</b>





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According to the feedback sought from students, teachers, employers & alumni the strengths and weaknesses of the course curriculum of all the courses are as under:

1. Bachelor of Science in Information Technology (B.Sc.-IT)	
Strengths	Weaknesses
1. National significance	1. Availability of teachers
2. Practical applicability	2. Social orientation
3. Depth of course content	3. Availability of references
4. Extent of coverage of course	4. Vocationalisation
5. Learning value	5. Clarity of course
6. Project work, if any	6. Updating of course
7. Self-Development	7. Relevance of course content

2. Bachelor of Commerce (B.Com.)	
Strengths	Weaknesses
1. Practical applicability	1. Learning value
2. Project work, if any	2. Relevance of course content
3. Extent of coverage of course	3. Availability of references
4. National significance	4. Self Development
5. Availability of teachers	5. Updating of course
6. Social orientation	6. Vocationalisation
7. Clarity of course	7. Depth of course content

3. Bachelor of Management Studies (B.M.S.)	
Strengths	Weaknesses
1. Practical applicability	1. Extent of coverage of course
2. National significance	2. Learning value





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3. Availability of references	3. Social orientation
4. Clarity of course	4. Self Development
5. Project work, if any	5. Updating of course
6. Availability of teachers	6. Vocationalisation
7. Relevance of course content	7. Depth of course content

#### 4. Bachelor of Commerce in Accounting & Finance (BAF)

Strengths	Weaknesses
1. Self-Development	1. Availability of teachers
2. Project work, if any	2. Clarity of course
3. Extent of coverage of course	3. Availability of references
4. Relevance of course content	4. National significance
5. Updating of course	5. Social orientation
6. Practical applicability	6. Vocationalisation
7. Learning value	7. Depth of course content

#### 5. Master of Commerce (M. Com)

Strengths	Weaknesses
1. National significance	1. Social orientation
2. Learning value	2. Practical applicability
3. Availability of teachers	3. Extent of coverage of course
4. Relevance of course content	4. Clarity of course
5. Project work, if any	5. Depth of course content
6. Updating of course	6. Self-Development
7. Availability of references	7. Vocationalisation



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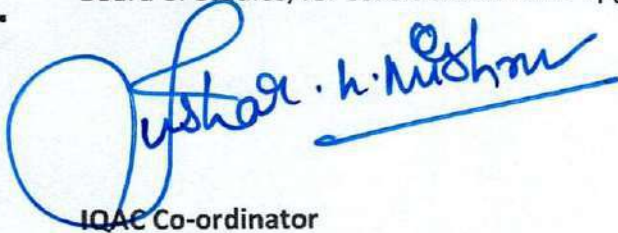
# NAVNEET COLLEGE OF COMMERCE & SCIENCE

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6. Master of Science in Information & Technology (M.Sc.-IT)	
Strengths	Weaknesses
1. Depth of course content	1. National significance
2. Learning value	2. Updating of course
3. Relevance of course content	3. Availability of teachers
4. Practical applicability	4. Self-Development
5. Project work, if any	5. Clarity of course
6. Extent of coverage of course	6. Vocationalisation
7. Availability of references	7. Social orientation

The detailed report of 'Feedback on Syllabus and Course Contents' is shared with the concerned teacher so that they can share such feedback in the Syllabus Revision Workshops organized by the Board of Studies (BoS).

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Ishar H. Mishra  
IQAC Co-ordinator



  
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## Action Taken Report on Feedback A.Y. 2022-23



Navneet Education Society's

# NAVNEET COLLEGE OF COMMERCE & SCIENCE

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## “Report on Feedback for A.Y. 2022-23”

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The students and alumni fill up the questionnaire and get them filled up from their parents and employer, where the students or alumni are employed.

The output of the Feedback is generated online in Excel and analysed by IQAC with the help of teachers and office staff. The reports so generated are shared with the principal and forwarded to the respective Board of Studies i.e. Faculty of Science and Technology, Faculty of Commerce and Management, Faculty of Arts, University of Mumbai

### Action Taken on Feedback on Syllabus and Course Content

Various stakeholders evaluate the Syllabus and Course Contents of each Programme based on the following 15 parameters:

1. Depth of the course content
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7. Learning value
8. Availability of references
9. Availability of teachers
10. National significance





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11. Social orientation
12. Self-development
13. Practical applicability
14. Vocationalisation
15. Overall rating

Likert's Scale is used for the quantifying the qualitative responses. The scale so used is as under with marks assigned to each response:

1. Excellent = 5 marks,
2. Good = 4 marks,
3. Average = 3 marks,
4. Poor = 0 mark

1. Bachelor of Science in Information Technology (B. Sc.IT)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	36	75.41
2	Teachers	05	81.60
3	Employer	08	79.33
4	Alumni	18	76.74
	<b>TOTAL</b>	<b>67</b>	<b>78.27</b>

2. Bachelor of Commerce (B.Com.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	62	77.14
2	Teachers	07	80.38
3	Employer	07	80.76
4	Alumni	35	79.81
	<b>TOTAL</b>	<b>111</b>	<b>79.52</b>





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3. Bachelor of Management Studies (B.M.S.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	44	78.39
2	Teachers	05	81.33
3	Employer	07	80.95
4	Alumni	08	79.50
	<b>TOTAL</b>	<b>64</b>	<b>80.04</b>

4. Bachelor of Commerce in Accounting & Finance (BAF)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	16	81.75
2	Teachers	06	77.56
3	Employer	05	87.20
	<b>TOTAL</b>	<b>27</b>	<b>82.10</b>

5. Bachelor of Arts (B.A.)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	05	81.87
2	Teachers	05	79.20
	<b>TOTAL</b>	<b>10</b>	<b>80.53</b>

6. Master of Commerce (M. Com)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	10	80.80
2	Teachers	04	83.00
3	Employer	04	78.00
	<b>TOTAL</b>	<b>18</b>	<b>80.60</b>





Navneet Education Society's

# NAVNEET COLLEGE OF COMMERCE & SCIENCE

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7. Master of Science in Information & Technology (M. Sc.IT)			
Sr.No.	Stakeholder	Feedback Received	Average Percentage Rating
1	Students	15	76.18
2	Teachers	05	81.07
3	Employer	06	79.78
	<b>TOTAL</b>	<b>26</b>	<b>79.01</b>

According to the feedback sought from students, teachers, employers & alumni the strengths and weaknesses of the course curriculum of all the courses are as under:

1. Bachelor of Science in Information Technology (B.Sc.-IT)	
Strengths	Weaknesses
1. Project work, if any	1. Learning value
2. National significance	2. Relevance of course content
3. Clarity of course	3. Availability of teachers
4. Social orientation	4. Self Development
5. Practical applicability	5. Depth of course content
6. Extent of coverage of course	6. Updating of course
7. Availability of references	7. Vocationalisation

2. Bachelor of Commerce (B.Com.)	
Strengths	Weaknesses
1. Project work, if any	1. National significance
2. Extent of coverage of course	2. Vocationalisation
3. Practical applicability	3. Learning value
4. Social orientation	4. Availability of teachers
5. Relevance of course content	5. Clarity of course
6. Self-Development	6. Depth of course content
7. Availability of references	7. Updating of course





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### 3. Bachelor of Management Studies (B.M.S.)

Strengths	Weaknesses
1. Relevance of course content	1. Project work, if any
2. Availability of references	2. National significance
3. Availability of teachers	3. Practical applicability
4. Social orientation	4. Updating of course
5. Extent of coverage of course	5. Depth of course content
6. Clarity of course	6. Learning value
7. Self-Development	7. Vocationalisation

### 4. Bachelor of Commerce in Accounting & Finance (BAF)

Strengths	Weaknesses
1. Relevance of course content	1. Availability of references
2. Extent of coverage of course	2. Social orientation
3. Availability of teachers	3. Clarity of course
4. Updating of course	4. Practical applicability
5. Project work, if any	5. Vocationalisation
6. National significance	6. Learning value
7. Self Development	7. Depth of course content

### 5. Bachelor of Arts (B.A.)

Strengths	Weaknesses
1. Extent of coverage of course	1. Project work, if any
2. Relevance of course content	2. Social orientation
3. Availability of teachers	3. Self-Development
4. Practical applicability	4. Vocationalisation
5. National significance	5. Depth of course content
6. Learning value	6. Clarity of course



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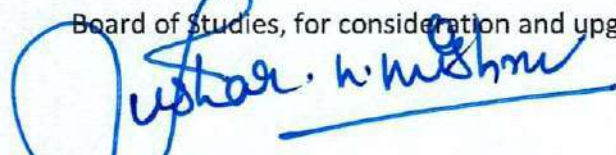
7. Availability of references	7. Updating of course
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6. Master of Commerce (M. Com)	
Strengths	Weaknesses
1. Extent of coverage of course	1. Vocationalisation
2. Availability of references	2. Project work, if any
3. Learning value	3. Depth of course content
4. Practical applicability	4. Availability of teachers
5. Social orientation	5. National significance
6. Relevance of course content	6. Self-Development
7. Clarity of course	7. Updating of course

7. Master of Science in Information & Technology (M.Sc.-IT)	
Strengths	Weaknesses
1. Practical applicability	1. Extent of coverage of course
2. Depth of course content	2. Clarity of course
3. Self-Development	3. Vocationalisation
4. National significance	4. Updating of course
5. Project work, if any	5. Social orientation
6. Availability of teachers	6. Availability of references
7. Learning value	7. Relevance of course content

The detailed report of 'Feedback on Syllabus and Course Contents' is shared with the concerned teacher so that they can share such feedback in the Syllabus Revision Workshops organized by the Board of Studies (BoS).

A copy of the analysed feedback on syllabus and course contents is also sent to the Chairperson, Board of Studies, for consideration and upgradation of the syllabus and course content in future.

  
IQAC Co-ordinator



  
PRINCIPAL