

13 February, 2024

Bhanu Pratap**DTU****Subject:** Offer letter for the position of **Business Development Trainee**.

Dear Bhanu ,

Congratulations! After your successful interview with Kalvium, we are pleased to offer you the position of **Business Development Trainee** in our organization. We believe your skills and experience are an excellent match for our company. You will be joining our team in Kalvium's Bengaluru office and reporting to the **Team Lead**.

We are confident that you will uphold the values outlined in Annexure-I, contributing to our continued success. We look forward to a successful partnership with you.

During the training period, you will receive a consideration of **INR 20,000/month**. The consideration provided is subject to the applicable TDS deduction. Post 3 months from your date of joining and contingent on a successful performance review, you will be offered the Business Development Associate opportunity and your compensation will include an annual cost to the company (CTC) of **Rs.5,00,000**. This will include the fixed component of **4 LPA** and the incentive component of **1 LPA**. Tax deductions may apply to your salary and other cash benefits, as per applicable tax laws. Your employment is subject to the terms and conditions detailed in Annexure-II.

If you have any questions or require further clarification, please do not hesitate to reach out. Please note at Kalvium we follow a BYOD (Bring Your Own Device) policy, and hence you will be required to use your own laptop / PC.

Please confirm your acceptance of this letter by signing and returning this letter via email at po@kalvium.com.

Reporting Location: Kalvium, Olsen Spaces, Site no 41/41A, 12th main road, HSR layout Sector 6, Bengaluru - 560102

Best,
For Kalvium



Vignesh Manickam
People Partner

TDS - Tax Deduction at Source must be deducted at source as per the provisions of the IT Act, 1961 when the total stipend payable to the consultant in a financial year exceeds INR 30,000. TDS (10% of the pay) deducted at the time of payment will be reflected in your PAN-linked Income Tax account, which can be claimed at the time of your IT filing if your overall income in the financial year is within the tax exemption limits.

ANNEXURE- I

About Kalvium

Undergraduate education is where careers begin. UG degree programs are supposed to skill students personally and professionally and make them industry-ready. But, they are miserably failing. As a start to solving this problem, Kalvium is completely reimagining technology degree programs. By leveraging technology and a well-rounded curriculum, Kalvium aims to nurture future CTOs, CEOs, and Tech Entrepreneurs of the world.

To achieve such a daunting goal, a shared value system is crucial. These are the collective values that guide us and define how we behave at work:

We want to make the world's education more relevant & engaging.



We respect and trust each other. We disagree with candour and courtesy



**We obsess on student
experience &
outcomes above all**



We embrace extreme ownership, championing outcomes not just tasks.



We learn continuously and seek discovery.



We improve things regularly, rather than chase perfection

ANNEXURE- II

Employment Terms and Conditions

This Appendix comprises the terms and conditions of the internship as agreed between Kalvi Career Education Pvt. Ltd, a company incorporated and registered under the provisions of the Company's Act 2013 and having its registered office at C258, Prestige Palm s, ECC Road, Whitefield, Bengaluru - 560066 (known as and referred to as "Kalvium" for all purposes and intents) and the Intern who has been appointed as per this Appointment Letter.

1. General policies and guidelines: You will be governed by all company policies and rules without limitation that are applicable, enforced, or altered and as may be communicated to you from time to time through email or printed material during your internship with Kalvium. You are expected to carefully read, and keep yourself abreast of, these policies and rules. For any clarification on policies and rules, please feel free to get in touch with the People Partner.

2. Work Standards and Ethics: You will be expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and also maintain a high standard of work expected of you.

3. Probation: You will be on probation for a period of 3 months from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at the sole discretion of the management and you will be deemed to be confirmed if your probation has not been extended via an email or letter. .

4. Work Mode and Timings: We, at Kalvium, strive to maintain a work-life balance for all our members and follow an office time between 11.30 AM to 8.30 PM, Monday to Saturday. We value efficiency and quality of deliverables above the amount of time spent at work. While the hours are defined, team members are generally expected to be available and responsive during their specified timings on working days (or any other time window specified by the reporting manager) to sync up effectively with teammates. It is also expected that team members are present for client, internal and all-hands meetings, as and when decided by stakeholders. Kalvium has different modes of work depending on roles and expectations. Your mode of work is in-campus. Please note that the mode of work proposed could change at a later point, depending on business objectives.

5. Material breach: In the event, you are in material breach of your duties and obligations, or commit a breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out reasonable instruction and the like, or commit a breach of Kalvium policies or any of the terms and conditions set forth herein, Kalvium reserves the right to immediately terminate you from your services without any notice or payment in lieu thereof. Kalvium further reserves the right to other legal recourse as it deems fit to protect its legitimate interests.

6. Unauthorized absence: You will be expected to pre-approve your leaves before taking them. Any unauthorized absence will be treated as Leave Without Pay automatically and a formal enquiry will be initiated leading to disciplinary action. Multiple such instances and/or long periods of unauthorized absences will be liable for termination without any notice or payment in lieu thereof.

7. Transfers: At any time during the period of appointment, you can be transferred in such other capacity that the company may determine, to any other Department/ Branch/ Establishment/ Location or any other Company under the same management without adversely affecting your emoluments and general condition of service.

8. Exclusivity: Your appointment in the company is full-time upon completion of the training and internship and you will be expected to devote yourself exclusively to the business of the company. You will not engage yourself in any other gainful employment or business (part-time or full-time) as long as you

are associated with the company. Any action contrary to this will be considered a material breach of this agreement.

9. Confidentiality: You will not divulge or make any information public related to any aspect of the company to anyone not employed by the company. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning, or otherwise – any copyrighted material or confidential information, for your benefit or any third party, either during the term of your internship or thereafter. You will not divulge your compensation details to other employees at Kalvium. You will be required to return all documents and property (including copies thereof) belonging to Kalvium or belonging to its clients or any of Kalvium's associates or branches before your last working day to obtain release. You are also specifically restrained from keeping copies or extracts of any Kalvium's material with you, after the last day of your association. Upon termination of your association with Kalvium, you will surrender to Kalvium, all such Confidential Information including without limitation- data, information, files, books magazines, reports, documents, manuals, audio and video, and any other knowledge database given to you in the course of your association and shall not retain any copy thereof in any form whatsoever.

10. Intellectual property rights: You acknowledge and agree that the intellectual property rights of all existing and future materials, information, and technology of any nature created by you during your association, either singly or jointly with other people, are the exclusive properties of Kalvium with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Kalvium can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your contribution. Any work or research you create or perform that results from or is suggested by the work that you do on behalf of Kalvium during your association with Kalvium shall be considered a "work made for hire" and shall be the sole and exclusive property of Kalvium. You hereby grant and assign to Kalvium all rights, title, and interest in any intellectual property that you develop while you are associated with Kalvium and waive any rights therein.

11. Declaration of no conflict of interest: You confirm that as of your date of joining, you do NOT have any business, professional or other interests that may be conflicting with the activities or business interests of Kalvium.

12. Non-solicitation: During the period of your association with Kalvium and for one year after the termination of your internship with Kalvium for any reason, directly or indirectly, recruit, solicit, or otherwise induce or attempt to induce any employee of Kalvium to leave the employment of Kalvium, nor hire any such employee at any enterprise with which you are then affiliated.

13. Jurisdiction: Any disputes arising out of this contract will be settled in the court of law under Bangalore's jurisdiction.

ACCEPTANCE OF OFFER

I hereby confirm that I accept the offer at Kalvium along with all its terms and conditions.

Bhanu Pratap

Date: _____