

21 November 2025

Namitha Baiju

namithabaiju0203@gmail.com
7406142329

Subject: Offer letter for the position of **Founder's Office Intern**

Dear Namitha Baiju,

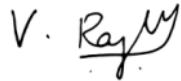
Congratulations! After your successful interview with Kalvium, we are pleased to offer you the position of **Founder's Office Intern** in our organisation. We believe your skills and experience are an excellent match for our company. In this position, you will be working from office and will be reporting to someone as directed by the Company.

We are excited to have you join our team! We're certain that you will uphold the **Values of Kalvium** (enclosed within Annexure-I of this letter) and help us scale great heights. We are hopeful that your association with us will be a long and meaningful one.

You will be entitled to a stipend of **20,000** per month, subject to any tax deductions per the regulations. Your internship period will last for **6** months or until completion of your graduation (whichever is later). Your employment will be subject to the Terms and Conditions enclosed within Annexure- II of this letter.

Please note at Kalvium we follow a BYOD (Bring Your Own Device) policy, following which you will be required to use your own laptop / PC.

Best,
For Kalvium



Venkat Raghulan
Co-founder

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 aim is 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 learn continuously and seek discovery.



We embrace extreme ownership, championing outcomes not just tasks.



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 Palms, 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. Termination of engagement: If either party wishes to terminate the engagement before the specified period, they are expected to communicate their intention to terminate 30 days in advance through mail. You are expected to return all accesses provided to you, for the execution of their responsibilities and return all devices which were assigned to you in a good working condition. Share all the relevant documents and information relevant to Kalvium, with your POC, or any other person as decided by the POC. Provide knowledge transfer to the relevant stakeholder or create a knowledge transfer document as decided by the POC. Kalvium reserves the right to terminate the engagement as required according to the business objectives.

3. 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.

4. Work Mode and Timings: Kalvium has different modes of work- depending on roles and expectations. Your work mode is work from office. Please note that this mode of work proposed could change at a later point, depending on business objectives. Your work timings are from 9.30 am to 6.30 pm on working days (or any other time window specified by the reporting manager) - to sync up effectively with teammates. It is also expected that employees are present for client, internal, and all- hands meetings - as and when decided by stakeholders. Please note that the mode of work proposed could change at a later point, depending on business objectives. You will follow a 6-day work week.

5. Material breach: In the event, that 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 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 internship. Upon termination of your internship 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 internship 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 internship, 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 internship 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 all 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 internship 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 from 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.



Namitha Baiju

Date: 21/11/2025