Project Allocation Letter

To,

Vikram Navik
_____,

Please enter your address here
_____

as on your address proof
_____

...
_____

Dear Vikram Navik
_____,

We welcome you to the St. Marys SoftwareHub. SoftwareHub is a joint initiative by St.Marys Group of Institutions and DeepThought to bring industry orientation to higher education in India, to nurture students into Tech leaders for the society and the economy. You are being hired as a young industrial mentor, to infuse this new culture around creativity and innovation in our campuses.

1) Appointment:
a) You shall be appointed as Developer in Residence with St.Marys Group of Instititions.
b) Your project supervisor is Tarun and shall start your project on 01/01/2024,
after initial learningperiod starting 24/11/2023.
c) The Timings are 09:30am to 07:30pm (~48hrs/week), Monday to Saturday.
Your work location is SoftwareHub, inside St.Marys campus, Deshmukhi, Telangana
d) You are required to submit your KYC documents via email (talent@deepthought.education).

2) Project Responsibilities
a) You will be responsible for systems design, software development, teaching.
You'd be assigned cross-functional work in various SoftwareHub projects.
b) Any changes in the deliverables, timings, project performance metrics, and goals shall be communicated by your project supervisor, through email/Whatsapp.
c) You will be given the opportunity to explore the SoftwareHub, get comfortable with the collaborative

Vikram Navik

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Director
Tarun Ayilam
11/20/2023

systems used by the existing Associates during the initial learning period. The intent of the learning period is to help you in getting comfortable with the organization before the value creation stage.

d) You will be held responsible for the assigned deliverables from the project start date.

e) This project is sponsored by an educational institution. The CTC, especially the industrial L&D is funded by the teaching activity. The candidate is expected to teach for 3hours every day and shall utilize the SoftwareHub's teacher development modules to improve his/her teaching skills.

3) Code of Conduct:

a) This programme is governed by our code of conduct, which may be modified from time to time for the smooth working of SoftwareHub as well as defining the code of conduct. Any act of insubordination, insolence, gross negligence on duty or dishonesty, etc., shall be considered as a breach of discipline and will result in termination of this contract. Please go through this URL to view the code of conduct.
https://www.deepthought.education/conductcode

b) Handling Intellectual Property: You would be working on projects od DeepThought during your tenure with SoftwareHub. As you are required to protect the Intellectual property of DeepThought or its clients, you will not divulge to anyone, particulars or details of tools processes or technical knowhow, organizational matters of confidential nature or any other types of secrets of DeepThought or its clients, which you may acquire or come to know during the DeepThought project and for a period of 1 year after the termination from DeepThought. For governmentally protected intellectual property, the same cannot be disclosed and/or used at all during any period, consistent with the the protection accorded by any said governmental agency.

c) IP Rights: All programs, system designs manuals, literature, etc developed by you, while in the employment with St.Marys SoftwareHub will at all times be deemed to be the sole property of DeepThought. Also, the DeepThought will, at all times, have the sole proprietary right in any new system which you may develop during your project engagement with DeepThought.

d) Project Duties: During your project period, you shall work as per the guidance of the project supervisor. You are expected to carry out the projects assigned to you in a competent and efficient fashion. You are expected to bring your problems/questions to your project supervisor.

e) Attendance Policy: You are paid a salary for the value being created through your employment. The Attendance Policy ensures the discipline required for smooth execution of the projects. You are eligible for one paid leave per month, to be sought in advance and availed upon approval.
You shall seek your project supervisor's permission, fill the leave form if you wish to seek a leave (https://dev.deepthought.education/pdgms/attendance/dashboard)

Acceptance to this letter the employee agrees to forego certification if he/she voluntarily opts out of the project before the completion of the 6month period period.

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Director

Tarun Ayitam

Vikram Navik   JOSEPH SRIHARSHA & MARY INDRAJA EDUCATIONAL SOCIETY, Registration No.6624 /   11/20/2023
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f) You may apply for an **unpaid break** incase of mental health issues or medical/family emergencies or exams. This provision helps the employees have a work+life+academics balance.

g) Notice Period: The duration of this contract is 6months. You understand that SoftwareHub invests monetary resources on your L&D, food and accommodation. You will be eligible for certification only on successful completion of the 6month project. You will also be liable for liquidated damages as defined in section i of this contract. However, if you wish to pay the liquidated damages, you will be given an experience certificate, upon serving a notice period of 15days.

h) Project Duration: You shall not be eligible to claim any association with SoftwareHub or DeepThought incase you choose to drop out of the project before the completion of the six months period. By conveying acceptance to this letter, the employee acknowledges and agrees that he/she shall not be eligible for certification if he/she voluntarily drops out before the completion of the project.

i) Anti Ghosting Policy: By signing this joining letter, the candidate agrees to join St.Marys Group of Institutions as an employee. If the candidate does not report at the work location on the learning period start date, the candidate shall pay a penalty of Rs5000. The candidate agrees to pay this penalty without any protest or demur if he or she doesn't join St.Marys Group of Institutions after signing the joining letter.

The employee shall not leave before the start of the project. If the employee starts the learning period and does not join the project, the employee shall pay a penalty of Rs9000 towards food, accommodation and industrial L&D. The candidate agrees to pay this penalty without any protest or demur if he or she doesn't join St.Marys Group of Institutions. after starting the learning period.

The employee shall not leave the Project before six months of project start date. In the event, the employee voluntarily leaves the Project before completing six months, the employee agrees to pay to the company the recruitment costs incurred by the company, amounting to INR 25,000. The employee acknowledges that this contract expects the employee to complete the learning phase, start the project and complete atleast six months from the project start date. The employee acknowledges and agrees that the recruitment costs of INR 25,000 are justified to be levied by the company and voluntarily agrees to pay the same, without protest or demur, in the event, the employee voluntarily leaves the Project before six months of project start date. The employee may apply for a break incase of any unprecedented emergencies. If the candidate

j) Work conduct: Innovation driven work environment calls for self-discipline, communication and initiative. You are expected to keep your <u>video on</u>, while being <u>present on the zoom link during the online L&D sessions</u>. You are expected to demonstrate initiative and work towards timely completion of projects in a competent and efficient manner.

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k) Leadership and Ownership Mindset: SoftwareHub mentees are expected to be self-managed, would be put in different situations, to grow as Innovation Leaders. You may have to move between teams, you would be given the business context and you'd have to figure out solutions. We have multiple workshops and interactions to teach you to principles and approaches. SoftwareHub mentees are taught to figure out solutions by self. You are expected to be attentive during the zoom calls, to take notes through Threadbuilder applications. You are expected to ask doubts and questions to be able to execute Innovation projects. You have different platform to ask doubts- Whatsapp groups or email. However, we expect you to explore solutions by self before escalating.

l) Learning Period: SoftwareHub engages in first of its kind projects which requires an innovation mindset. The SoftwareHub has an initial learning period before the commencement of the project with SoftwareHub. This allows our mentees to acquire the necessary mindsets and skills. The employees understands that while the learnings drill help in acquiring mindsets and self-learning approaches, the employee is expected to self-learn the necessary skills through resources that may be recommended by SoftwareHub. The employee acknowledges and agrees that St.Marys Group of Institutions can terminate him/her incase lack of participation/unsatisfactory performance in the learning drills.

m) Learning Drills: SoftwareHub shall track the employee participation in the learning drills through a learning management system. The employee agrees to participate in the learning drills and understand that he/she shall not be eligible for certification if he/she is terminated due to lack of participation in the learning drills or if the participation is not considered satisfactory.

n) Learning Breaks/Learning Suspension: The employees may be asked to take an unpaid break as a part of a learning break/learning suspension incase of any productivity or behavioral issues respectively. This gives this opportunity to a employee to improve self and continue the project after the break.

o) Behavior: 3.1 The employee shall exhibit a professional conduct and shall not engage in any indecent/improper behaviour.
3.2 The employee shall log in and log out of the system, in accordance with the working hours.
3.3 In the event, the employee cannot report to work, the employee shall seek prior permission from the reporting manager and/or intimate sufficiently in advance.
3.4 The employee, at all times, shall be respectful towards the customers, employees, vendors, agents and/or consultants.
3.5 The employee shall not accept any monetary/other incentive from Client(s), unless approved in writing by the employer
3.6 The employee shall always remain in compliance with applicable laws.
3.7 The employee shall ensure that the services performed by the employee do not infringe a third-party intellectual property right.
3.8 The employee shall not unauthorizedly disclose any confidential or proprietary information of SoftwareHub or clients or industrial partners.

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4) Salary: You will be paid a salary of Rs 12000_____ per month. Your CTC is Rs 312000_____ per annum. Rs 6000 is deducted every month towards food and accommodation while SoftwareHub incurs Rs8000 per month towards your industrial learning and development. Rs 2000_____ per month is your performance linked bonus, this is in addition to your basic salary of 10000_____ per month. You will be provided food and accommodation all through your contract period, including your learning period. You may be offered a pure industrial role without teaching, with the clients or industrial partners of SoftwareHub with a CTC of 3-5lpa subject to review by SoftwareHub management. You will enter the payroll from the project start date. www.deepthought.education/dtlnd (details of the industrial L&D) https://deepthought.education/dtresidents (details of food and accommodation). By signing this agreement, the candidate acknowledges the value of the industrial L&D, food and accommodation.

5) Termination of contract: St.Marys Group of Institutions reserves the right to terminate you in the event of misconduct, non-performance or lack of participation in learning drills or breach of the terms of the contract. However, St.Marys shall not terminate or suspend a candidate directly. The candidate shall be given a learning break/suspension as a chance to improve self. The candidate may be terminated only if he/she fails to improve after this period. The SoftwareHub employees by this code of conduct.
Code of Conduct: www.deepthought.education/conductcode

6) Listing on our Platform: DT hires youngsters and deploys them on the projects of multiple clients. DT with several Freshers and has a public dashboard for the clients to perform background verification. By conveying acceptance to this letter, the employee gives DT and SoftwareHub the permission to list the employee's employment history on the public dashboard. If the candidate breaks the contract, DT reserves the rights to publish this agreement with supporting documents on the DT website.

7) Documents to be submitted: You shall submit the original certificate of the highest qualification which is currently available with you as a part of St.Marys Group of Institutions onboarding process. St.Marys holds the original certificates for the purpose of university inspection since the SoftwareHub mentors are registered as faculty/mentors with the university. You can submit your 12th class certificate if you did not receive your undergraduate or postgraduate degree yet. The allotment of accommodation and industrial L&D with SoftwareHub, shall start only after the onboarding process is complete. You shall bring your original certificate and complete the process during the college working hours (9:30am to 4:00pm)

Additionally,
1- ID Proof, Address Proof (current residence) and resume
2- Passport size photograph
3- Marksheets and passing certificates of all courses indicated in the resume to
talent@deepthought.education.

St.Marys may ask for additional documents on a case to case basis.
We hope that you find the SoftwareHub experience enriching and exciting.

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