WIPRO
Applying Thought

WELCOME LETTER

Dear **Sankara Sarma**,

Greetings from Wipro Limited!

Congratulations on your selection into WASE program.

At Wipro you will get challenging assignments, a world class working environment and opportunities to learn along with exceptional rewards while working with a team of talented and brilliant professionals. This we believe will help you acquire new skills, knowledge and experiences every day.

The detailed Enrolment letter along with medical letter is attached. The enrolment letter will give the scholarship details and an overview of the basic benefits that will be available.

Please follow the below important points:

- The enrolment letter needs to be signed and brought along with you on the day of reporting to Wipro, and you need not send the signed copy to us now.
- Any correction in the appointment letter (Name and Address), please send the details to manager.campus@wipro.com on receipt of this mail we will reissue the corrected letter on reporting day.
- Your date of joining will be communicated in a separate email shortly.
- Medical examination must be completed 3 months prior to date of joining, necessarily. You are required to complete this from the Wipro designated Hospitals. The medical authorization letter & the hospital details are enclosed.
- A kit from SBI containing the bond formalities will be sent at the time of joining. The relevant forms should be filled and the bond formalities completed prior to your reporting date.
- Outstation candidates are entitled to 2nd class A/C train fare (applicable only to candidates originating from a city other than the city of reporting). Upon submission of the original tickets the reimbursement can be claimed. Policy details are provided in the enrolment letter.
- Ensure you keep us updated for any change in your contact information and access your emails regularly.
- Do reach us at Toll free number 1800 103 4678 or email manager.campus@wipro.com for any clarification and further information between 8.30 am to 6.00pm Monday to Friday.

Sincerely,

For **Wipro Limited,**

Kannan Ramaiah
Sr. Manager – Talent Acquisition
Enclosed:
1. Enrolment Letter – 2 copies.
2. Medical Letter.

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Dear **Sankara Sarma,**

Welcome to the prestigious "WASE" Program!

We are sure you are eagerly awaiting the day when you will make your entry into Wipro, just as we are preparing to welcome you to our fold.

In this regard, we wanted to let you know a few more details about the Wipro Academy of Software Excellence (WASE) program that you would be venturing into.

When did WASE start?

Wipro Technologies, in line with its innovative mindset started this pioneering initiative in the field of higher education in the year of 1995. This unique course allowed the best BSc, BCA and BCM graduates of the country to pursue excellence in both academics and professional life simultaneously.

What exactly is WASE?

In addition to equipping you with the necessary technology expertise, behavioral skills and live project exposure, the WASE program also allows you to pursue an 8-semester (four years) off-campus collaborative MS Program with Birla Institute of Technology & Science (BITS), Pilani, which is widely recognized as one of the premier technical education Institutes of the nation.
The success of the course has meant that Wipro has consistently increased the intake of students every year, with 2000 students being given admission last year, and an even higher number expected for 2009.

Earn & Learn

As a WASEian, your normal schedule would involve working in one of Wipro's vast array of cutting edge projects from Monday to Friday, and attending classes over the weekend. You would get exposure to working in real-time, live projects for one or more of the vast array of clients Wipro has across the world.

Is this course Recognized?

The WASE course is fully recognized and treated at par with a full-time MS degree from BITS Pilani. At the end of 4 years you would have the option of either continuing in a blossoming career with Wipro, or pursuing further opportunities elsewhere.
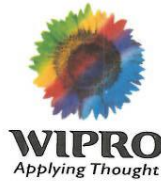
Who pays the course fees?

Wipro invests greatly in every WASEian by completely covering the cost of the course and the required infrastructure. This is in addition to providing you a healthy stipend that increases with every year of the program.

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Do I get any financial support in furnishing the Bond amount?

You would be provided assistance in furnishing the Rs 75000 bond amount. Wipro has a tieup with SBI that gives you the option of paying only Rs 5000 upfront, and take the rest in the form of a loan from the bank, paying it back in easy installments over the course of your training.

We have attached a brochure on WASE, that would give you further details about the program.
We are sure you would greatly benefit from being a part of this highly successful program, with its unique pedagogy and myriad benefits.

We look forward to having you on board soon, and wish you a long and fulfilling career with Wipro.
Should you have any queries regarding the WASE course or your joining formalities, please do feel free to contact us at manager.campus@wipro.com or Toll free number 1800 103 4678.

Sincerely,

For Wipro Limited,

Kannan Ramaiah

Sr. Manager – Talent Acquisition

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Regd. Office : Wipro Limited, Dodda Kannelli, Sarjapura Road, Bangalore - 560 035. India Tel:91-80-2844 0011, Fax:91-80-2844 0255 www.wipro.com

September 21, 2010

Welcome to WASE

Wipro Academy of Software Excellence
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bangalore - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Mr. Sankara Sarma
Flat No:106, Gayatri Vihar Appartments,
S.B.I Colony, Road No:4, Kothapet
Hyderabad - 500035

Dear **Sankara Sarma**,

Sub: Enrolment letter to WASE as Student - Computer Applications

Welcome to Wipro and being a part of WASE.

With reference to your application and the subsequent interview you have had with us, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Academy of Software Excellence ("WASE" or "the Academy")

The duration of the academic study would be 48 months from the date of commencement of the study. You will be intimated about the date of commencement through a separate communication.

We hope you enjoy the learning with WASE and have an enriching experience being part of Wipro.

Please read through the terms and conditions on the following pages.

We look forward to having you with us.

All the very best!

Sincerely,
For Wipro Limited

Kannan Ramaiah
Senior Manager - Talent Acquisition

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on ⎯11 – 10 – 2010⎯ after executing the Bond with a surety.

Signature:

1801WS IIAP

Date: 11 – 10 – 2010

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Regd. Office : Wipro Limited, Dodda Kannelli, Sarjapura Road, Bangalore - 560 035. India Tel:91-80-2844 0011. Fax:91-80-2844 0255 www.wipro.com

Terms & Conditions

1. PROFILE:

You are enrolled as Student - Computer Applications in the Wipro Academy of Software Excellence.

2. DURATION:

The duration of your academic study will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WASE Academy, your enrollment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Student - Computer Applications in the Wipro Academy of Software Excellence.

Scholarship and Benefits

During the WASE program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs.15, 000** per annum under the Medical Assistance Plan.

2. Additional Hospitalization expenses of **Rs.10,000** per annum for expenses incurred in CBDT approved hospitals.* refer here for the list of CBDT approved hospitals 'link')

3. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-.** You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in MyWipro, the HR portal at Wipro.

4. Group Life Insurance Program of **Rs.9,00,000/** is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in MyWipro, the HR portal at Wipro.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000/-**
For any hospitalization claims beyond **Rs.10,000**, 10% of the claim amount would need to be borne by the students. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.* (refer here for a list of the Preferred Mediassist Network hospital 'link')
If you wish to enhance the coverage, a top up cover option is also available wherein one can increase it by an additional coverage of **Rs.50,000 or Rs.1,00,000** for a highly negotiated premium. More details on the policy are available on People Practices Section in MyWipro, the HR portal at Wipro.

b. Medical reimbursements of up to **Rs. 50,000** per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses.

A student opting for the above scheme will be provided with an individual Mediclaim ID Cards, which will facilitate Cashless hospitalization.

The below table shows the prescribed scholarship for various academic years.

Period	Consolidated Scholarship
First three months of the first academic year	Rs.7,500/-
Fourth to twelth month of the first academic year	Rs.10,000/-
Second academic year	Rs.12,500/-
Third academic year	Rs.18,000/-
Fourth academic year	Rs.23,000/-

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrollment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WASE portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrollment in the WASE program.

Contingency Loan & Scholarship Advance:

You can avail a contingency loan and scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WASE portal

Salient points of the ACADEMIC STUDY BOND ("Bond"):

As part of the academic program, we would require you to sign a Bond, prior to joining the WASE program, for an amount of INR **75,000/-**. We have tied up with State Bank of India (SBI) in this regard.

Wipro reserves the right to offer employment, at its sole discretion, to a WASE student on successful and satisfactory completion of the academic study.

Retention Bonus:

Also as additional benefits to honor commitment and diligence, Wipro has also instituted a Retention Bonus provision.

Irrespective of the amount you have made as initial deposit with the bank; you will be paid a retention bonus every year from the date of your joining,

1st year	2nd year	3rd year	4th year
Rs.3500	Rs.4500	Rs.5500	Rs.6500

3. VERIFICATION REPORT:

Your enrolment is subject to the satisfactory verification of the particulars handed over by you as part of your application form and / or any information furnished at the time of interview.

4. OBLIGATIONS AND RESPONSIBILITIES:

a. During the study period you will be governed by the WASE regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.

b. During your study as part of WASE, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student in the Academy would be a requirement.

c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager-Training of the Academy.

d. During the study period and thereafter , you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise

e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to students from time to time and you will be bound to comply with the same

During the period of academic study, if you   develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

5. POSTING:

During the initial study period, initially you would be made familiar with Wipro Technologies (a division of Wipro Ltd), but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

6. MISCONDUCT:

a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit.   If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice not withstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Bond.

b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Bond, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

7. TERMINATION:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship in lieu of notice.

8. STUDY HOURS:

As a Student - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "on the job training" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

9. LEAVE:

You are eligible to avail **15 days leave.** This fifteen days is applicable for the "on the job training" conducted on weekdays i.e. Monday through Friday. The approval of your supervisor shall be obtained before availing leave.

You will also be eligible for 5 days of sick leave to provide time off on medical grounds.

10. AFTER COMPLETION/TERMINATION OF ACADEMIC STUDY:

a. On Completion/Termination of the academic study, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

b. On successful completion of the study, you will be eligible to receive Masters Degree in Software Engineering in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

c. Wipro reserves the right to offer employment at its sole discretion to a WASE student on successful and satisfactory completion of the academic study.

11. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus inductees to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Wiproites and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a 4-stage training program designed to address the basic learning needs of the fresh Wipro recruits.

Fundamental Readiness Program (FRP), the first layer of training runs for 2 weeks followed by Corporate Readiness Program (CRP), Technology Readiness Program (TRP) and Real Life Lab (RLL).

FRP

The FRP program consisting of two modules aims at raising the skill set of a B.Sc. / BCA / BCM graduate to a level that would be comparable to an engineering graduate. This program aims to teach the fundamental concepts of programming using C and Data Structures

To enable thorough understanding and know the learning pattern of the young Wiproite an assessment is administered post FRP training. The assessment is online and consists of 50 multiple choice questions. The duration of the assessment is one hour.

CRP

The CRP program is focused on making young Wiproite comfortable in a corporate environment. This program starts with a corporate induction.

"IMPACT" a behavioral skills building training program ensures that the fresh Wiproites start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

TRP

The technology training provides critical technical skills required to wok on projects allocated to Wipro recruits and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

A training called "Software Engineering Practices" exposes the WASEian to the software development life cycle with special emphasis on the software development practices of Wipro.

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RLL

Before getting into projects, students work in a simulated project environment where they get to appreciate the nuances of working in teams, as well as understand Wipro's software engineering processes. This is a 2-week program focusing on a real life project where the students will apply their learning and experience in the software development life cycle.

Post TRP, students shall take up another online assessment. The online assessment consists of 100 multiple choice questions. The duration of the assessment is two hours. The overall PRP Performance computation gives 30% weight to FRP, 50% weight to TRP scores and 20% weight to RLL scores. In case a WASEian falls short of the required scores the faculty at talent transformation shall devote their time to mentoring and coaching the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the student to be able to clear a second round of assessments with flying colors.