

To

The Head of the Department
Electrical and Electronics Engineering
GNITS

Subject :- Request for attendance during Internship

Respected Sir,

I, Tummala Bhumiika (18251A0288) of 4th year EEE-B have been placed in Cognizant company and have an internship for a period of 6 months (i.e from 5th March to August, 2022).

I kindly request you to grant me attendance during my internship period.

Thanking you,

Yours sincerely

T. Bhumiika

Date: 02-03-2022

Place: Hyderabad

~~VSP~~
2/3/2022

To
K. Pragnananda
Principal
Attendance can be given
N. M. M. V. S.
2/3/22



15-Jan-2022

Bhumika Tummala
B Tech Electrical & Electronics Engineering
G Narayanamma Institute of Technology and Science For Women, Hyderabad

Dear Bhumika Tummala,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a period of 3 to 6 months. Your Internship onboarding will be scheduled anytime between now through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-day/ sessions, hands-on exercise and project work. There will also be series of webinars, quizzes, Q&A interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining or the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship tenure would be for 5 hours per day from Monday through Friday aligned to the working hours followed by Cognizant.
- Interns are required to use Cognizant's corporate facilities at the respective location of internship and you would need to adhere with minimum attendance during internship. Your approvals are must towards any unavoidable leave or travel requests during the program.
- There would be zero tolerance to plagiarism and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to review timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations within India if there is a business need as per your internship program.
- Cognizant reserves rights regarding IP rights as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend.

payment and tenure spent will not guarantee your monthly stipend payment

At the time of your reporting for the internship, you will be required to sign a Non-Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting:

- 1) Copy of your Passport & Visa
- 2) Copy of your certificate / Mark Sheet in support of your Educational Qualification(s)
- 3) Two passport size photographs
- 4) PAN card
- 5) Bank

6) A bank account with an active debit/credit card (not a zero-balanced bank for processing stipend)

7) Details of your current and previous employment information you may have

8) Bank account details

9) Other details

Cognizant Technology Solutions India Pvt. Ltd



Manoj Kumar

Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above

Signature: 

Date: _____

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