

To

The HOD, EEE

G. Narayanamma Institute of Technology and Science

Date: 08/03/2022

Subject: Request seeking permission for odd attendance during Internship

With due respect, I would like to state that my name is y.vasanthi, EEE-A Holding Regd no: 18251A0230

I would like to bring to your kind concern that I've got selected as cognizant and have to go through ^{from 28th Feb 2022} for a duration of three to six months. So, I kindly request you to grant me attendance for the ongoing attendance classes during this Internship program.

I shall be highly obliged for your kind support
Thanking you sir,

yours faithfully

y.vasanthi

EEE A 4/4

18251A0230

To
K. Jayaraman - Vice
Principal
G. Narayanamma Institute of Technology and Science
21/3/22



15-Jan-2022

Yannamreddy Vasanthi
B.Tech Electrical and Electronics Engineering
G Narayanamma Institute of Technology and Science For Women, Hyderabad

Dear Yannamreddy Vasanthi:

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 progressive 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 e-Learn sessions, hands-on exercises and project work. There will also be series of webinars, quizzes, Q&A interactions, mentor/coach, challenges, assessments, etc. to accelerate your learning. The outcome during internship would be measured through formal evaluations.

Prior to joining on the date of assignment, you must successfully complete 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 timings would be subject to business requirements, which may align to the working hours followed in Cognizant.
- Interns are covered under safety with cognizant health insurance for the respective duration of internship and you would need to adhere with minimum attendance requirements. Time approvals are usual towards any unavoidable leave or break 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 with no arrears.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required to travel to other locations when needed, there is a business need as per your internship program.
- Cognizant reserves rights regarding third party application and access to information and material of Cognizant during the internship period and the interns will adhere the Cognizant GenK program terms and conditions from time to time.
- Stipend payment will be done for the prescribed learning curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestones 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:

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport size photographs
- Pan Card
- Aadhar Card
- Personal/individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need

We wish you good luck

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Maya Chandra

Vice President - Human Resource

For further details, please contact the HR team at the contact number mentioned above

Signature

Date: