



# MAR THOMA COLLEGE FOR WOMEN PERUMBAAVOOR

**5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**



## **CRITERION-5**

**STUDENT SUPPORT AND PROGRESSION**

**2017-2018**



# MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mahatma Gandhi University, Kottayam. Re - Accredited by **NAAC** with 'B+')

Kerala 683 542

☎ 0484 2522723

Fax 0484 2520823

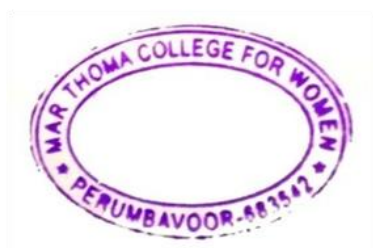
E mail : mtcwpbr@yahoo.in

## Placed Students

2017-2018

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## Placement

### 2017-2018

#### 1. Anjali Jayan

Government of India  
Department of Posts, India  
Office of the Inspector of Postoffices, Parur Sub Division, Alwaye

**ORDER OF PROVISIONAL ENGAGEMENT**  
**IP PRR/PF/ABPM Anappara**

In response to the notification No. RECTT/50-1/DLGS/2020

Shri/Smt/Ms. **ANJALI JAYAN** son / daughter of  
Shri **JAYAN P K** whose Date of Birth is **03/11/1997**  
and who belongs to **UR-EWS** category/selected against **EWS** category is hereby  
engaged as **GDS ABPM/ Dak Sevak, Anappara-kalady B.O** in account with under  
**Manjapra S.O/Aluva H.O** on **PROVISIONAL BASIS** with effect from dated  
**12/10/2021**..AN/FN in the TRCA scale of **10000**..... He/she shall be paid such  
allowances as are admissible from time to time.

2. Shri/Smt/Ms. **ANJALI JAYAN** Son/daughter of Shri  
**JAYAN P K** should clearly understand that his/her engagement  
as **GDS ABPM/ Dak Sevak, Anappara-kalady B.O** In account with / under  
**Manjapra S.O/Aluva H.O** shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her

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Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

6. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you have adequate independent means of livelihood for yourself and your family and other than the TRCA(allowances) being paid to you by Govt.

7. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification RECTT/50-1/DLGS/2020 As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

7.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

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8. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

9. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

10. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

11. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.

Inspector of Post Offices, Parur Sub Division  
Parur Sub Division  
Always  
INSPECTOR POSTS  
PARAVUR SUB DIVISION  
PARAVUR - 683 513

A copy of this memo is issued to:

I. The candidate..... **ANJALI JAYAN**  
.....**587,KUTTAMASSERY,KEEZHMADU,KEEZHMADU,683105**

II. PF of the candidate

III. Postmaster /SPM..... **Manjapra S.O/Aluva H.O**

IV. Divisional Office..... **Always**.....for information.

V. The ..... **Division**.....  
for information.

VI. O/C/Spare

डाक निरीक्षक  
परवूर उप मंडल  
INSPECTOR POSTS  
PARAVUR SUB DIVISION  
PARAVUR - 683 513

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## 2. SOMIYA MATHEW

**SACRED HEART ENGLISH MEDIUM SCHOOL (CBSE)**  
(SENIOR SECONDARY)  
(Affiliated to CBSE New Delhi No.930681, School Code: 42205)  
MOOKKANNUR P.O. 683 577, ANGAMALY  
Ernakulam Dist., Kerala, India  
Tel: 0484-2616579, 2614242 e-mail: shpsmookkannur@yahoo.co.in website: www.shpsmookkannur.com

Date :09/07/2021

**APPOINTMENT ORDER**

To  
Ms.Somiya Mathew, MSc., BEd.  
Pynadath House  
Ayyampuzha P.O., Kollakkode  
Ref: Your application dated 01/07/2021

Dear Ms. Somiya Mathew,

- You are appointed as a TGT Mathematics in Sacred Heart English Medium School on Probation w.e.f. 01/07/2021 to 30/04/2022
- For your service, you will receive a lumpsum amount ₹15000/- (Rupees Fifteen Thousand only) as a Monthly Contribution from the Management, a unit of Little Flower Educational and Charitable Trust.
- Your Probationary Period may be extended for one more year on depending the choice if the Management wanted and may decide for or against you.
- During your Probationary Period you are not eligible for any privileges like PF and ESI
- Your service may be Confirmed after the Probationary period if the Management is satisfied on your overall performance and also based on the observation, monitoring and evaluation from various areas.
- During your period of service, you are bound to carry out the duties entrusted to you and to follow strictly the conditions of service framed by the Management. Any violation of the conditions of service will entail disciplinary action.
- You are not permitted to take up any occupation, private tuition, or other similar work without the written permission of the Principal. All communications to the higher authorities shall be routed through the Principal.
- One month's notice on either side, or one month's pay in lieu of notice, shall be sufficient to terminate your appointment.
- You are expected to further your qualifications (CTET/SET/NET) and also get updation and depth in your Subject and fluency in English Language by attending Trainings and by own attempts.
- You are expected to be an expert in the Technological devices like, computer and Smart Boards for the effective class room deliverance.

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- XI. You need accountability on the usage of all School property like Teaching Aids, Furniture, Lab equipments etc.
- XII. The sense of etiquette, cleanliness & order, responsibility, good habits, polite communication and behavior towards all, especially with the Children & Parents, with dignity in the Profession and life should be followed.
- XIII. You should identify the cases of Learning disabilities, differently abled students, and should report such cases to the Principal and to the School Counsellor for necessary caring.
- XIV. Being the faculty of the School, it is your moral responsibility to strive hard for the overall development of the School, raising name, fame and standard of the School in the society by way of suggestions, constructive criticism and action plans in general and in particular with your section and subject.
- XV. The School is a unit of "Little Flower Educational and Charitable Trust", and you are expected to practice humane aspects to do selfless service as per the objectives of the trust.
- XVI. Continued ..Techers Duties –Annexure A

Wish you all success in your Teaching Venture.

Bro. Thomas Karondukadavil CST

**MANAGER**  
**SACRED HEART ENGLISH MEDIUM SCHOOL**  
**(SENIOR SECONDARY)**  
**MOOKKANNUR-683 577**



I accept the above terms and conditions

Name : *Somiya Mathew*

Signature: *Somiya*

Date : *14-07-2021*

Witness

Name : *Shimi Mathew*

Sign & Date

*Shimi*  
*14/07/2021*

*[Signature]*  
*14/07/2021*

**ADMINISTRATOR**  
**SACRED HEART ENGLISH MEDIUM SCHOOL**  
**(SENIOR SECONDARY)**  
**MOOKKANNUR-683 577**





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## 3. BINCY K GEORGE



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## 4. MIMIYA MANI



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## 5.REVATHY T S

**K B Musthafa Associates**  
ACCOUNTANTS AND TAX PRACTITIONERS  
PMC-XXI/2824, First Floor, Toms Park Building,  
A M Road, Perumbavoor.  
**Ph: 04842971260, 9846645111**  
Email: kbmusthafaassociates@gmail.com  
jaseelsep2@gmail.com

**Revathy T S**  
Accounts Executive  
Ph: +91 7591-991018  
Thekkeveetil House, Chelamattom,  
Okkal P O, Perumbavoor – 683550

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## 6. GREETY BIJU



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## 7. Rinsu Anna Regi



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**8.Priyanka Satheesh**



TCS/EMP/1554787

## SERVICE CERTIFICATE

This is to certify that Ms. Priyanka Satheesh was employed by us and her particulars of service are as under:

- |                              |   |
|------------------------------|---|
| 1. Name                      | : Ms. Priyanka Satheesh                 |
| 2. Designation               | : Process Associate                     |
| 3. Department                | : Business Process Outsourcing Services |
| 4. Gross Annual Compensation | : Rs. 236379/-                          |
| 5. Date of Joining           | : July 1, 2019                          |
| 6. Date of Leaving           | : December 16, 2020                     |
| 7. Reason for Leaving        | : Resigned                              |

Dated: January 18, 2021

**Milind Lakkad**  
Executive Vice President & Global Head - Human Resources

## **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House Raveline Street 21 D S Marg Fort Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 e-mail corporate.office@tcs.com website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021

Corporate Identification No. (CIN): L22210MH1995PLC084781

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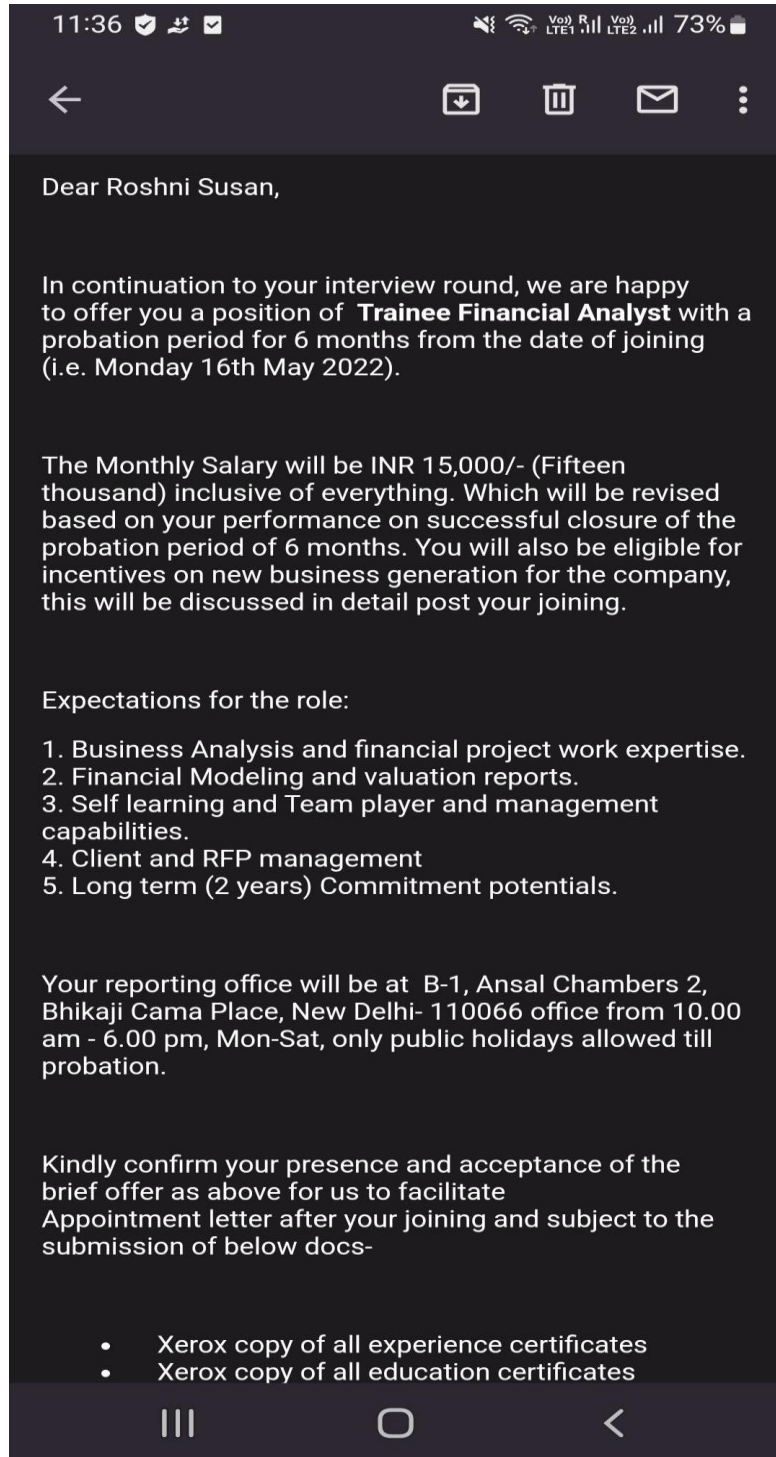
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## 9.Roshni Susan Raji



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## 10. Minna Joji



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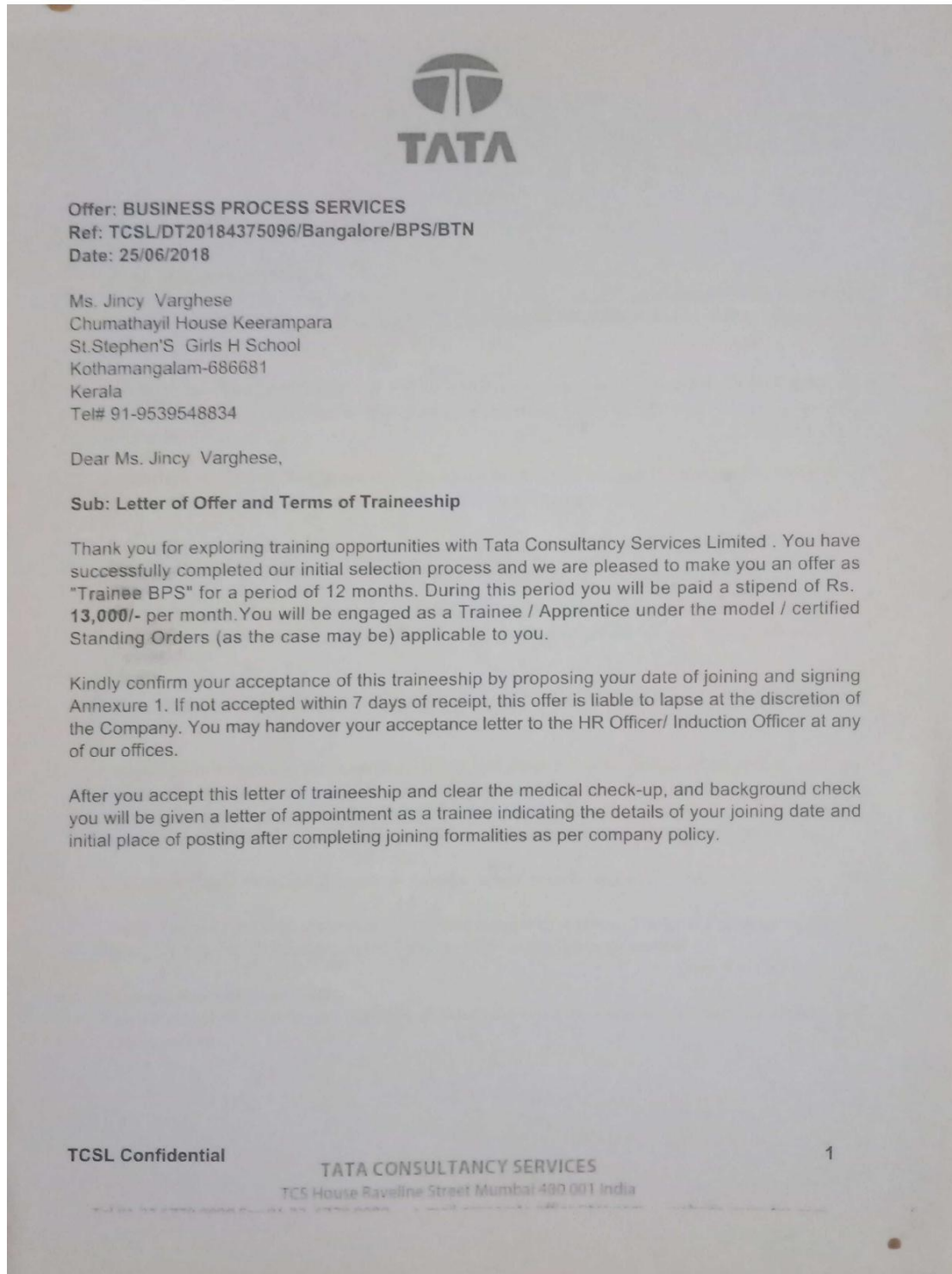
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## 11. Jincy Varghese



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## 12. Anju M Paul



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## 13. Anusha S M

Ms. Anusha S M  
Passport No: V1125268

02/11/2021

We welcome you to the innovative and dynamic team of Atlas Group of Institutions.

On the basis of the information provided on your C.V and the subsequent telephonic conversations and interviews conducted, we hereby offer you the position of 'Faculty - Biology' at Atlas Educational Institute, Dubai, UAE, a branch of Atlas Group of Institutions (Dubai, Sharjah, Ajman, Ras Al Khaimah).

### EMPLOYMENT OFFER

We are pleased to offer you the employment with Atlas Group of Institutions here in referred to as "Atlas Educational Institute", Dubai, UAE as Faculty - Biology with the following conditions:

The total monthly compensation shall be as follows:

- |                      |   |
|----------------------|---|
| 1) Salary:           | AED 2500/month (Two thousand Five Hundred Only)<br>After 6 months based on performance AED 500/- Increment.<br>(2500+500 = 3000)Three Thousand only   |
| 2) Accommodation:    | Company will provide sharing Accommodation only for the employee if required.   |
| 3) Additional.       |   |
| a. Probation period: | 3 months. (As per UAE Labor Law)  |
| b. Visa:             | Employment visa will be provided by the company.<br>Status change expenses to be borne by the Employee.<br>(Undertaking letter should be submitted by employee for the long term commitment). |
| c. Annual Leave:     | 45 days - after completion of two years OR 23 days after completion of One year.  |
| d. Leave Salary:     | One month -basic salary   |
| e. Date of Joining:  | Immediate   |
| f. Working hours:    | 9:00 AM to 12:00 Noon and 4:00PM to 7:00 PM<br>(Saturday - Thursday) Only Friday OFF.   |





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- 4) Your appointment with the company shall be effective from the date you report to work.
- 5) You will be entitled to other benefits in accordance with applicable policies of the company. End of service benefit as per UAE Labor law.
- 6) This offer is subject to your successfully passing the medical examination prescribed by the company, our receiving satisfactory reference checks, the authenticity of the information and documents provided by you to the company and to the approval of concerned governmental departments. You shall be requested to present to the company certified original educational and experience credentials.
- 7) Your employment relationship shall be governed by the Company's prevailing rules and regulations. For all matters not covered in the said rules and regulations, the labor law in force in the UAE shall apply. It is compulsory that you should complete minimum two years contract period.
- 8) Article 116 of the UAE Federal Law No.8 of 1980 Re: Regulation of Labour Relations which states: If employee resigns before the contract (period of two years) ends, employee is legally bound to pay the costs of visa and all other related expenses.

If you agree to the terms and conditions contained herein, please sign and return to us the original thereof retaining a copy for yourself. This offer shall be considered void if we do not receive your acceptance within 7 days from the date hereof and/or you would be joining on the given date.

We for see your potential skills as a valuable contribution to our company.

Yours faithfully,

**Mrs. Prameela Devi K**  
**CEO**

Atlas Educational Institute  
A Division of Atlas Group of Institutions  
Dubai Sharjah, Ajman & Ras Al Khaimah UAE  
Tel: 0097143373001

I accept the offer detailed above and I have been acquainted with the Company's rules and confirm that shall abide by the Company rules, regulations and HR policy.

Full Name: ANUSHA S.M

Signature: Anusha S.M

Date: 02/11/2021

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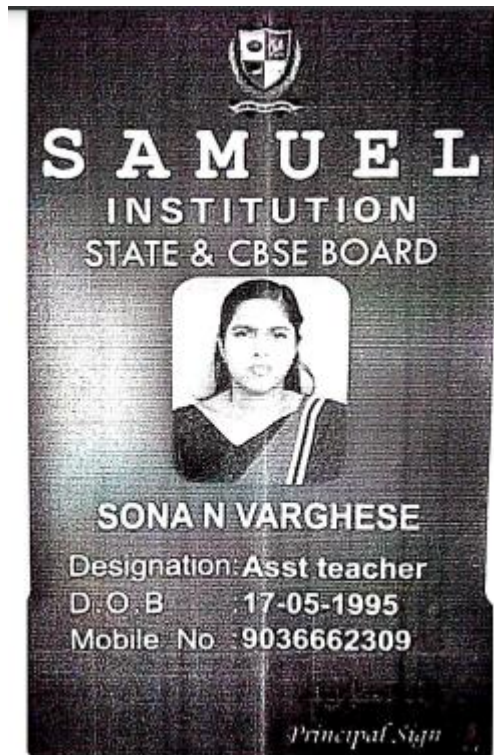
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## 14. Sona Naji varghese



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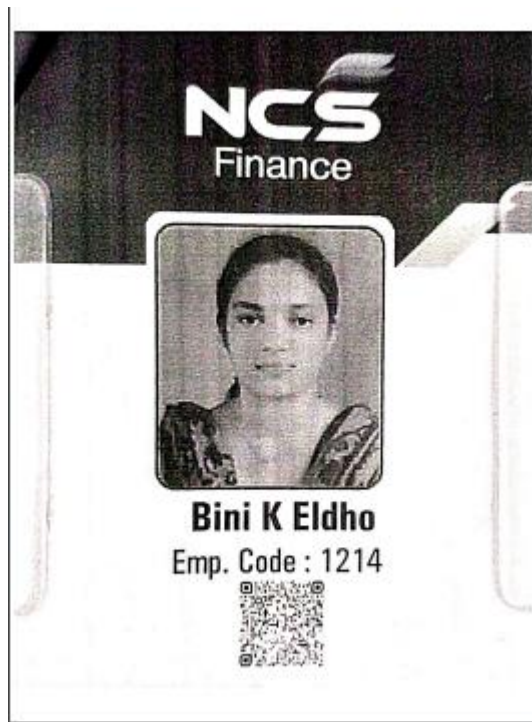
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## 15. Bini K Eldho



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## 16.Athullia Sasi



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## 17. Anju Johnson



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**18.Niva Marium Baby**



## APPOINTMENT LETTER

**26 February, 2021**

Dear **Niva Marium Baby**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Senior Analyst** on the following terms:

### **1. Place of Employment and Timing:**

1. Your initial place of work will be at **IN-Kochi**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### **2. Compensation and Benefits:**

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 152000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### **3. Reimbursement of Expenses:**

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by Niva Marium Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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#### 4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

#### 5. Term:

Employment period shall commence on **12 March, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof.

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

#### 6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

Signed by Niva Mariam Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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## 7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

Signed by Niva Mariam Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

Signed by Niva Marium Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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## ANNEXURE II

### CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

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## ANNEXURE I

<b>Name</b>	<b>Niva Marium Baby</b>
<b>Designation</b>	<b>Senior Analyst</b>
<b>Date Of Joining</b>	<b>12 March, 2021</b>
<b>Level</b>	<b>AA</b>
<b>Basic</b>	<b>152000</b>
<b>House Rent Allowance</b>	<b>76000</b>
<b>Bonus</b>	<b>30400</b>
<b>WBP</b>	<b>92689</b>
<b>PF</b>	<b>21600</b>
<b>Gratuity</b>	<b>7311</b>
<b>Target Cost To Company (per Annum)</b>	<b>380000</b>

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**Yours faithfully,  
For Wipro Limited.**

Sandesh Kumar  
Associate Vice President – Talent Acquisition

**I accept the terms of this letter.**

**Signature:** E-Signature Signature

**Date:** E-Signature Date

**Name:** Niva Marium Baby

Signed by Niva Marium Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

Signed by Niva Marium Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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## 8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

## 9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

## Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **12 March, 2021** failing which this offer will automatically stand revoked without any further notice.

Signed by Niva Mariam Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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## ANNEXURE IV

### CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Niva Marium Baby**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

**Name:** Niva Marium Baby

**Signature:** E-Signature Signature

**Place:** IN-Kochi

**Date:** E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

Signed by Niva Marium Baby | marieniva0504@gmail.com | 26-02-2021 08:36:13 PM IST | 111.92.44.244

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**19.Megha Manoj**



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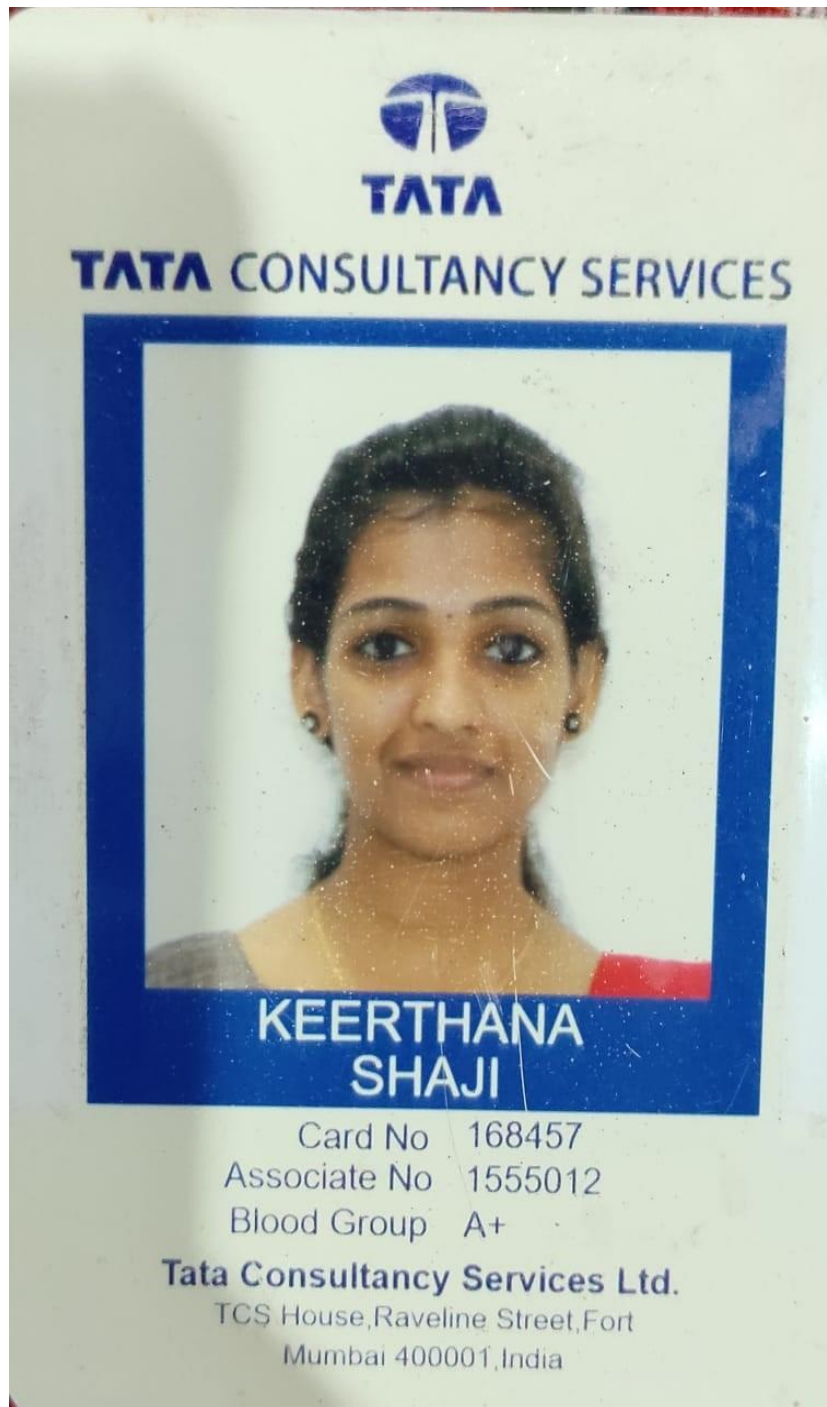
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## 20. Keerthana Shaji



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*Sybil Varghese*  
Principal - in - charge  
Mar Thoma College For Women  
Perumbavoor - 683 542