# Table of Contents

**Letter from Executive Co-Chairman**  ........................................................................................................02

**General information on India**
- General information on India .................................................................03
- Stepping into Bangalore ......................................................................09

**Stepping into Infosys**
- Overview ................................................................................................10
- Organisation chart .............................................................................14
- Official information ..........................................................................16
- Policies ..............................................................................................16
  - Processes ........................................................................................19
  - Step by Step ...................................................................................21

**Forms**
- Project Completion Form .....................................................................25
- Intern Confidentiality And Intellectual Property Rights Agreement ....27
- Code of Conduct ..............................................................................30
- Indemnification Clause ....................................................................31
- Student trainee access form ...............................................................33
- Campus Map ......................................................................................35
Dear Intern,

On behalf of the Infosys family, I extend a very warm welcome to you. I sincerely hope that the time you spend at Infosys is engaging and enjoyable.

Today, as the world faces the task of supporting the next 5 billion consumers with growing disposable incomes, newer and innovative models of consumption and delivery will define success for businesses. Further, the pervasiveness of computing and technologies like cloud computing and mobility have redefined how businesses and customers connect and interact. As a global consulting and IT services company, we at Infosys continue on our journey to increase the breadth of our offerings. We applied GDM to more services, created an end-to-end capability within the company so that we could work with the global 2000 community – become an integral partner to them – and address most of their requirements. We are currently working with them on their journey to Build Tomorrow's Enterprise.

The world needs a new model for consumption as the next 5 billion consumers become wealthier and start living a better life. Information and Communication Technology (ICT) is key to enable research and development to create improved, more effective products at affordable price points for these large new markets. ICT will also drive the intelligence built into these products to help monitor and control the use of resources.

Through InStep, we invite you to join us and take every opportunity to contribute to our vision as you work on path-breaking technical and business projects. At Infosys, you will be working alongside people from various backgrounds and cultures. You will consequently gain valuable experience in the dynamic information technology industry and exposure to emerging markets.

You will be working with a globally recognized and lauded company. Infosys has been recognized as a top performing global partner by Procter & Gamble (P&G) and has been identified as one of the top 25 performers in Caring for Climate Initiative by UN Global Compact and UN Environment Program being the only global consulting and technology giant in the list. Forbes has ranked Infosys 19 among the world’s most innovative companies.

We are continuing our journey and I welcome all of you to be part of this enduring journey and wish you the best of luck.

S. Gopalakrishnan
Executive Co-Chairman
Infosys Limited
General information on India

Introduction
India is a hotbed of technological advances and home to one of the largest technically trained workforces in the world. Alongside this modern India lies a culturally diverse and historically rich country with its myriad hues and textures, tradition and customs, yogis and thinkers. The name 'India' has an interesting etymological history. It was formerly derived from the Old Persian word for the Indus river. When the Persian travelers arrived in India, the northwest region was called 'SapthSindhu' meaning land of the seven rivers in Sanskrit. Sindhu became Hindu in line with Persian script. This name was further modified to 'Indos' by the Greek traders and later to 'India' by the Romans. This demonstrates how India was a popular trade route in the ancient world.

History
India's ancient history developed some 4,500-5,000 years ago with the Indus valley civilization (Saraswati valley civilization) along with its contemporaries, Mesopotamia and Egypt. It was one of the world's earliest urban civilizations and was noted for its cities built of brick, roadside drainage system, and multistoried houses.

The period from 500 BC to 800 BC is referred to as the 'golden period' of India and some famous kingdoms that ruled were the Mauryas, Guptas, Palas, Pandyas, Chalukyas to name a few. During this period India made great strides in the fields of science, technology, engineering, art, dialectic, literature, logic, mathematics, astronomy, religion and philosophy. Muslim presence was seen as early as 800 B.C. and some notable dynasties were the Khilji, Tuglaq, Lodhi, and the Mughal. In 1601 the British established the East India Company and created its own outpost at Surat, Gujarat. This small outpost marked the beginning of a remarkable presence that would last over 300 years and eventually dominate the entire subcontinent. India ultimately attained her independence from the British in 1947.

Geography
India is situated on a peninsula extending into the Indian Ocean, with the Arabian Sea to the West, Bay of Bengal to the east and separated from the rest of Asia by the snow bound peaks of the Himalayas in the north. The land area is 3.29 million square kilometers, roughly a third of the landmass of the United States! The Ganges is the longest river originating in India. The Ganges-Brahmaputra system occupies most of northern, central, and eastern India, while the Deccan Plateau occupies most of southern India.

Climate
The climate of India may be broadly described as tropical monsoon type. There are four seasons:

- Winter (January-February),
- Summer (March-May),
- Rainy southwestern monsoon (June-September) and
- Post-monsoon, also known as northeast monsoon in the southern Peninsula (October-December).

India's climate is affected by two seasonal winds - the northeast monsoon and the southwest monsoon. The north-east monsoon, commonly known as winter monsoon blows from land to sea, whereas south-west monsoon, known as summer monsoon blows from sea to land after crossing the Indian Ocean, the Arabian Sea, and the Bay of Bengal. The south-west monsoon brings most of the rainfall during a year in the country.

Culture
The cultural history of India is more than 4500 years old.

- a) Religions: The majority of the population practice Hinduism followed by Islam, Christianity, Sikhism, Buddhism and others.
- b) Languages: There are 22 national languages that have been recognized by the Constitution of India, of which Hindi is the Official Union Language. Hindi is the language of a large percentage of people (38 per cent), while English is the preferred business language. Besides these, there are 844 different dialects that are practiced in various parts of the Country.
- c) Architecture: The country is also famous for its temple architecture and Mughal monuments.
General information on India

Economy
After India’s independence from the British in 1947 the economy was heavily influenced by the Soviet model with a large public sector and high import duties. This failed to revive the economy and so in 1991 under the guidance of Dr. Manmohan Singh, Finance Minister, India adopted free market principles and liberalized its economy to international trade. As a result the growth progressed at a rapid pace and towards a market-based economy.

From 1947 to 2011 the per capita income has increased 200 times and this is largely due to the large labour force and considerable foreign investments. Now the economy of India is the third largest in the world as measured by purchasing power parity (PPP). When measured in USD exchange-rate terms, it is the eleventh largest in the world, with a GDP of $1.676 trillion (2011). India is the second fastest growing major economy in the world, with a GDP growth rate of 6.9% in 2011-2012.

The economy is diverse and encompasses agriculture, handicrafts, textile, manufacturing, and a multitude of services. Although two-thirds of the Indian workforce still earns its livelihood directly or indirectly through agriculture, services are a growing sector (accounts for more than 50% GDP) followed by agriculture (28.6% of GDP) and industries (14.6% of GDP). The advent of the digital age, and the large number of young and educated populace fluent in English, is gradually transforming India as an important destination for global companies for the outsourcing of their customer services and technical support. India is a major exporter of highly-skilled workers in software and financial services, and software engineering. Other sectors like manufacturing, pharmaceutical, biotechnology, nanotechnology, telecommunication shipbuilding and aviation are showing strong potential with higher growth rates.

Capital
New Delhi

National Flag
The National Flag is a horizontal tricolor of deep saffron (kesaria) denotes non materialism, white denotes light, path of truth and dark green denotes relationship to soil or earth in equal proportion. In the centre of the white band is a navy-blue wheel which represents the chakra (eternal wheel of law). Its design is that of the wheel which appears on the abacus of Sarnath, Lion Capital of Ashoka.

Political system and Government
India attained its independence from the British in 1947 and The Constitution of India came into force on 26th January 1950. It set forth a bicameral parliament and three independent branches: the executive, the legislature and the judiciary. The executive branch comprises of the President of India, Head of the State and the Prime Minister, Head of the Government who runs office with the support of the Council of Ministers and forms the Cabinet Ministry. The Indian Legislature comprises of the LokSabha (House of the People) and the RajyaSabha (Council of States) forming both the Houses of the Parliament. The country has a federal structure with elected Governments in States. The Supreme Court of India is the apex body of the Indian legal system, followed by other High Courts and subordinate Courts.

There are 28 states and 7 Union Territories (administered directly by the Central Government). There is healthy competition between all the states to attract Foreign Direct Investment (FDI) for speedy economic growth and employment generation.

Population
India is the seventh largest country in the world with a population of 1.22 billion (2012 census). The population growth rate is 1.58% and the average life expectancy is 68.33 years.
General information on India

Literacy rate
According to the provisional results of the 2011 census, the literacy rate in India stands at 74.04 per cent, 82.14% for males and 65.46% for females. (Kerala has the highest literacy rate of 93.9 per cent).

International airports
Ahmedabad, Amritsar, Bangalore, Chennai, Goa, Guwahati, Hyderabad, Kochi, Kolkata, Mumbai, New Delhi, Thiruvananthapuram,

Time zone
GMT +5.5 hours

Indian Currency
INR = Indian Rupee
INR 1 lakh = 1,00,000 (one hundred thousand rupees)
INR 100 lakhs = 1 crore

Currency unit
Indian Rupee (INR), 100 paisa = 1 INR. Currency notes are in INR 5, 10, 20, 50, 100, 500 and 1,000. It is easy to exchange rupees for foreign exchange. All big cities and most small towns have ATMs which accept Visa and Mastercard, American Express is very rarely accepted.

Money
Credit cards are accepted at all major stores and hotels and even big restaurants welcome them. Payments for normal expenses need to be made only in Indian rupees, except at some hotels, which accept foreign exchange. American Express cards are not in much use.

Country codes:
+1 USA +86 China
+1 Canada +81 Japan
+52 Mexico +850/882 Korea(North/South)
+55 Brazil +230 Mauritius
+33 France +63 Philippines
+49 Germany +65 Singapore
+41 Switzerland +66 Thailand
+31 The Netherlands +61 Australia
+44 UK +91 India

Mobile Phones
India uses the GSM standard for mobile communications; hence we suggest that you check out the compatibility of your instrument with GSM, or get it unlocked by your local service provider. In case you want to purchase a mobile phone while in India, low and high end models are readily available.

Unlocking Your Cell Phone
We recommend that you unlock your cell phone so that it can work with any GSM network, in your home country, or anywhere in the world.
General information on India

Voltage
220-240 volts (AC), voltage adapters/converters are available with the caretaker at the guest house.

Clothing
India has no dress restrictions for men or women. It is, however, better for women to avoid tank tops or short skirts/shorts in accordance with local norms. When you are packing your bags for your India travel, it will be worthwhile to pack light. During the summer months, light cottons are perfect. You can purchase them anywhere in India, at very reasonable rates, at any of the shops. However, if you are planning a trip to the North of the country or the mountainous regions of the South during winter months, be well prepared for the chilly cold. As for footwear, open toed footwear is comfortable for all seasons - except the winter months in places like Delhi, Agra or Jaipur. Comfortable sneakers or walking shoes are advisable if you plan to visit tourist sites. If you plan to do any serious trekking or mountaineering, do bring the specialized equipment you require, to ensure that your traveling experience is a success. For more on dressing at work, refer to page 16.

Social Interaction
If you give the impression of being from a different country, chances are that you might be stared at, especially in the smaller towns. Don’t be offended - they mean no harm, it is just curiosity.

Toilets: In India, public toilet facilities are few and far between. Take every opportunity you can to use a clean toilet in places such as hotels and restaurants. Make this a habit wherever you go.

Food and Drink: Drink only bottled water. In restaurants insist that they bring a sealed bottle to your table. Beef is not served in many parts of India. Pork is also not easily available. It is best to have meat only at reputed hotels and restaurants. Good quality vegetarian food is easily available in all parts of India.

Shopping
In India, you will find a wide array of retail stores. All major metros have malls, factory outlets and government emporiums for fixed priced shopping. Street vendors too offer plenty of shopping items and bargaining is a standard practice with most of them. Vendors may try to charge you more than locals - if possible, take a local along when you go shopping.

Tipping: In hotels and restaurants, tips are not normally included in the bill. Some hotels include service charges on their bills. In such cases tipping is not necessary. The standard tip is 10-15%. In hotels, porters and room service attendants are normally tipped at the end of the stay, though an early tip is likely to get you better service. Tipping of taxi drivers is not customary.
General information on India

Sightseeing

Religious Sites - Dress codes for religious places can include covering your head, being barefoot etc. Ask, so that you don’t unwittingly give offence. Some temples do not permit any leather articles at all on their premises. Certain sections of some temples are not open to Non-Hindus. Please check with the local tourist information office.

Museums - Most museums in India are closed on Mondays and Site Museums, those near archaeological monuments, on Fridays.

Railways - All properties of the Indian Railways including trains and railway stations are strictly non-smoking zones with stiff penalties for violations.

General - Photography is not always permissible, and at many places it is permitted only at a fee. There is usually a higher fee for using a video camera. Smoking is not allowed at public places. English is spoken at almost all tourist centers, but you can also request Government-trained and approved guides who also speak German, French, Spanish, Japanese, Italian or Russian.

Health Precautions

- Always drink bottled water.
- For the first few days it might be advisable to brush your teeth/clean your toothbrush in bottled water.
- Eat fruit you can peel. Always wash fruit well before eating it.
- Avoid eating street food, and eat at establishments with constant electricity supply (refrigeration).
- Keep a tube of mosquito repellent with you while traveling to forested and hilly areas and backwaters.
- Always carry a kit of the basic emergency medicines you might need for diarrhea, fever, etc.
- The Government of India does not require foreign nationals visiting the country to get any vaccinations. One exception is foreigners coming from or through Yellow Fever countries who must be able to produce a valid vaccination certificate. Should you wish to be vaccinated, do check with your country’s health department/family physician on prescribed vaccinations.

Handy Documents

Keep extra photocopies of the relevant pages of your passport. This will be required for Indian permits as well as for traveling purposes. Also, keep extra photographs of yourselves. These will be required for permits, filling out forms, etc.

Transportation

While in India, you will be able to use taxis, trains, buses and auto rickshaws (one of the most popular means of public transportation in urban India) to commute inside the city. Insist on the taxi/auto meter being flagged down in your presence. As much as possible, especially from the airport or railroad station insist on using the prepaid services which are available at most important places.

More on India

National Portal on India - http://india.gov.in/
The official Indian tourism site - http://www.incredibleindia.org
CUISINES OF INDIA

Kashmir
Must try: Goshtaba, Tabak Maq, Dum Aloo, Haak Or Karan ka Saag

Punjab
Must try: Dal Makhani, Makki di Roti-Sarson da Saag, Chana-Bhature, Aam Ki Chutney, Machchi and Kulcha

Haryana
Must try: Kachi ki Sabzi, Chole (Green Gram), Chaa-Ch-Lassi, Bajre ki Khichdi

Delhi
Must try: Chaat, Tandoori Chicken, Paranthas, Matar-Masala, Chhole Bhature

Rajasthan
Must try: Dal-Baati-Churma, Kheer, Sorh, Lai Maa, Gatka, Pyaaz ki Kachori

Gujarat
Must try: Khepla, Dhokla, Khambali, Handvo, Pakki

Madhya Pradesh
Must try: Lapsi, Batta, Bhuji, Kheers, Bhogal Kababs

Maharashtra
Must try: Shrikhand, Thalpooris, Vada Pao, Mosak

Goa
Must try: Vindavao, Jiaalu, Biblica, Prawi Balchao

Karnataka
Must try: Bisi Bele Bhat, Kesari Bath, Mysore Pak, Bharwad Pedha, Chintu

Kerala
Must try: Sadya Metals, Achari, Malabar Parathas, Payasam, Kachi Slew

Himachal Pradesh
Must try: Sidu, Aloo and Dhani (A vegetarian mid-day meal cooked by Boti Brahmins)

Uttarakhand
Must try: Aloo ke Gulche, Kaalia, Jhanga (millet) ki Kheer, Chane Kea

Uttar Pradesh
Must try: Kalabha, Biryani, Babli Aloo, Kachori, Makka, Renzare Chaat

Bihar
Must try: Litti (Baked balls of wheat), Sattu (ground gram), Khaja, Khath Ka Lali, Anerasa, Tilku

West Bengal
Must try: Jodhp, Jolat (local beer)

Meghalaya
Must try: Jangal, Jangal (local beer)

Assam
Must try: Mater, Tenga, Pitla

Manipur
Must try: Thoko, Kabok, Chaikokha

Nagaland
Must try: Momos, Ghee, Beef and Cherry Wine

Andhra Pradesh
Must try: Hyderabadi Biryani, Minchi ka Salai, Shongnur pickle, Konkora

Chhattisgarh
Must try: Bhojuri (A sweet Made with Chana Dal), Kusli (A sweet Made with Flour and Semolina), Red Ant Chutney

Pondicherry
Must try: Kadugu Yerra, Vettakkai Patchaddy

Tamil Nadu
Must try: Asam, Onsai, Jili, Sambar, Rasam, Chettinad Chicken, Pongal

Orissa
Must try: Fish, Chhunchh, Rasgulla, Chhanapallitha

Tripura
Must try: Chakki, Mekli, Motu

Mizoram
Must try: Zuma (Special Tea)
Stepping Into Bengaluru

About the City
Bangalore, now known as Bengaluru is the capital city of Karnataka and is the third largest populous city in India. It is draped over the Deccan Plateau at an altitude of 920 meters above sea level, which gives it possibly the best climate among all the cities in India. Legend has it that King VeeraBallala of the Vijayanagara kingdom was once lost in a forest and happened to stumble upon a lonely cottage. An old woman who lived there could only offer the starving king only boiled beans – ‘Bendakaluru’ in Kannada (the local language). This gave Bangalore its name. Check out Bangalorebest.com in case you want to know more about this city.

Weather
Climate
March to May (warmest months)
December to January (coldest months)
June to September (rainy - southwest monsoon)
November to December (rainy - northeast monsoon)

Temperature
Highest maximum of 33 degree C to lowest minimum of 14 degree C

Clothing
Light cottons from March to August, a light sweater may be required from September to February.

Language:
The regional language is Kannada, but other widely spoken languages include English, Hindi, Telugu and Tamil.

Population:
Over 9 million

For more information on Bangalore, log on to: http://www.bangalorebest.com/eatout/eatouts.asp

Theatre
RangaShankara
36/2, 8th Cross
JP Nagar, 2nd Phase
Telephone: 2659 2777/2649 4656

Cultural Centers in Bangalore
AllianceFrancaise de Bangalore
Goethe-Institut
PB. 108, Thimmaiah Road, Vasanthnagar
Max Mueller Bhavan, No 716, CMH Road
Telephone: 5123 1340/44
Telephone: 2520 5305/06/07

For more information on things to do and see in Bangalore, log on to: http://wikitravel.org/en/Bangalore
Stepping Into Infosys

Overview
It has been a long journey since 1981, when 7 professionals pooled together 250 dollars and started Infosys. Since then the company has made great strides in the area of business consulting, technology, engineering and outsourcing services to help clients in 32 countries build tomorrow's enterprise. It has office presence in 76 cities with an employee base of 151,151.

Management guru, Tom Peters, said about Infosys, “It may be the world’s coolest company.” Forbes ranks Infosys among the world's most innovative companies. Infosys was recognized as a top performing global partner by Procter & Gamble. Infosys wins the Global MAKE award for the 8th time in 2011.

Infosys defines, designs and delivers technology-enabled business solutions for Global 2000 companies. Infosys also provides a complete range of services by leveraging our domain and business expertise and strategic alliances with leading technology providers.

We are building tomorrow's enterprise.

We deliver measurable business values in 3 ways:

- Business Transformation: Consulting-led approach to identify critical shareholder value levers and drive growth through tightly linking business consulting with enterprise solution delivery.
- Accelerating Innovation: Powerful research arm that can be leveraged as a co-creation engine to harness opportunities created by emerging business trends.
- Efficient Operations: Proven best-practice approach to efficiently run small or large portions of your business and free up resources for transformation and innovation-led growth projects.

The future has a way of arriving unannounced, but winners are never taken by surprise. If the events of the last two years have brought us face to face with one reality, it is that enterprises need to be made future-proof. Even if the worst of times is behind us, the best of times will be ours only if we can seize the right opportunities.

In the changing world of today, opportunities have become inseparably linked with advances in technology. In our endeavor to future-proof the businesses of our clients, we at Infosys have identified seven key areas that are rapidly increasing in influence, and present great scope for IT-led innovations – Digital consumers; Emerging economies; Sustainable tomorrow; Smarter organizations; New commerce; Pervasive computing; and Healthcare economy.

We believe that realizing the full potential of these drivers is important for tomorrow’s enterprise to forge ahead of its competition. It is by bringing new thinking and technological breakthroughs into existing ecosystems that enterprises can emerge stronger out of the downturn, and go fortified into the next generation of business.

Welcome to Infosys. Tomorrow’s careers start here.
### Stepping Into Infosys

#### Milestones

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>2012</td>
<td>Listed on the NYSE market&lt;br&gt;Infosys acquires Lodestone Holding AG, a leading management consultancy based in Switzerland&lt;br&gt;Forbes ranks Infosys among the world's most innovative companies&lt;br&gt;Infosys among top 25 performers in Caring for Climate Initiative&lt;br&gt;Infosys crosses the US$ 7 billion revenue mark</td>
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<td>2011</td>
<td>N. R. Narayana Murthy hands over chairmanship to K V Kamath&lt;br&gt;Infosys crosses US$ 6 billion revenue mark, employee strength grows to over 130,000</td>
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<tr>
<td>2010</td>
<td>Infosys crosses the US$ 5 billion revenue mark</td>
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<tr>
<td>2009</td>
<td>Infosys opens its first development center in Brazil&lt;br&gt;Infosys selected as a member of The Global Dow&lt;br&gt;Employee strength grows to over 100,000</td>
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<tr>
<td>2008</td>
<td>Infosys crosses revenues of US$ 4.18 billion&lt;br&gt;Annual net profits cross US$ 1 billion&lt;br&gt;Infosys listed on Forbes' Asian Fabulous 50 for the fourth consecutive year&lt;br&gt;Infosys was recognized as the Indian MAKE winner for the 4th consecutive year</td>
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<td>2007</td>
<td>Infosys crosses revenues of US$ 3 billion. Employees grow to over 70,000+&lt;br&gt;Infosys wins Asian Most Admired Knowledge Enterprises (MAKE) Award for 6th consecutive year&lt;br&gt;Infosys in Top 10 Companies for Leaders list Hewitt Associates, The RBL Group and FORTUNE magazine study&lt;br&gt;Infosys ranked amongst the 200 most respected companies in the world (#155) by the Reputation Institute.</td>
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<td>2006</td>
<td>Infosys celebrates 25 years.&lt;br&gt;Revenues cross US$ 2 billion. Employees grow to 50,000+&lt;br&gt;N. R. Narayana Murthy retires from the services of the company on turning 60. The Board of Directors appoints him as an Additional Director. He continues as Chairman and Chief Mentor of Infosys.&lt;br&gt;Listed on the NASDAQ 100 Index (composed of the 100 largest non-financial stocks on the NASDAQ Stock Market in terms of market capitalization)</td>
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<tr>
<td>2005</td>
<td>Records the largest international equity offering of US$ 1 billion from India&lt;br&gt;Selected to the Global MAKE Hall of Fame&lt;br&gt;Corporate performance Business Week magazine places Infosys at No. 10 in its Business Week Information Technology 100’ list of the world’s top technology companies&lt;br&gt;Best Company to work for in India - TNS Mercer Survey</td>
</tr>
<tr>
<td>2004</td>
<td>Revenues reach US$ 1 billion&lt;br&gt;Infosys Consulting Inc. is launched</td>
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<td>2003</td>
<td>Establishes subsidiaries in China and Australia</td>
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<td>2002</td>
<td>Touches revenues of US$ 500 million&lt;br&gt;Opens offices in the Netherlands, Singapore and Switzerland&lt;br&gt;Infosys and the Wharton School of the University of Pennsylvania set up The Wharton Infosys Business Transformation Awards (WIBTA)&lt;br&gt;Launches Progeon, offering business process outsourcing services&lt;br&gt;First rank in the Business World's survey of “India’s Most Respected Company”</td>
</tr>
</tbody>
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Stepping Into Infosys

2001  Touches revenues of US$ 400 million. Opens offices in UAE and Argentina, and a development center in Japan
N. R. Narayana Murthy is rated among Time Magazine/CNN’s 25 most influential businessmen in the world
Infosys is rated as the Best Employer by Business World/Hewatt

2000  Touches revenues of US$ 200 million
Opens offices in France and Hong Kong, a global development center in Canada and UK, and three development centers in the US
Re-launches Banks 2000, the universal banking solution from Infosys, as Finacle™
Corporate performance First company to be awarded the “National Award for Excellence in Corporate Governance” conferred by the Government of India

1999  Touches revenues of US$ 100 million. Listed on NASDAQ
Infosys becomes the 21st company in the world to achieve a CMM Level 5 certification
Opens offices in Germany, Sweden, Belgium, Australia, and two development centers in the US
Infosys Business Consulting Services is launched
Started InStep, the company’s Global Internship Program

1998  Starts Enterprise Solutions (packaged applications) practice
Corporate performance First in “Award for Corporate Excellence” Economic Times India
Stepping Into Infosys 1.0

1997  Opens an office in Toronto, Canada
Infosys is assessed at CMM Level 4

1996  The Infosys Foundation is established to focus on contributing back to the society

1995  Opens first European office in the UK and global development centers at Toronto and Mangalore. Sets up e-Business practice
Corporate performance Best Annual Report Award from ICAI (every year from ’95)

1994  Moves corporate headquarters to Electronic City, Bangalore. Opens a development center at Fremont

1993  Introduces Employee Stock Options (ESOP) program
Acquires ISO 9001/TickIT certification
Goes public

1987  Opens first international office in Boston, US

1983  Relocates corporate headquarters to Bangalore

1981  Infosys is established by N. R. Narayana Murthy and six engineers in Pune, India, with an initial capital of US$ 250
Signs up its first client, Data Basics Corporation, in New York
Stepping Into Infosys

Vision, Mission & Values

Vision:
“We will be a globally respected corporation.”

Mission Statement:
“Strategic Partnerships for Building Tomorrow’s Enterprise”

Values:
At Infosys, the values of the organization are encapsulated in C-LIFE - each letter of the word standing for one value:

Client Value:
To surpass client expectations consistently

Leadership by Example:
To set standards in our business and transactions and be an exemplar for the industry and ourselves

Integrity and Transparency:
To be ethical, sincere and open in all our transactions

Fairness:
To be objective and transaction-oriented, and thereby earn trust and respect

Excellence:
To strive relentlessly, constantly improve ourselves, our teams, our services and products to become the best.
Stepping Into Infosys

Official Information
Company website – http://www.infosys.com/
Company Intranet - http://sparsh/V1/(Intranet only)
For Company related facts and figures:http://implus/ (Intranet Only)

Policies

Office Timings
The normal working hours of the various Infosys offices are:
8:00 am - 5:15 pm Bangalore: Electronics City
8:30 am - 5:45 pm Bangalore: Koramangala / BTM / Towers, Chennai, Mohali, Mysore, Pune
8:30 am - 6:00 pm Bhubaneswar, Delhi, Mangalore
8:45 am - 6:00 pm Hyderabad
9:30 am - 6:45 pm Mumbai

Overseas Offices
8:00 am - 5:00 pm Middle East, US
8:30 am - 5:30 pm Australia, Canada, UK
9:00 am - 6:00 pm Hong Kong, Japan, Shanghai

The Work Week, Holidays & Time-off
The work week at Infosys is Monday through Friday, with Saturday and Sunday being holidays. Notified holidays are applicable to you too. You will find a list on the company intranet Sparsh, under the Leave System.

Personal travel is encouraged only on the weekends and official holidays. Taking personal time off during your internship will reflect in your stipend payout. In case of sickness, days off will be granted by your project mentor on loss of stipend. If inability to complete the project due to illness is anticipated by your Project Mentor, he/she may terminate the project. Please keep your Student Mentor informed about any changes in your work timings.

Dress Code
As a member of the Infosys family, it is essential you dress in a manner befitting a professional. You should be neatly turned out in well-ironed apparel and in formal footwear at all times.
On Mondays and Tuesdays and other formal dress days (as indicated by circulars from time to time) all Infoscions are expected to dress in business formals.

- Monday and Tuesday
  - Business formals for men would include full-sleeved shirts, formal trousers, formal shoes and ties. Slippers and sandals are prohibited.
  - Women must be appropriately dressed in sarees, salwar / churidarkameezes or western formals, from Monday to Thursday.
- Wednesday and Thursday
  - Men can wear half or full sleeved shirts, but formal trousers and formal shoes are a must.
  - A tie is not mandatory for these days.
- Fridays
  - Infoscions may wear jeans, T-shirts and sports shoes. Slippers and sandals are prohibited for men, even on Fridays.

Use of personal computers and equipment (cameras, etc)
While entering and leaving the Infosys premises you would be required to register all digital and electronic equipment like laptops and cameras.

In order to maintain data security as well as your privacy, we request you to keep work and personal data and mails separate. While on the Infosys campus, please refrain carrying your personal laptop to your work station. Similarly you would not have access to the company servers, intranet and mails at the Infosys guesthouse.

Information Security Policy
Infosys’ vision is to “be a globally respected corporation that provides best-of-breed business solutions, leveraging technology, delivered by best-in-class people.” One of the imperatives of this vision is assurance of the security of information assets belonging to Infosys, and also the information that is entrusted to us by employees, customers, vendors, investors and the public at large.

Information security translates to the preservation of the following three goals:
a) Confidentiality: assurance that information is accessible only to those authorized to have access.
b) Integrity: assurance of the completeness and accuracy of information and its processing methods.
c) Availability: assurance that authorized users have access to information and associated assets when required.

Information can be stored, processed or transmitted in many different ways. Infosys makes extensive use of Information Technology (computers, high speed storage, communication devices etc.) for these purposes. We also use traditional means of storing, processing and transmitting information – for example, by writing or printing it on paper, or communicating it over phone, fax or in face to face conversations. Information must always be appropriately protected, regardless of the manner in which it is stored, processed or transmitted. Inadequate protection of information and information assets can severely impact our capability to achieve and sustain our vision.

Please read the full policy available on the intranet by accessing the following link http://secarc/

All Interns will also abide by the following policies/programs:
- Security Awareness Quiz will be taken within 90 days of joining and once every year thereafter.
- Acceptable IT Usage policy outlined in the CCD website will be adhered to.
- Any incident and vulnerability or threat that comes to notice will be reported without any delay in the Incident reporting portal of SA&EA or relevant systems with other BEFs as given in the Incident Management Policy in SA&EA website.
- Infosys network will not be used for personal communication including emails. Official email communication will not be sent to outside of Infosys environment unless specifically approved by specified authority.

Personal Visitors
As per company policy, due to increased security concerns, you would not be able to receive personal visitors on campus. Please contact your Student Mentor’s for clarifications regarding the above.

In the event if the policy is relaxed only family members (father, mother, siblings, and husband/wife) are allowed to visit the campus.
Timings: Saturday (between 10 am to 3pm for only 1.5 hours). Prior approval mail needs to be received from the SM and a form needs to be filled and given to the security at Gate 6 with the details of the visitor coming.

Security
Security personnel are stationed at all entry and exit points. To provide for the security of personal and company property, security personnel have been advised to conduct random checks of all personnel. Your bag may be searched in the process. You may, therefore, be required to submit to such checks and are expected to actively cooperate as are all employees.
Stepping Into Infosys

Insurance and Personal Accident
While an intern you are covered from the first day of your internship by the same Insurance and Personal Accident policy that employees avail of. Some basic highlights of the policy for India based Interns are:
1. The policy does not apply to doctors’ visits and consultation/outpatient fees.
2. The policy applies to in-patient hospital treatment provided you have been there for 24 hours or more.
3. When you are in a hospital and know you are going to be there for more than 24 hours, please immediately give the administrative staff your name, date of birth, date of joining Infosys (your first day at work), and your employee number. Ask them to activate your insurance. Also contact your student mentor immediately after you have given them the relevant information.

To read the policy, please visit http://sparsh-hrd/initiatives/healthInsurance/on the company intranet.

Sim Cards
All interns, as per the policy, are entitled to currency worth approximately Rs. 500 on a monthly basis.

Voice mail in your room
Based on popular demand, a voicemail facility has been provided on the phones in your rooms at the hostel. To activate your voice mail, please dial 57000 on your phone followed by the password 111#. You can then customize your settings to your preference.
Stepping Into Infosys

Processes

How to update your profile in the phone book

Please update your telephone directory on Sparsh (the company intranet) by clicking on the phone icon marked Telephone and filling the fields in the directory. This will give you access to certain systems like Payana, a system to log your taxi requests.

In case you have any problems updating your details on the telephone directory, please send a mail to is_helpdesk@infosys.com with all the details you need updated.

Cab Entitlement

As an intern, you are entitled to two free cab rides a week. Some points to keep in mind around the usage of taxis are as follows:

a) The 2 Cab Rides per week cannot be accumulated – they expire at the end of the week. A week is from Monday to Sunday.

b) One cab ride refers to a round-trip ride.

c) Usage of free taxis applies to the city of your project location. However, exceptions can be made for travel in Mysore, Hyderabad, and Pune. Please inform your student mentor if you wish to avail a free taxi service in either of these locations.

d) Maximum taxi usage time per booking stands at 5 hours or a maximum distance of 50 Kms.

e) The meter starts and ends from the time you enter the cab.

f) You can also request for personal cab rides once the 2 cab rides entitled to you are exhausted. In that case, you will have to pay the Cab driver directly.

How to log a taxi request

Log onto Sparsh
Click on iTavel (the airplane icon)
Or click on http://itcalapps/iTRVLMGT/asp/x/User/ITMLogin.aspx
Under Quick Links, click on Local Taxi Request
Login with your company user name and password

*Policy on Cabs
Please log your Payanas before 5:00 pm on a working day for any day of the week. Also ensure you log it at least 2 hours before you want the cab.

Filling the Trip Sheet: Please make sure to sign the trip sheet which specifies the time you boarded the cab and the time you got dropped back at the ECC. Also mention the places you travelled to.

Example: If you went to Brigade Road and then to Forum Mall and then for dinner(Koramangala). Please write that on the trip sheet.

This is to ensure that there are no discrepancies in the kilometer readings.

Advanced Help desk (AHD)

Please log an AHD in case there is any issue with your Desktop, Email, MS Office, Network, Software etc…

http://infyhelpdesk01/CAisd/pdmweb1.exe
## Stepping into Infosys

### List of Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Jan 2013</td>
<td>Monday</td>
<td>MakaraSankranthi</td>
</tr>
<tr>
<td>11 Apr 2013</td>
<td>Thursday</td>
<td>ChandramanaUgadi</td>
</tr>
<tr>
<td>01 May 2013</td>
<td>Wednesday</td>
<td>May Day*</td>
</tr>
<tr>
<td>09 Aug 2013</td>
<td>Friday</td>
<td>Kutub-a-Ramzan</td>
</tr>
<tr>
<td>15 Aug 2013</td>
<td>Thursday</td>
<td>Independence Day*</td>
</tr>
<tr>
<td>09 Sep 2013</td>
<td>Monday</td>
<td>VinayakaChaturthi</td>
</tr>
<tr>
<td>02 Oct 2013</td>
<td>Wednesday</td>
<td>Gandhi Jayanthi *</td>
</tr>
<tr>
<td>14 Oct 2013</td>
<td>Monday</td>
<td>VijayaDashahi</td>
</tr>
<tr>
<td>01 Nov 2013</td>
<td>Friday</td>
<td>Kannada Rajyotsava*</td>
</tr>
<tr>
<td>04 Nov 2013</td>
<td>Monday</td>
<td>Deepavali</td>
</tr>
<tr>
<td>25 Dec 2013</td>
<td>Wednesday</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>
Step by Step

Background

The InStep Global Internship Program is Infosys’ flagship program for bringing in global talent and creating a multicultural environment at Infosys. Through initiatives with top academic institutions worldwide, Infosys seeks to raise its brand visibility and leverage world-class networks. InStep provides interns from three streams – business, technology, and liberal arts – the opportunity to work on dynamic projects of importance to the company. Interns from all academic levels and backgrounds work across company units and across geographies. Begun in 1999 with 300 applications received for 14 intern positions, the InStep program has since grown to over 2000 applications received in 2011-2012 for 175 internship positions. InStep continues as a select program to leverage best-in-breed talent to successfully grow as a globally respected company.

InStep is one initiative through which Infosys liaises with top academic institutions around the world. To deepen our relationship with select schools, we run initiatives such as case studies competitions, or supporting case studies written and taught by faculty at distinguished schools. Senior management at Infosys also invest time in guest lectures about larger industry trends at schools in the US, Europe and Asia Pacific. Your Student Mentor is the single point of contact for your academic institution and appreciates your help in furthering the relationship between Infosys and your school.

Orientation

On your first working day, you will meet your Student/Project Mentor to go through the Intern Handbook, sign required forms, create your email ID, open your bank account (for India based interns only), and take a tour of the campus, before being introduced to your project mentor. The orientation will be followed by a more formal day long induction typically held in the same month that you join Infosys.

Program Details

Mentorship

- Student Mentor: member of the Academic Relations team program managing InStep
  - Single point of contact for all program queries, and learning and cultural initiatives.
  - Liaison with your academic institution.

- Project Mentor: works closely with intern to set goals and provide guidance throughout the project.
  - Co-creates project definition, goals and scope as reflected in the requirements document.
  - Arranges for you to make your presentation/make a project submission at the end of your project.
  - If you are required to have your project graded by your institute, please notify your PM at the beginning of your project.

- Buddy: Global Infoscion who helps you adjust to your new cultural surroundings and provide insights into company culture

Project

Requirements Document (will be emailed to your Infosys account): This is a template that the intern will finalize with his/her Project Mentor setting out the project overview, deliverables, weekly timeline, and required resources. This document will be finalized the first week of internship and mailed to both the PM and SM.

Reviews with PM and SM: The intern will meet with the Project Mentors and Student Mentors on a weekly basis (or as required) in order to review progress and address any questions.

Mid-term Presentation: Assessment of the work-in-progress; check on adherence to schedule; address challenges and any major scope changes with the SM, PM, intern and relevant stakeholders.

Final Presentation: Interns are required to present their project at the end of their internship. The presentation should cover key learning points, outcomes, and how it is of organizational importance.
Step by Step

Exit Details
Project Completion Form: Sign-offs from your PM, SM, travel department, guest house, and librarian are required before your departure.

Submission of Project Report: Project deliverables such as requirement document, presentations and reports are to be uploaded onto the InStep portal.

Feedback Form and Exit interview: Feedback on your experience with InStep needs to be submitted on the portal. An exit interview will be conducted by your Student Mentor.

Cab Request: Final cab request to the airport should be logged a week prior to your departure.

Administrative
Bank Accounts: All India based interns are required to open bank accounts to manage their monthly stipend payout. To open an account (date for which will be communicated to you by your student mentor), you would need to carry the following documents:
- 6 passport sized photographs
- Copy of your passport / visa pages
- Copy of signed offer letter
- Signature for the documents must be similar to the one in the Passport.

Monthly stipend: Your stipend will be credited on the last working day of the month directly to your India bank account.

Stipend Calculation: Number of days worked (including weekends) in a month / total number of days in that month
* Student allowance per month = Stipend amount

Stipend will be calculated till the last working day and not as per the date mentioned on the offer letter. This is to facilitate a smooth running of the FRRO process which is a government mandate for all foreign nationals.

Please note that swipe records are taken into consideration for stipend processing. Stipend will not be paid for swipe data that is not available and hence it is mandatory for you to swipe in and out from the building which you are assigned to work.

Leaves: If a leave is taken on a Friday & on the consecutive Monday, then the weekends would also be deemed to be considered as Loss of Pay (4 days). This is a policy which is not only applicable to interns alone but to employees as well in case they exhaust their allotted quota of paid leave. Needless to mention if an intern takes just 1 day off on either Friday or a Monday, then only 1 day of loss of stipend would be considered for stipend processing. Hence please plan your leave accordingly.

Interns cannot work on a holiday (Saturday, Sunday and declared holidays) and offset this for a working day during the week.

Library Membership: Please meet your local DC librarian at the Central Library with a stamp size photograph.

Health Club Membership: Please send a mail to your DC anchor requesting for membership.

ID Card and Swipe Card: You will be provided an ID card and a swipe card during the duration of your internship which will be used to track the login hours and attendance. In case either of them is lost there will be a charge of 500 INR each for the replacement, which will be deducted from your monthly stipend.
Step by Step

Facilities on Campus

Employee Care Center
- Single occupancy room with single or twin cots, desk, television, attached bathroom, air conditioning, desktop/LAN connectivity for personal laptops, closet, electronic safe.
- You will be provided with two bottles of mineral water for the initial 2 weeks of your arrival. (Post this the water bottles can be bought at the local store in campus)
- There is a Laundromat(7am-10am, 5pm-8pm) as well as a paid laundry(7am-11am, 5pm-9pm) service available at the guest house

You will have access to the following facilities over the course of your internship*:

Other facilities
- Health Club and Gym
- Tennis Courts
- Swimming Pool
- Basketball court
- Volleyball court
- Football field
- Pool board and table tennis tables
- Library
- Hair Salon
- Book Store
- Bank and ATMS
- Doctor
- Convenient Store
- Cell phone Service Providers
- Postal Services (please have letters sent to you to be addressed to you c/o your SM)
- Food courts and cafes

* may vary from one DC to the other; please contact your student mentor for more details

Clinic and Pharmacy
The insurance policy used by Infosys to cover interns and employees extends only to medical expenses born during hospitalization for 24 hours or more. Therefore, consultation fees for doctor visits without hospitalization for over 24 hours are not covered.

Kitchen
A kitchen is available on the 2nd floor, of C block, near room 275.
### Important places

<table>
<thead>
<tr>
<th>Important places</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATM</td>
<td>Building 1, 8, 10, 18, 27 &amp; Terminal</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Terminal</td>
</tr>
<tr>
<td>Bus bay</td>
<td>Gate 4 &amp; Gate 6</td>
</tr>
<tr>
<td>Cell phone service providers</td>
<td>Terminal</td>
</tr>
<tr>
<td>Convenience Store (Foodworld)</td>
<td>Terminal</td>
</tr>
<tr>
<td>Courier &amp; Speedpostdespatch</td>
<td>Building 11 basement</td>
</tr>
<tr>
<td>Courier pickup</td>
<td>Building 10</td>
</tr>
<tr>
<td>Dry-cleaning</td>
<td>Bus bay (Multi Level Parking Lot, MLPL)</td>
</tr>
<tr>
<td>Food courts</td>
<td>Building 8, 9, 18, 27, 35, 42, 47 &amp; 49</td>
</tr>
<tr>
<td>Forex</td>
<td>Building 10</td>
</tr>
<tr>
<td>Gym</td>
<td>Building 18 and Terminal</td>
</tr>
<tr>
<td>Hair Salon</td>
<td>Terminal</td>
</tr>
<tr>
<td>ICICI banks</td>
<td>Terminal and Building 10</td>
</tr>
<tr>
<td>Jacuzzi</td>
<td>Building 18 (Lotus)</td>
</tr>
<tr>
<td>Laundromat</td>
<td>Below Subway, near Pyramid building</td>
</tr>
<tr>
<td>Yoga centre</td>
<td>Building 18 (Lotus)</td>
</tr>
<tr>
<td>Library</td>
<td>Building 12</td>
</tr>
<tr>
<td>Medical centre</td>
<td>Building 18 (Lotus)</td>
</tr>
<tr>
<td>Music room</td>
<td>Heritage (Building 9)</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Building 18 (Lotus)</td>
</tr>
<tr>
<td>Photo studio (Whizz)</td>
<td>Building 10</td>
</tr>
<tr>
<td>Travel Desk</td>
<td>Building 10</td>
</tr>
</tbody>
</table>
## Project Completion Form

### To be filled in by intern

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>..................................................................................................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Project Day</td>
<td>..................................................................................................................................................</td>
</tr>
<tr>
<td>Unit</td>
<td>..................................................................................................................................................</td>
</tr>
<tr>
<td>Name of the Student Mentor</td>
<td>..............................................................................................................................................</td>
</tr>
<tr>
<td>Name of Project Mentor</td>
<td>.............................................................................................................................................</td>
</tr>
</tbody>
</table>

### To be filled by Project Mentor

- Project Graded (if required by the student) : .......................................................................................
- “Intern feedback submitted on InStep IS system” yes or no : ............................................................

(Imp note: please ensure that you submit feedback for your respective intern on the InStep IS system to avoid delay of intern final settlement)

| Signature of the Project Mentor | .............................................................................................................................................. |

### To be filled by the relevant In-charge

| Library Books returned (Bldg 12) | .................................................................................................................................................. |
| Travel claims accounted for (Bldg 9/10) Prem/Prasan | ............................................................................................................................................. |
| Guest House (if applicable) | .................................................................................................................................................. |

### To be filled by Student Mentor

- Access Card returned : ................................................................................................................................|
- All keys returned (if applicable) : ..........................................................................................................|
- Student Allowance paid till the last day : ................................................................................................|
- Project completion letter given : ............................................................................................................|
- Exit document signed : .............................................................................................................................|

### Document upload status on InStep system

- Requirement document (yes or no) .................................................. Mid Term presentation (yes or no) ................
- Final Presentation (yes or no) .................................................. Other document (if any) (yes or no) ................
- Exit interview completed : .......................................................................................................................
- Student coordinator’s Signature : .............................................................................................................|
INTERN CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS AGREEMENT

To,
Infosys Limited, (referred to as “Company”)
Having its registered office at:

Electronics City,
Hosur Road,
Bangalore- 560 100

In consideration of
a) My internship with the Company and
b) The fact that I will have access to Company and customer information and technical data which is confidential in nature, I agree as follows:

1. Company Intellectual Property
   A. During the course of my internship with the Company, it is likely that I will come into possession of or become familiar with confidential information relating to identity, personnel, customers, vendors, their present and future requirements, pricing, terms and conditions of contracts and transactions between the customers and vendors, patents, trademarks, copyrights, inventions, prototypes, models, drawings, discoveries, concepts, trade secrets, formulas and systems that relate to their business and that are not a matter of public record, specifications, process information and other technical information used in the business and business plans of the company. I hereby agree that no part of such confidential information will disclosed by me to any person without the prior written approval of the Company. I agree to maintain strict confidentiality in respect of all such confidential information both during my internship and subsequent to my internship with the Company.
   B. I further agree that all copyright, ownership and intellectual property rights in any work of any nature carried out by me during the course of my internship with the Company shall vest with and remain with the Company, its clients, partners or vendors as the case may be. I agree that I will not be entitled to claim any right, title or interest therein, including moral rights. In the event it should be established that such work does not qualify as a Work Made for Hire, I agree to and do hereby assign to Company all of my right, title, and interest in such work product including, but not limited to, all copyrights, patents, trademarks, and other propriety rights. I further acknowledge and agree that the Company may, in its sole discretion, assign to third parties all such intellectual property rights.

Intern Signature________________________
&Emp No.
C. I further agree that I shall not disclose to any person all or any part of the intellectual property rights in any work of any nature carried out by me during the course of my internship, belonging to the Company, its clients, partners or vendors as may be the case. I agree to maintain strict confidentiality in respect of all such intellectual property rights both during my internship and subsequent to my internship with the Company.

D. Both during the term of this Agreement and thereafter, I agree to fully cooperate with Company in the creation, establishment, protection and enforcement of any intellectual property rights that may derive as a result of the services performed by me under the terms of this Agreement. This shall include executing, acknowledging, and delivering to the Company all documents or papers that may be requested by the Company to enable the Company or customers of the Company to create, establish, publish or protect said intellectual property rights.

E. If requested by the Company, I agree to promptly return to the Company all materials, writings, equipment, models, mechanisms, and the like obtained from or through the Company, including, but not limited to, all Confidential Information, all of which I recognize is the sole and exclusive property of the Company.

F. I undertake to maintain the confidentiality of all information pertaining to the Company, its intellectual property including methodologies, processes and know how, and its business activities and agree to be bound by any other obligations owed to the company in respect of third parties.

2. Customer Intellectual Property

A. During the course of my internship with the Company I may be deputed on specific project/projects of customers, partners or vendors of the Company or may be requested to interact with external entities.

I agree that during such deputation or assignment I will fully, punctually and to the satisfaction of the Company and such customers or entities comply with the rules and requirements relating to nondisclosure, confidentiality, security checks and procedures or any other related matters as may be prescribed by such customers.

B. I agree to strictly and conscientiously abide by the rules, regulations and security policies related to network security both at the Company and at external sites (if applicable). I shall adhere to the specific security measures at customer sites unequivocally and to the satisfaction of the Company and the customer.

3. I represent and warrant to the Company that I am not a party to or otherwise bound by any agreement that may, in any way, restrict my right or ability to enter into this Agreement.

4. During the course of my internship with the Company, I undertake not to enter upon or carry on, either directly or indirectly, any activity which is similar to or in competition with the business or activities carried on by the Company.

Intern Signature________________________
&Emp No.
INTERN CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS AGREEMENT

5. This Agreement shall be governed by the laws of California if a suit is brought in the United States of America (or any place other than India) or India if a suit is brought in India. All disputes hereunder shall be resolved in the applicable state or federal courts of California if a suit is brought in the United States of America (or any place other than India) or India if a suit is brought in India. I consent to the jurisdiction of such courts, agree to accept service of process by mail, and waive any jurisdictional or venue defenses otherwise available.

6. This Agreement shall be binding on and shall inure to the benefit of the parties hereto, and their heirs, administrators, successors, and assigns.

7. No waiver by either party of any default shall be deemed as a waiver of any prior or subsequent default of the same or other provisions of this Agreement.

8. If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other provision, and such invalid provision shall be deemed to be severed from the Agreement.

9. This Agreement and the rights and obligations thereunder are personal with respect to me and may not be assigned by any act of mine or by operation of law. The Company shall, however, have the absolute, un fettered right to assign this Agreement to a successor in interest to the Company or to the purchaser of any of the assets of the Company.

10. I agree that the Company may initiate appropriate legal action against me for the breach of any of the terms of this Agreement, and to recover the costs of such legal action, including all damages and attorneys fees. The Company may also, at its discretion, terminate my internship with the Company.

11. This Agreement constitutes the entire Agreement, and supersedes all other previous Agreements. It can only be modified by an agreement in writing and signed by the parties hereto.

Place: 

Signature & Emp No.:

Date: 

Name:
Forms

Code of conduct

All global interns are expected to abide by Company's value system and display openness, integrity, transparency and an attention to ethics in their behavior. You are expected to exercise discretion in all dealings related to the company. You are a representative of the company even when off campus and are expected to adhere to the company norms and guidelines set forth below.

All Global Interns shall:
1. Maintain the dignity of the company and exercise judicious discretion in their on campus conduct and behaviour.
2. Maintain confidentiality of all transactions and not divulge any process or trade secret to any other organization or person.
3. Not receive or offer bribes to any person.
4. Use company equipment like computers and peripherals, etc., solely for the purpose of furthering company business interests and not for personal interests, whether monetary or otherwise.
5. Use internet facilities solely for assigned project purposes.
6. Not communicate in anyway that utilizes the print or electronic media, without prior permission.
7. Disclose to the company all details of any design or invention relating to the company's area of business, as the company reserves the right to treat it appropriately.
8. Not indulge in insider trading and not use any company information that he/she encounters while in his/her capacity as an intern, for personal benefit.
9. Behave in such a way that enhances the company's image while at a customer's site.
10. Adhere to the dress code that requires formal attire on internship days. (Male employees are required to wear ties on all Mondays & Tuesdays except for designated summer period)
11. Adhere to the Anti Harassment policy of the company which states that there be no discrimination or harassment based on sex, gender, race, colour, religion, sexual orientation, age, mental or physical disability, medical condition, national origin, marital status and veteran status.
12. Follow instructions of the assigned Student Mentor and Project Mentor.
13. Maintain the dignity of the company and exercise judicious discretion in their off campus conduct and behaviour.
14. The intern’s personal visit to places of interest and outdoor activities are solely at his/her own risk.
15. The intern should inform the attendant of their whereabouts. The name, contact number and address of the person visited by the intern for the purpose of overnight stay should be intimated to the attendant.
16. The guesthouse accommodation provided by the company is strictly for the stay of the authorized intern.
17. Friends and relatives are not allowed inside the guesthouse accommodation.
18. The guesthouse accommodation is to be used in a manner, which is not objectionable to the other residents of the surrounding areas. E.g. loud music, high decibel levels etc.
19. The company will not tolerate vulgarity, drunkenness, drug abuse and sexual conduct within its premises including the guesthouse accommodation. Please note any such any violation will be taken seriously and the concerned university informed.
20. The intern should dress appropriately so as not to offend sensibilities of the surrounding populace.
21. The company vehicle provided is to be solely used by the authorized intern. This service should under no circumstances be extended to other people e.g. dropping off friends and relatives etc.
22. At all times the intern should behave in a manner that enhances the company’s image.
23. The company reserves the right to cancel the internship of the candidate if he/she is found to be in violation of this Code of Conduct.

The company is not liable and should not be held responsible for any activities of the intern which is not authorized. I have read the above conditions and agree to abide by them.

Name : .........................................................................................
University : ...................................................................................
Place : ...........................................................................................
Intern Signature & Emp No. : ......................................................
Date : ...........................................................................................
Forms

Indemnification Clause

"I agree that I shall be bound by all applicable rules of Infosys Limited ("the Company"), and acknowledge that it is my responsibility to ensure that I am compliant with these rules. I further agree and acknowledge that the Intern Confidentiality and Intellectual Property Rights Agreement and the Code of Conduct as set forth in the Intern Handbook constitute binding legal obligations on me, and confirm that I shall adhere to these obligations.

I further agree and acknowledge that I am responsible for my own actions during the course of my internship, both within the workplace and outside, and release the Company from any liability in this respect. In particular, I agree and acknowledge that I am fully responsible for the consequences of any personal travel that I may make, and shall not hold the Company liable for any such consequences.

I agree to fully indemnify the Company from and against any liability that the Company may incur as a result of my acts or omissions."

Intern Signature & Emp No.:
Forms

Student trainee access card form

<table>
<thead>
<tr>
<th>Name</th>
<th>....................................................................................................................</th>
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<tbody>
<tr>
<td>Employee Id</td>
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<tr>
<td>Institute</td>
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<td>Passport Number</td>
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<td>Blood group</td>
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<td>Allergies</td>
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<tr>
<td>Project site</td>
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</tbody>
</table>

(City and location)

Authorized signatory: Ramalingam Meenakshisundaram

This student is doing a project in Infosys Limited, ....................................................

In case of any emergencies, please contact: ..............................................................

(Name of student mentor, SM)

Office telephone number of SM: ..................................................................................

Residence telephone number (ECC): +91 80 41412 _ _ _  (3 digit room #)

Affix your Photograph here. Do not staple

______________________________________
Signature