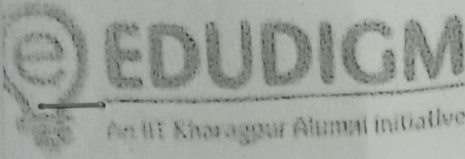


18901919002



21st April 2023

Soham Dutta

Dear Soham,

Congratulations! We are delighted to offer you an Employment Contract with Edudigm Education Services Ltd., effective 17th April 2023, for the position of Associate - R&D: Content and Teaching with the Job Role of a Subject Matter Expert.

Your Salary has been detailed in the Annexure to this letter.

Your employment will be governed by the rules, regulations, and policies of the Company.

The terms of this Employment Contract letter shall remain confidential and are not to be disclosed to any third party.

We request you to send a signed copy of this letter to careers@edudigm.in by 23rd April 2023.

We wish you a rewarding and fulfilling year ahead and look forward to you being with us in the upcoming years.

Yours sincerely,

RAJIV AGARWAL
CEO & Co-founder

Encl.: Annexure to the offer (as applicable to you).

I have read, understood, and agree to the terms and conditions as set forth in this Employment Contract Letter and the annexure to the same.

SOHAM DUTTA
Your name in capital letters

Soham Dutta
Your Signature

Date: 21.04.2023

Location: DURGAPUR

Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206



✉ contact@edudigm.in

Office: Ambuja Ecstasy, 12th floor,
Salt Lake, Kolkata

Annexure to your Offer of Employment

Welcome to Edudigm!

Presented here are the details that refer to our Offer of Employment Contract to you for the Position of Associate - R&D: Content and Teaching. Your role will be of a Subject Matter Expert. This is to be read in conjunction with your Offer of Employment Contract dated 20th April 2023.

01. Increments and Promotions:

- Your total gross salary will be Rs. 25,000/- per month, during the probation period
- You will be on probation from 17th April 2023 to 17th August 2023. During this period, no leaves can be availed except in the case of extreme urgency
- The fixed monthly salary will be Rs. 27,500/- post confirmation
- The confirmation of your employment and salary post-confirmation will depend on your performance during probation.
- There will be a variable salary over and above this, post confirmation
- The variable salary will depend on the company's performance as well as your performance. These aspects have been detailed in the Compensation Details sheet (Annexure I).

02. Code of Conduct

- You need to properly document in and out timings following procedures prescribed by the company from time to time. You need to send daily Word of the Day reports to your managers
- You should dress appropriately, preferably in ethnic or formal wear. No heavy makeup or accessories should be carried
- All communication, where required, should be done within the class. A teacher cannot share his/her personal contact information with any parent/student or teacher. Similarly, a teacher must not contact any student or parent outside of the classroom
- No verbal or non-verbal abuse will be tolerated. In case a teacher faces any issue with a student she should tackle the situation calmly
- A teacher should make sure that the information provided is used effectively and delivered to students efficiently and the classes are conducted keeping the matter in mind
- Confidentiality should be maintained while using any data/resources provided by Edudigm. Usage of Edudigm's data, information and/or intellectual property outside the prescribed usage by the company will lead to disciplinary action and/or legal action, as the case may be
- Use of alcohol or any form of narcotics before/during classes, and/or arriving at the centre in an inebriated state will not be tolerated. Similarly, smoking near the CoE, and before/after classes or during breaks is absolutely prohibited

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- i. No teacher is allowed to have any kind of physical contact with any other faculty member/students/parents/any other stakeholder
- j. Violations of the code would lead to action against the individual, depending on the severity of the same

03. Roles and Responsibilities:

- a. Preparation of class and follow up with academic team
- b. Marking self-attendance on class day
- c. Recording Student attendance
- d. Conducting the class (as per the teaching model provided)
- e. Weekly check of subjective assignments submitted by students
- f. As a part of conducting a class you are required to carry your own laptop and pen drive
- g. Apart from conducting classes as per assigned roster, you also need to take demo classes, Edudigm outreach related activities at different centres as and when required
- h. Creating content for Edudigm's curriculum, outreach activities or other purposes as assigned from time to time
- i. Traveling to the centres periodically as per roster
- j. Additional activities around a classroom, such as conducting class quiz, behavioural tracking of students, answering question raised by students in the class or online through Edudigm Learning Companion (ELC) application

The list above is not restrictive and may have further additions/modifications in the future based on company requirements and policies from time to time.

04. Notice Period:

- a. As a teacher you are expected to teach for a full academic session. Withdrawing of services cannot be accepted
- b. In case of an unavoidable circumstances, if you plan to withdraw your services you will be required to give notice until a suitable replacement is found in your place
- c. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the completion of the assignment
- d. The Company can terminate your services by giving you one month's notice or salary thereof
- e. The Company may terminate your services immediately on disciplinary grounds

05. Other Terms & Conditions:

- a. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Edudigm.
- b. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
- c. You will be required to claim all business-related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies.
- d. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized.
- e. Any unsettled dues post the aforementioned period would be deducted from the salary.



contact@edudigm.in

Office: Ambuja Ecostation, 12th floor,
Suite 1202, 64 BP, Sector 5, Saltlake,

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Our offer to you as an Associate - R&D: Content and Teaching is conditional upon you furnishing the details & documents of your academic qualifications & professional experience recorded by you in your application for employment with Edudigm. A list of documents is suggested here:

- a) Class 10 (or equivalent) Marks Sheet(s)
- b) Class 12 (or equivalent) Marks Sheet(s)
- c) Graduation Marks Sheet(s)
- d) Final Graduation Degree Certificate
- e) Post-Graduation Marks Sheet(s) (if applicable)
- f) Diploma Certificate (if applicable)
- g) Prior Experience Certificate(s) (if applicable)
- h) Aadhar Card
- i) Passport (if issued)
- j) PAN Card ("Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Edudigm Limited is mandatory.")

In Edudigm, there are policies that are linked to performance management, career growth, and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations, and policies of the Company as applicable to you. All the benefits are as per the Company's Policies, which are subject to change from time to time.

Note: This document gives indicative details of all plans. Their implementation is governed by the policies of Edudigm and applicable legal agencies and may change from time to time without prior notice. The latest details and specifics of each plan are available with the Human Resources Department.

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Office: Ambuja Ecostation, 12th floor,
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Annexure I

Employee Details

Name	Soham Dutta
Designation	Associate - R&D: Content and Teaching
Role	Subject Matter Expert

Employment Tenure Details

Contract Date	23rd April 2022
Probation	4 months (17th April 2023 to 17th August 2023)
Full-Time Employment	18th August 2023 onwards

Compensation Details

Component Type	Amount (in Rs.) per month
Salary during probation	25,000/-
Fixed Salary (post probation)	27,500/-
Variable Component (annual)	Depends on the company's and employee's performance Expected to be Rs. 61,875/- (calculated at Rs. 2/- Crores company profits, and Excellent performance rating) [Not applicable during probation]
CTC per annum post probation	Rs. 3.9/- lakhs

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For the variable component, the following metric will be followed:
Individual Performance: To be judged on these five bands: Ex (100%), A (80%), B (60%), C (40%), D (20%)

Company Performance: Profit (before tax and after deducting all expenses) generated between 01 July 2022 to 30 June 2023 and % of Profit subsequently allocated as Performance Bonus Fund (PBF):

A Profit Between 0 to 1 Cr: 20% allocation

B. Profit between 1 Cr to 10 Cr: 25% allocation in this band

C. Profit Above 10 Cr: 30% allocation in this band

The ratio of the division of the PBF will be done in accordance with the ratio of individual's ratio of the total salary outlay and their performance rating.

The following case will provide a clearer understanding:

Suppose an individual receives an overall average rating of Ex (100%) at the end of October '23 and their fixed pay per month is 28,750/-.

Suppose the total salary outlay of the company is Rs. 20 lacs per month. The individual's share in the PBF would be:

$$D = (28,750 / 20,00,000) * 1.0 = 0.01375 \text{ i.e. (individual's monthly salary / total monthly salary) * performance rating}$$

Suppose the profit of the company is at 2 Crore.

The PBF would be $E = 20\% \text{ of } 1 \text{ Crore} + 25\% \text{ of } 1 (2-1) \text{ Crore} = \text{Rs. } 45,00,000/-$

The individual's performance bonus would then be $D * E = 0.01375 * 45,00,000 = \text{Rs. } 61,875/-$

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