

Operations Manual: Program Schedule and Time Allocation

This document provides the definitive operational structure for the **AI Engineer Internship & Bootcamp Program** at **Aetheria AI Research & Engineering (AARE)**. As the Program Operations Manager, I have designed this schedule to balance rigorous technical immersion with the cognitive recovery periods necessary for deep learning.

1. Program Cadence & Time Commitment

1.1 Weekly Time Commitment

Interns are expected to commit a minimum of **45–50 hours per week**. This is a high-intensity program designed to simulate a production engineering environment.

- **Core Hours:** 09:00 AM – 06:00 PM IST (Monday through Friday).
- **Deep Work Allocation:** 4 hours daily (Morning).
- **Collaborative/Lab Allocation:** 3 hours daily (Afternoon).
- **Administrative/Review Allocation:** 1 hour daily (Evening).

1.2 The Hybrid Flow

While the program is hybrid, the schedule remains synchronized across all time zones. Onsite participants at the **BKC Mumbai facility** follow the same cadence as remote interns to ensure parity in learning and project delivery.

2. Typical Weekday Routine

The daily routine is structured to optimize the "flow state" for complex engineering tasks.

Time Block	Activity	Description
09:00 - 09:30	Daily Stand-up	Status updates, blocker identification, and daily goals.
09:30 - 12:30	Focus Block (AM)	High-intensity learning or complex coding (Deep Work).
12:30 - 13:30	Intermission	Mandatory lunch break and offline recovery.
13:30 - 16:30	Collaboration Lab	Peer programming, hands-on labs, and implementation tasks.

Time Block	Activity	Description
16:30 - 17:30	Open Office Hours	Scheduled access to Lead Mentors for technical resolution.
17:30 - 18:00	Sync & Log	Submission of EOD (End of Day) reports and documentation updates.

3. Weekly Structure: Learning vs. Execution

Each week is categorized by its primary objective to ensure interns move from theory to production effectively.

3.1 Learning Days (Monday & Tuesday)

Focus is strictly on knowledge acquisition and guided implementation.

- **AM:** Live/Recorded expert modules.
- **PM:** Verification labs (small-scale coding tasks to validate the morning's theory).

3.2 Implementation Day (Wednesday)

Focus is on individual synthesis. There are no new lectures on Wednesdays. Interns work through complex "Build-to-Break" exercises independently.

3.3 Research & Workshop Day (Thursday)

Focus on the state-of-the-art.

- **AM:** Paper Reading Groups / Literature Review.
- **PM:** Senior Engineer Workshops (Live debugging or System Design sessions).

3.4 Delivery & Assessment Day (Friday)

The conclusion of the weekly sprint.

- **AM:** Weekly Technical Quiz.
- **PM:** Sprint Review and submission of weekly deliverables.

4. Month-by-Month Breakdown

The 6-month journey is divided into three distinct phases: **Foundations, Specialization, and Production.**

Phase I: Foundations & Rigor

- **Month 1:** Focus on engineering discipline and environment setup. Includes 1 "Buffer Day" per week for environment troubleshooting.
- **Month 2:** Shift toward algorithmic implementation. Introduces the first **Revision Week** (Week 8) to solidify core concepts.

Phase II: Core Engineering & Specialization

- **Month 3:** Intensive deep learning modules.
 - Note: Month 3 concludes with a mandatory **Mid-Point Break (1 Week)**.
- **Month 4:** Advanced AI and Generative systems. Focus shifts toward architecture and RAG pipelines.

Phase III: Production & Capstone

- **Month 5:** MLOps and Deployment focus. Includes the **Integration Week** (Week 20) for full-system assembly.
- **Month 6:** The Capstone Sprint.
 - **Weeks 21–24:** Continuous development cycles with daily mentor syncs.
 - **Week 25:** Final documentation and optimization.
 - **Week 26:** Demo Week and Career Transition workshops.

5. Buffer, Revision, and Holiday Policies

5.1 Buffer Weeks

Strategically placed in Months 2 and 5, these weeks contain no new content. They are designed for:

- Resolving technical debt in project code.
- Retaking assessments if performance fell below the 75% threshold.
- Deep-diving into areas of individual struggle.

5.2 Public Holidays

Aetheria AI follows the official Public Holiday calendar for Maharashtra, India.

- If a holiday falls on a **Learning Day**, the content is moved to the following Wednesday.
- If a holiday falls on a **Friday (Assessment Day)**, the deadline is extended to the following Monday.

5.3 Leave Policy

- **Planned Leave:** Must be requested 7 days in advance via the HR Portal.
 - **Emergency Leave:** Must be reported by 08:30 AM IST on the day of absence.
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6. Program Flow Visualized

The visual timeline above illustrates the escalating complexity and the specific locations of the "Mid-Point Break" and "Revision Weeks" to help you plan your personal study schedule accordingly.