Welcome to Tavant

People. Passion. Excellence



About Us

- Tavant Technologies is an IT solutions and services provider that employs cutting-edge and emerging technologies to provide game-changing results for its customers.
- It prides itself on its traditions of engineering and process excellence coupled with high employee and customer satisfaction levels. Its unique best-shore delivery model provides close onsite interaction with customers and a strong process oriented offshore team.
- Tavant specializes in building solutions and providing end-to-end services in the domain of Service Operations, Consumer Lending, eBusiness and Trading & Securities.
- Tavant's suite of products and services are routinely rated high by the industry & media and deployed by leading business names, like *Electronic Arts, TiVo, MLB AM, New York Times, Ingersoll Rand, Bobcat, Federal Signal, Wolters Kluwer Financial Services* and many more.
- Tavant is an ISO 27001 compliant and SEI-CMMI level 4 organization.



TAVANT VALUES

"Our values define who we are, why and how we celebrate success and also how we define growth at Tavant."

Sarvesh Mahesh, CEO

Values

Accountability & Execution

Goal-driven. Action-oriented. Forward-looking!

Communication

 Open and honest communication creates trust and commitment to a common goal!

Optimism and Fun at work

Emphasize the positive aspect!

Customer focus

Deliver value to your customer!

Excellence

 People Excellence, Engineering Excellence, Quality Excellence, Customer Excellence!

Innovation

Think ahead and look forward!

People focus

Treat all your colleagues with utmost respect, Coach people to succeed in their roles!

Teamwork

There is no "I" in the team!

Integrity

 Integrity means treating all your customers, partners and colleagues with utmost honesty and fairness

Leadership at Tavant



Sarvesh Mahesh CEO



HASSAN RASHID: EVP -Global Sales & Marketing



MANISH ARYA CTO



KRISHNAN PP: **Chief Delivery Officer**



SESHA DEVANNA: CFO



ROHIT JAIN: CIO



CHITBHANU NAGRI Senior Director -HR



Raj Nair Vice President -Sales



VIKAS KHOSLA: VP - Sales

Getting Started

Activity	Frequency /When	Website	Where/How	Remarks
Attendance Management System [AMS]	Everyday	http://ams	Near the security / Reception	Mark your attendance everyday (In time & out time)
Corporate Salary Account	On Joining		HDFC/ICICI/Axis Bank	Get in touch with B'lore: Security /Reception Noida: gurdeep.gujral@tavant.com On activation of account please send the following details to Arpana.Mahale@tavant.com/payroll@tavant.com [Emp. No. Name: PAN No. IFCS Code No: Bank Name; Bank Account No. &Branch Name:]
Existing Account Holders	On Joining		HDFC/ICICI/Citiba nk/Axis Bank	Send the following details to Arpana.Mahale@tavant.com/payroll@tavant.com [Emp. No. Name: PAN No. IFCS Code No: Bank Name; Bank Account No. &Branch Name:]

Getting Started ctd...

Activity	Frequency/When	Website	Where/How	Remarks
PF Transfer	On Joining	To Register: http://memberclaims.epfoservices.in/ On Registration -> Claims Tab->Form 13 - Fill & save PF Trust (Prev. Organization) -> Submit Hard copy of Form 13	Form 13	Submit Hard Copy to: B'lore: Arpana.Mahale@tavant.com /sridhar.hs@tavant.com Noida: gurdeep.gujral@tavant.com
Insurance Details	On Joining	As per Attachment	Soft Copy	B'lore: Insurance@tavant.com; Padmavathi.v@tavant.com; Noida: Insurance@tavant.com; gurdeep.gujral@tavant.com
Tavant Resume Format	On Joining	As per Attachment	Soft Copy	rmg-tavant@tavant.com
Tavant Business Cards	On Joining (on manager approval)	Business Card available with Reception/Puneet (Noida)	Hard Copy	Get in touch with: B'lore: Reception Noida: Puneet.attri@tavant.com

Get Connected

Support Team	Contact Person	Extension Numbers	Seating
Reception	B'lore : Reception Blore: Salarpuria Noida: Security	B'lore : 9 Salarpuria: 49350500 Noida: 300	B'lore : Ground Floor Noida: Ground Floor
Facilities	B'lore : Johnson Blore: Salarpuria: Sharat Noida: Puneet	B'lore: 469/391 Salarpuria: 888 Noida: 321	B'lore : Ground Floor Salarpuria : Third Floor Noida: Ground Floor
Learning & Development	B'lore : Padma Noida : Ruchi Gupta/Inder Singh	B'lore: 349 Noida: 323/322	B'lore : Ground Floor Noida: Ground Floor
Recruitment	B'lore : Ramya Noida: Ruchi/Inder	310 Noida: 323/322	B'lore : Ground Floor Noida: Ground Floor
HR	B'lore : Padmavathi/Sumi Noida: Ruchi/Gurdeep	B'lore: 349/301 Noida: 323/326	B'lore : Ground Floor Noida: Ground Floor
Finance	B'lore: Arpana	B'lore: 503	B'lore: 2 nd Floor New Wing
IS	B'lore: Unni/Shankar Noida: Vinay	B'lore: 419/621 Noida: 455	B'lore: 1st nd Floor New Wing Noida: Ground Floor
RMG	B'lore: Sneha/Anju	B'lore: 453/440	B'lore: Ground Floor

HR Connect

http://hrconnect/psp/ps/?cmd=login

- HR connect is a software that maintains employee database and transactions
 [Personal Information; Leave, Performance Appraisal]
 - PeopleSoft 8 Sign-in Windows Internet Explorer Live Search 0 -▼ Participation | Particip View Favorites Tools Help PeopleSoft 8 Sign-in 🚔 ▼ 🕞 Page ▼ 🙆 Tools ▼ EN SON DE CONTRACTOR **Employee Name** User ID: padmavathi.v Password: Sign In System Password Copyright @ 2005 PeopleSoft, Inc. All rights reserved. Copyrights to portions of this software may be owned by others. PeopleSoft Proprietary and Confidential PeopleSoft and the PeopleSoft logo are registered trademarks of PeopleSoft, Inc. 🧐 Local intranet ₫ 100% -😰 💆 🔇 🗾 3:19 PM 🎒 start 🏉 PeopleSoft 8 Sign-in -...

HR Connect

Please <u>fill in your Personal Information on HR Connect</u> using the following navigation path:

<u>http://hrconnect-</u>> Self Service -> Personal Information -> Personal Information Summary -> Emergency Contacts

Please <u>fill in your Identification Data</u> (PAN details, Passport Details; Visa details; upload Employee photo) on HR Connect using the following navigation path:

<u>http://hrconnect-</u>> Self Service -> Personal Information -> Tvt Pan Details;
Passport details/ Visa Details (if any) and upload your Employee Photo on HR Connect.

Note: This is mandatory and needs to be done on the day of Joining.

In case of any issues please get in touch with Sumi.em@tavant.com (B'lore) and gurdeep.gujral@tavant.com (Noida).

Timesheet Management Tool

http://timesheet

Timesheet Adherence

The team members have to fill their timesheet by Friday every week or latest by Monday of the next week for the previous week.

The project manager should ensure that the timesheets are approved by Tuesday of every week for the previous week.

No manual updates accepted unless you are waived from filling your timesheets in EPM.

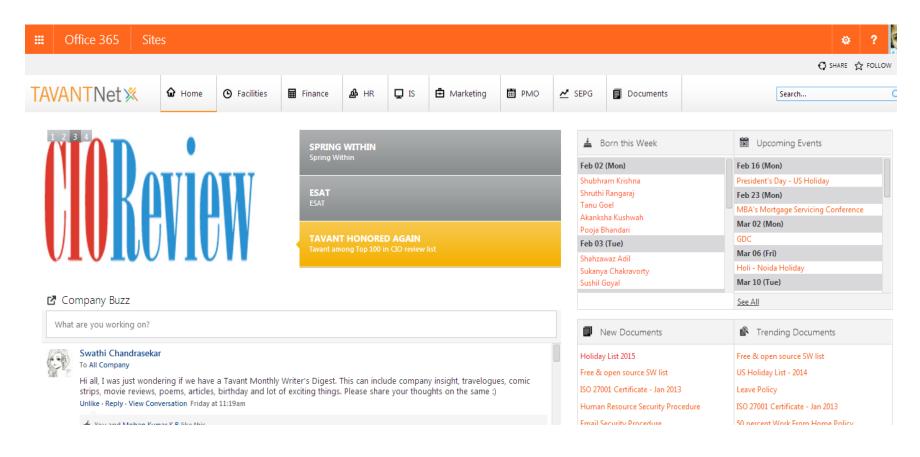
Defaulters report is sent every week to the Managers to ensure that the timesheets are done on weekly basis.

All new joiners will be allocated to projects/to the RMG Team. Once the employee is allocated his / her work station, they need to send a mail to rmg-tavant@tavant.com with their contact details, work station number and extension number so that we could get in touch with them for project allocations.

Intranet

https://tavant.sharepoint.com/

Intranet gives you the latest information and news.



Intranet

- You can use the following navigation path to check Tavant Policy & Procedures.
 - https://tavant.sharepoint.com/Documents/Forms/Documents.a
 spx

Learning Management System

Learning & Development Team has launched a Portal which enables employees to go through different programs at their convenience (eLearning programs) instead of having to align to a pre-defined class schedule. This is a new initiative and a few programs are available currently while more are being developed by several of our colleagues.

Please check out our learning programmes on the LMS site:

http://lms/

Corporate Signature Guidelines

Tavant corporate email signatures for various locations. Everyone is required to use this signature template for all official communication. If you are at a customer/remote location, please modify the signature appropriately.

Please go through the intranet for https://tavant.sharepoint.com/ -> HR section -> Employee Handbook for further details.

Referrals

 The Tavant recruitment team, send across referral mails every fortnight. You can send in your referrals to <u>recruitment Blr@tavant.com</u>;

recruitment Noida@tavant.com

Employee Medical Insurance

- Please note the key coverage details as per attachment.
- Insurance representative (Arjun/Sandeep) will be at Tavant Blore office on Tuesday & Thursday at the library between 3pm – 4.30pm.
- New Dependent Addition Information: Please ensure to communicate new additions (spouse/children) to be added within 30 days of marriage/ birth.
- For further queries you can get in touch with Arjun/Sandeep at <u>Insurance@tavant.com</u>.
- You can contact Arjun/Sandeep at the following number: 9008144456/9008144480.

Cafeteria

- There is an in-house cafeteria, which provides employees breakfast, lunch, snacks & dinner on a paid basis
 - □ Breakfast time: 9am 11.30am
 - □ Lunch is available between 1.00pm − 2.30pm.
 - □ Tea/ Coffee/Beverages are available between 9am − 11am;
 4pm-8pm.
- Post 7.00pm 9pm food rates at the cafeteria is subsidized.

Cab Requests

Tavant provides <u>late night cab</u> to employees who work late hours or in night shifts.

- You can raise cab request by sending a mailer to the link given: <u>cabrequest@tavant.com</u>.
- The request has to be raised latest by 6.30pm for the Facilities Team to arrange for the cab.
- Female employees are eligible for cab after 8.00pm and Male employees are eligible for cab after 10.00pm.
- Security will escort all female employees availing cab post 8:00pm.

Sites & Applications

- Finance Link to access pay slip(you will be able to access this link only in the consecutive month of your joining)
 - http://blrcswfinv01:8080/Tavant/home.do
- Help Desk Please raise a ticket for Support functions -IS,
 Tools, Facilities, HR connect/ Letter requests/ EPM.
 - http://helpdesk.corp.tavant.com
- Access to Webmail
 - Outlook.office365.com

You can view all the other applications in the below given link

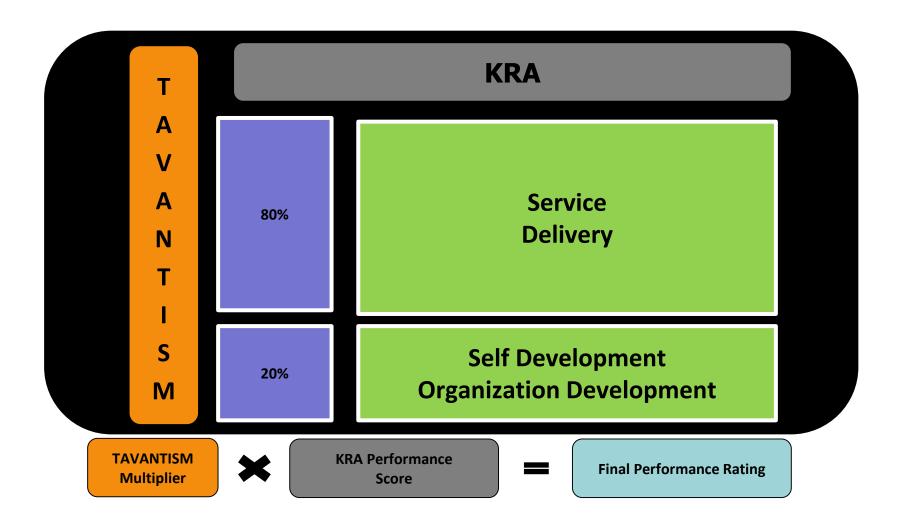
https://tavant.sharepoint.com/Pages/Applications.aspx#MSOZoneCell WebPartWPQ6

Salary Component

BASIC	50% of CTC	
Flexible Benefit Component	44% of CTC	
HRA (as part of Flexi Benefit Component)	40% of basic	
Medical Expenses (as part of Flexi Benefit Component)	15000	
Conveyance (as part of Flexi Benefit Component)	9600	
Company's Contribution to PF	12% of Basic or 6% of CTC	
Food Coupons	1100	

Note: You can do your investment declaration at the following Finance Link(http://fin-delphi:8080/tavant/login.do, only after 10th of consecutive month of your joining.

Performance Appraisal Framework



TAVANTISM

Professionalism

- •Well groomed, courteous, polite.
- •Respects others time punctual to meetings, comes prepared and contributes by active participation.
- •Adheres to company norms such as timely submission of timesheets and expense reports, compliance to the performance appraisal process & timelines, compliance to the InfoSec guidelines and processes and other relevant processes.

40%

TAVANTISM

Attitude

- •Open to suggestions/criticism and willing to learn from mistakes.
- •Demonstrates flexibility to organizational needs and priorities, e.g. open to working on new projects/technologies, transfer between locations, etc.
- •Works to create a positive, participative work environment to promote team efforts. Does not lose sense of optimism even in face of challenges.

40%

Communication

- •Keeps stakeholders proactively informed of status, issues & risks.
- •Does not hesitate to raise issues as they occur, even if they seem un-comfortable.
- •Is a confident communicator, and employs tact in dealing with people.

20%

In Tavant creating Value for our stake holders....

Check us out on:

- Facebook: <u>www.facebook.com/TavantTechnologies</u>
- Twitter: <u>twitter.com/tavant</u>
- LinkedIn: www.linkedin.com/company/tavant-technologies
- Wikipedia: en.wikipedia.org/wiki/Tavant_Technologies
- Google+: plus.google.com/104339341504859538840/posts
- Blog : www.tavant.com/blog
- Youtube : www.youtube.com/user/TavantTechnologies

Yammer

- Yammer is a private social network (just for Tavant) where you can create a group for your project team, upload files, co-author documents and discover content. This tool will help us work smarter, so we can respond faster to our customers and outpace the competition.
 - www.yammer.com

Clubs @ Tavant

- Tavant Green Team
- Tavant Smile Team
- Tavant Community Building

In case you wish to join these clubs you can send a mail to the concerned HR Ops representatives at the respective locations.

Thank You