

Code of Conduct:

Purpose:

This Code of Conduct outlines the expected behavior and responsibilities of students during the placement process. It aims to ensure fairness, integrity, and transparency throughout the process and to protect the interests of all parties involved.

1.0 Pre-Placement Stage:

- 1.1 Students must attend all the Placement calls as scheduled by the Placement SPOCs.
- 1.2 Students must fill in the Placement Information form within the stipulated time frame.
- 1.3 Students must not miss any deadlines set by the Placement SPOCs.

2.0 Placement Process:

- 2.1 Once student have opted in for a process, must submit all the Company Assignments within the given deadlines or rise an reasons for delay well in advance and not wait for any follow ups
- 2.2 Students **must not under any circumstance plagiarise** in any Assignment Submission or Interview as the hiring partner will not continue their process at Masai and it impacts other students who are trying to start their careers.
- 2.3 Students must attend all Company Interviews scheduled for them by the Placement SPOCs.
- 2.4 Students must **update the interview Scheduler** before the interview takes place
- 2.5 Students must fill in the interview feedback form within 2 hours of taking the interview
- 2.6 Students **must not intentionally perform badly** in Interviews.
- 2.7 Students must not display inappropriate behaviour during Interviews or as per clauses mentioned in the Code of Conduct signed along with ISA/PAP.
- 2.8 Students must not decline Job Offers where they have opted in with full information provided to them on the placement product without valid reasons and must inform the Placement SPOCs of their decision immediately.
- 2.9 Students should accept external offers only after discussing the same with their Placement SPOCs.
- 2.10 Students who have accepted job offers externally must inform their placement champion immediately to ensure **that post placement formalities are completed** and they are added to alumni groups to start availing related benefits,

3.0 Entire Duration:

- 3.1 Students must respond to Slack messages within the given time frames.
 - a) During 10 AM to 10 PM: Within 6 hrs
 - b) After 10 PM till 10 AM: Within 12 Hrs
- 3.2 Students must actively participate in any Upskilli Programs organised by the Placement team including Masterclasses, DSA Contests, coding assignments, CSBT sessions etc
- 3.3 Students must not display inappropriate behaviour and should act professionally and calmly in all interactions with Placement SPOCs and Masai's hiring partners.

Consequences:

Any deviation from this Code of Conduct may result in consequences, including but not limited to the following:

First Instance of Misconduct:

- 1) Temporary pause of Placement Support for a period of 2 weeks.
- 2) Students will be able to apply to companies with CTC of 5 LPA and not more
- 3) Mandatory upskilling program or course as recommended by the Placement SPOCs.

Second Instance of Misconduct:

- 1) Reporting to the Masai School Disciplinary committee for necessary action.
- 2) IF found guilty of misconduct
 - a) Removal of Placement Support
 - b) Removal of Alumni Support
 - c) Legal action as deemed appropriate and Payment of course fee in full

Misconduct like Plagiarism, rejection of job offers, intentionally doing badly in interviews can directly lead to removal of placement support

Acknowledgment:

I, _____ (Name of Student), acknowledge and agree to abide by this Code of Conduct for the Placement Process. I understand the consequences of any deviation from this Code of Conduct and accept full responsibility for my actions.

Name of the Student : _____

Student Code : _____

Signature of Student : _____

Date : _____