Brocamp Remote Guidelines

1. General

- Attendees are expected to have a laptop and high-speed internet connection.

- Attendees are expected to be able to spend a minimum of 8 hours per day, 4 hours of 2 dedicated time slots in which one slot must be in office hours (9 AM to 5.30 PM IST) to schedule the meetings and communication sessions. If an attendee failed to attend the required time including communication session and meetings, it will be considered as absent.

- Attendees should login and logout through the monitoring tool.

- Attendees will only have 2 days of leave permitted, each month during the program. This will include attendance tracking through a monitoring tool once we provide the account and participation in the meetings and sessions scheduled by the team.

- If an attendee needs to take leave for more than two days due to an emergency, they must inform and email their batch counselor with the dates, reason, and required documents. If the leave extends for more than 2 weeks for any reason, it will be subject to disciplinary action.

- The contact numbers and other personal details provided should be authentic.

- Attendees should be in proper formals in all the meetings and sessions throughout the program and should behave professionally.

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2. **Reviews:**

- There are 7 days to complete a week's tasks. Attendees should complete all the tasks assigned for the week and upload them to their respective folders, labeled with their names, by 11 pm on the day before the review day.

- The attendees must achieve a minimum score of 5 out of 10 in the reviews to qualify for the next week.

- Attendees who are bound by the ISA agreement should maintain a minimum score of 7 out of 10 on the full domain reviews before the first and second projects, as well as during the boarding week reviews.

- If an attendee fails to qualify in a review, they must repeat the tasks of the same week and attend the review after 7 days until they successfully qualify that week.

- If an attendee, who is bound by the ISA agreement, fails the same week's review twice, the QA team will become the deciding authority for the next steps, including the possibility of termination.

- If an attendee fails the review for the same week twice, they will be required to pay a penalty of Rs 1000 to attend each repeat review until they qualify. The penalty amount should be paid before the next review date.

- If an attendee cannot attend the review on the scheduled date, they are permitted to postpone it for up to two days, but only in the case of emergencies. However, any requests for postponement must be properly communicated to both the batch counselor and the review coordinator prior to the scheduled review. If an attendee fails to do so, they can only attend the review next week.

- If an attendee fails to attend a scheduled review on time, the review will be marked as failed and they will only be able to attend the review on the next week.

- Any malpractice during the reviews and the tasks will be considered as academic dishonesty.

- The review time will be scheduled based on the availability of the reviewers.

- If an attendee is absent from the review for two consecutive weeks, an intake review will be conducted to assess their capability to continue to the next week's review.

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- If the attendee fails in the intake review, they will be required to pay a penalty of Rs 1000 to attend each repeat intake review until they qualify. The penalty amount should be paid before the next intake review date.
- If an attendee fails two consecutive intake reviews, the QA team will have the authority to decide on further steps, including termination of the attendee from the program.
- Attending the Boarding weeks after hosting the second project is mandatory. Taking a break before entering or during the boarding week is not allowed.
- Postponing boarding week reviews will not be allowed.
- Attendees will have LeetCode-based tests every month. Absence from the test will be subjected to disciplinary action.
- Reviews of the attendees will be put on hold if they fail the Leetcode-based test until they qualify. In such cases, they can reach out to the batch counselor to arrange a retest after 3 days and are required to attend the retest within one week.
- Attendees should attend the intake review, when reviews are on hold for more than 14 days, due to failing the Leetcode-based test.
- Any misconduct during the Leetcode-based test will be subjected to disciplinary action.

3. **Communication Sessions:**

- Attend one-hour communication sessions conducted by trainers or coordinators every day. Missing these sessions may result in disciplinary action. Turning on the camera throughout the session is mandatory.
- Share audio tasks in respective WhatsApp groups before 11 am daily.
- Attend communication screening tests conducted by trainers on weeks 6, 12, 20, and 24.
- Speak in English during communication sessions.
- From the 7th week onwards, reviews will be conducted in English.
- If an attendee struggles in English communication during the fumigation test, they'll enter a six-week probation period after passing the test. During the probation period, they will be