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

required to attend sessions and complete tasks assigned to them. Failure to comply with these requirements and/or not qualifying for the test may result in disciplinary actions.

● Attendees required to have at least 85% of attendance over all in Brocamp to attend the Pre Boarding screening, which includes the two days of leave that is entitled to each month.

● Once an attendee hosts his second project, there will be a screening test as part of entry to the Boarding Week program. Each attendee is allowed a maximum of three attempts to clear the test.

4. **Factors Leading to Termination of an Attendee from the Program:**

● If an attendee consistently fails to meet the attendance criteria, they may face disciplinary action, which could include warnings or ultimately termination from the program.

● Failing to meet review criteria may result in consequences such as being required to repeat tasks or weeks until the criteria are met, or potentially termination from the program.

● If an attendee does not qualify in the TOI after three attempts, they may face actions including potential removal from the program.

● Any violation of academic honesty, such as cheating or plagiarism, will result in disciplinary action, which could lead to termination from the program.

● Engaging in illegal activities that could harm the company's reputation or legal standing will result in immediate termination from the program and potential legal action.

● Not adhering to company or regulatory policies will result in disciplinary measures, potentially leading to termination depending on the severity and frequency of violations.

● Verbal or physical harassment against attendees, employees, or stakeholders is strictly prohibited. Such behavior will result in immediate termination from the program and may involve legal consequences.

● Engage in all communication-related activities. Not participating may lead to disciplinary action.

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5. **Fee Refund Policy: (Only for upfront paid attendees)**

● If an attendee voluntarily quits or is terminated from the program between the 1st and 6th week, a 50% refund of the course fee will be provided.
● If an attendee voluntarily quits or is terminated from the program after the 6th week, no refund will be provided.
● Attendees who are terminated from the program due to disciplinary action are not eligible for any refund.

6. **Placement Support:**

● Attendees must complete the TOI (Take Of Interview) to receive placement assistance from the Placement Team. The TOI qualifying criteria include minimum scores of 6 out of 10 in total, communication, technical, live coding, and DSA (Data Structures and Algorithms) separately.
● Attendees should only accept job offers after qualifying in the TOI. If an offer is accepted before TOI qualification, the Placement Team will determine whether it counts as a placement.
● Once in the Placement Cell, continuously apply for jobs until securing one.
● Cooperate with the Placement Team for all placement-related activities, including Placement Probation.
● Strictly follow the Placement Team's instructions on all placement matters.
● Taking breaks from the Placement Cell requires approval from the Placement Coordinator Lead via email. Breaks of more than two weeks invalidate the TOI result.
● If the TOI result becomes invalid due to breaks, re-enter the Placement Cell by qualifying in the TOI again.
● Attendees unable to secure a job offer after three months in the placement cell may undergo a PIP (Performance Improvement Plan) review to identify areas for improvement.

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- Disciplinary action may occur if attendees:
    a. Take unauthorized breaks from the Placement Cell.
    b. Fail to re-enter the Placement Cell after TOI result invalidation.
    c. Have specific job-related conditions during the job search.
    d. Decline a job offer with a minimum annual salary package of Rs. 4 Lakhs.
    e. Do not follow Placement Team instructions.
    f. Are unwilling to attend a PIP review after three months without a job offer.

I **Mebin Joseph** read the above guidelines carefully and understood the guidelines mentioned. I accept the guidelines mentioned above, and I will adhere to them throughout the program.

Name: Mebin Joseph

Batch: BCR62

Sign: