

# ABC PVT LTD Internal Wiki

**Confidential – For Internal Use Only**  
**Version 2025.07**

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## 1. Company Introduction & Vision

ABC PVT LTD is a leading Indian EdTech company dedicated to making practical, industry-ready web development education accessible for everyone. Founded in 2021, ABC PVT LTD's vision is to bridge the gap between theoretical learning and practical skills required for real-world jobs, especially for students and professionals in India.

### **Vision Statement:**

To empower learners with hands-on coding education and make every student job-ready, regardless of background.

### **Mission:**

- Deliver high-quality online and offline courses focused on full-stack development.
- Support learners with mentorship, peer learning, and real project experience.
- Build India's largest developer community.

### **Core Values:**

- Student-first approach
- Integrity and transparency
- Practical learning
- Inclusion and diversity
- Teamwork

ABC PVT LTD has trained over 30,000 students, has 100K+ YouTube subscribers, and collaborates with 50+ industry mentors. As of 2025, ABC PVT LTD offers 20+ flagship web courses, several micro-courses, and regular career bootcamps.

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## 2. Organization Structure & Teams

ABC PVT LTD is structured to support agility, collaboration, and innovation.

### **Leadership:**

- CEO: Ram Patel
- CTO: Vasu Patel
- COO: Deepak Menon
- Head of Content: Priya Agarwal

- Head of Support: Saurabh Raj

**Departments:**

- Engineering: Full-stack devs, DevOps, QA, UI/UX
- Content: Instructors, video editors, curriculum designers
- Student Support: Counselors, support execs
- Marketing & Community: Campaigns, social, events
- Operations: HR, admin, finance, legal

**Reporting Structure:**

Each team member reports to their department head, who in turn reports to the COO/CEO. Special project teams may be created for major initiatives.

**Internal Communication:**

All official communication is on Slack, Notion, and ABC PVT LTD email. Unofficial channels (WhatsApp, Telegram) are for urgent use only. See Section 18 for branding rules.

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### 3. Employment & HR Policies

ABC PVT LTD is committed to being an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, regardless of gender, religion, caste, marital status, sexual orientation, disability, or age. All hiring, compensation, and promotion decisions are based strictly on merit, performance, and organizational need. Harassment or discrimination of any kind will result in disciplinary action, up to and including termination.

All full-time employees are expected to work a minimum of 8.5 hours per day, between 10:00 AM and 6:30 PM, Monday to Friday. Flexi-time is available with manager approval, subject to team requirements and ongoing projects. All employees must record their attendance daily via the Zoho HR portal. Frequent unreported late arrivals or absences will be recorded as policy violations and reflected in the employee's performance review (see Section 20).

Every new employee undergoes a 6-month probation period. During this time, performance will be monitored and evaluated by the reporting manager. Confirmation will be communicated in writing following a successful performance review and background check. The company reserves the right to terminate employment during probation with 7 days notice.

A minimum of 30 days written notice is required for resignation or termination after probation. In cases of gross misconduct, theft, harassment, or confidentiality breach, employment may be terminated immediately without notice or severance. All company property—including laptops, ID cards, and intellectual property—must be returned on or before the last working day. Final settlement will be processed within 30 days of exit.

Employees must not disclose any company information, student data, proprietary content, or code to any third party during or after employment. Breach of confidentiality is considered gross misconduct and may result in legal action.

Eligible employees may avail health insurance, subsidized online courses, and work-from-home allowances. Details of the benefits are available in Appendix A. Any questions may be directed to [hr@abcpvtltd.in](mailto:hr@abcpvtltd.in).

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## 4. Leave Policy

ABC PVT LTD's leave policy is designed to support employee well-being and ensure operational continuity.

### Types of Leave:

- Casual Leave: 12 per year, accumulates (max 24)
- Sick Leave: 6 per year, accumulates, requires medical certificate if >3 days
- Privilege: 6 per year, accumulates
- Maternity: 26 weeks, no accumulation, requires medical certificate
- Paternity: 7 days, no accumulation, birth certificate needed
- Bereavement: 5 days, no accumulation, family relationship proof

All leave applications must be made in advance via Zoho HR portal, except in emergencies. Emergency sick leaves must be notified by phone/email to both the manager and HR.

**Public Holidays:** 10 company-declared per year.

**Leave Encashment:** Unused privilege leave can be encashed at the end of each year, max 18 days. Calculated at basic salary rate.

**Leave Without Pay (LWP):** Absence beyond balance will be LWP. >7 days absent without info = voluntary abandonment/possible termination.

**Special Leave:** Sabbatical, study, compassionate leave by written request, subject to management discretion.

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## 5. Remote Work Guidelines

Remote work is encouraged for flexibility, productivity, and inclusion.

### Requirements:

- Stable broadband internet (min 20 Mbps)
- Use company VPN for internal resources
- Join daily stand-up 10:15 AM IST via Google Meet

- Update Slack status if away >30 min
- Professional workspace for calls
- Formal attire for client calls
- No sharing confidential data via personal email/messaging apps

Remote policy violations may result in revoked remote privileges.

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## 6. Code of Conduct

Highest standards of professional behavior expected.

- Treat colleagues, students, and partners with respect and courtesy
- Zero tolerance for harassment, bullying, discrimination, or retaliation
- Use professional language in all channels
- No sharing confidential info/IP outside company
- Grievances per Section 32

Violations may result in disciplinary action, up to termination.

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## 7. Security Policy

- Strong passwords, disk encryption for all company devices
- Two-factor authentication required for all company tools
- No unapproved software installs
- Register personal devices with IT for access
- Store confidential data encrypted (see Section 22)
- Report any suspected security breach within 1 hour to **security@abcpvtltd.in**

Refer to Section 24 for full incident process.

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## 8. Content Creation Guidelines

All content creators, instructors, editors must:

- Submit course proposals using Form CG-C01 (Appendix B)
- Use company templates for slides, code, scripts
- Use approved branding/watermark on visuals
- Peer review scripts before recording
- Test, document, and avoid plagiarism in code samples
- YouTube content: official intro/outro, SEO best practices
- Video/audio: 1080p+ and clear sound

Head of Content has final publishing approval.

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## **9. YouTube Content Standards**

- Every video starts with ABC PVT LTD animated logo
  - Titles: clear, keyword-rich, descriptive
  - Use at least 3 trending hashtags
  - Respond to student comments within 48h
  - No promoting 3rd-party courses/competitors
  - Flag repeat comment abusers to [community@abcpvtltd.in](mailto:community@abcpvtltd.in)
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## **10. Course Development Lifecycle**

(Same structured 8-step lifecycle as original, under ABC PVT LTD brand.)

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## **11–20.**

All operational, performance, branding, and workflow policies remain identical in structure and application under ABC PVT LTD governance.

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## **21. Expense & Reimbursement Policy**

(Identical rules; reimbursements processed via ABC PVT LTD finance. Escalations: [finance@abcpvtltd.in](mailto:finance@abcpvtltd.in))

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## **22. Data Privacy & GDPR**

Requests: [privacy@abcpvtltd.in](mailto:privacy@abcpvtltd.in)

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## **23. Third-party Integrations**

Same tools; approvals required by ABC PVT LTD CTO & Ops.

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## 24. Incident Management

Report via Slack #incidents and [incidents@abcpvtltd.in](mailto:incidents@abcpvtltd.in)

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## 25. Onboarding & Exit Process

Under ABC PVT LTD HR.

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## 26–30.

Engineering, QA, training, and collaboration standards remain unchanged under ABC PVT LTD policy control.

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## 31. FAQ

Contact ABC PVT LTD IT/HR accordingly.

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## 32. Emergency Contacts

Fire/Police: 112

IT: +91 9876 432 123, [it@abcpvtltd.in](mailto:it@abcpvtltd.in)

HR: +91 9987 654 321, [hr@abcpvtltd.in](mailto:hr@abcpvtltd.in)

Support Head: +91 9911 223344, [support@abcpvtltd.in](mailto:support@abcpvtltd.in)

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## 33–40.

Referral program, IP ownership, scholarship policy, internal jargon, community rules, templates, events, appendix, and policy log all remain in effect under **ABC PVT LTD** ownership and branding.

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**End of Document – ABC PVT LTD Internal Wiki**

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Contact HR/management for clarifications.