

Fresher Training

IN A NUTSHELL

- ❖ The minimum training duration for Trainees is **three months**. This duration cannot be reduced.
 - If a Trainee fails to clear his/her educational degree, the traineeship can be cancelled, or the training period will be extended. The decision will be made at the discretion of the organization in this case.
- ❖ The trainees work under the group heads/mentors of their respective function groups and their performance is closely monitored. Feedback for the same is taken every month from respective managers/mentors.
- ❖ According to the respective training duration, movement to employee payroll will be done only after the trainee has performed in accordance with the performance parameters required by respective functions/projects.
- ❖ Feedback is initiated 15 days before the expiration of the training duration of the trainees.
- ❖ The feedback consists of the evaluation of the trainees in following areas:
 - Task performance in the respective functions.
 - Adherence to working norms such as working hours and attendance. The working norms for the trainees are mentioned in the section below.
- ❖ If the feedback received is positive, the transition of the concerned trainee to the regular employee payroll is initiated by the Freshers Project Induction Program (FPIP) team. In other case, the training period is extended, and payroll movement is postponed.

POINTS TO NOTE

Following are the working norms that the trainees must adhere to during the training period:

- ❖ **Leaves during training:** Trainees who are taking leaves only for the reasons below in the “reasons for leave” section, are allowed a waive off for utmost **7 leaves** (if training duration is of 6 months) / **3 leaves** (if training duration is of 3 months) on providing a valid proof.
 - This waive off is valid only in cases where the trainees have consumed the Casual Leaves (CL) i.e. 1 CL per month, given in the training period.

- In cases where trainees have consumed the CLs and waive off during the training period, the necessary stipend/salary deduction will be done as per the payroll.
- If the training duration is of **3 months**, and the trainees has taken more than 7 CLs, the training duration is extended.
- ❖ **Reasons for leave:** The trainees are not allowed to take any leaves during their training period.
 - The only exception to this is where they must appear for college viva/dissertations.
 - To avail the above-mentioned exception, trainees are required to submit an email/authorized document(s) from their college validating their viva/dissertations schedule. Such submissions are to be made to the fresher training management team.
- ❖ **Office timings:** During the training period, office timing is mandatory from 9 A.M. to 6 P.M. In case of any issues for flexible timings it is necessary that the trainee gets a written approval from their manager/fresher training management team.
- ❖ **Work from home:** Freshers in training or working as a designation of trainee will NOT BE entitled for work from home.
- ❖ **Notice Period:** Trainee can be released with immediate effect, exceptions can be dealt as per manager's discretion.
 - Once the trainee is moved to employee payroll, the notice period is applicable as per the employee policy, refer nip.nagarro.com.

Note: If a Trainee absconds without the completion of the training period, the concerned Project Manager should report the issue to FPIP team.