

Dear Students,

We hope this message finds you well. At Masai School, we deeply value the journey you've undertaken with us and the trust you continue to place in our educational community. As an alumnus/alumna who is seeking support, we want to extend our support and resources to help you regain your footing in the tech industry.

Having completed the curriculum at Masai School previously, you are already familiar with our commitment to student outcomes, transparency, and professional growth. As you embark on this next chapter of your journey, we're pleased to offer you the opportunity to engage with our placement support once again through the Alumni Placement Assistance Program. This program is designed to provide you with the necessary resources and guidance to excel in your job search and secure meaningful employment.

Code of conduct outlines the expectations and standards we have for all of our students while they are in placements. We take this code of conduct very seriously and expect all of our students to adhere to it at all times.

By accepting the code of conduct, you have made a commitment to act with integrity, professionalism, and respect towards your peers, placement team and companies you interview with.

To reward those who demonstrate good behaviour and uphold our values, students who consistently adhere to the code of conduct will have access to the following benefits:

- Ongoing placement support for career opportunities after graduation and in the unfortunate circumstances where you have lost your job.
- The ability to network with peers and industry professionals to build connections and expand your professional network.
- Upskilling opportunities and a variety of options available in the MasaiVerse App to continue learning and growing.
- Free access to Masai School's course content on multiple tech stacks, which can be a valuable resource for anyone starting out in the tech industry.
- The opportunity to train on further tech stacks which Masai brings out at highly discounted rates

It's important to adhere to the code of conduct to avoid losing access to these valuable resources. You can find the code of conduct document by clicking [here](#).

We understand that mistakes can happen, and we encourage you to reach out to your Placement Champion if you have any concerns or questions about the code of conduct. We want to work with you to help you succeed in placements and beyond.

Once again, congratulations on clearing the curriculum and moving to the next part of your journey at Masai School, and we look forward to seeing all that you will achieve.

Sincerely,  
Placement Support Team  
Masai School

# The Code of Conduct:

## Purpose:

This Code of Conduct outlines the expected behaviour 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 (Re-entry to Placements):

- 1.1 Students must attend all the Placement calls as scheduled by the Alumni Team SPOCs.
- 1.2 Students must fill in the Placement Information form within the stipulated time frame.
- 1.3 Students must attend mock interviews as scheduled for you by the Alumni team.
- 1.4 Students must ensure their Resume, Portfolio and Github is cleared by the CSBT SPOC before entering placements
- 1.5 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 Upskilling 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) Removal of contingency for students who have are availing EMI support
- 3) Students will be able to apply to companies with CTC of 5 LPA and not more
- 4) 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 mentioned in the document above
  - 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 all placement support

### Acknowledgment:

I, Ajaya Kumar Behera (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 : Ajaya Kumar Behera

Student Code : Fw19\_0841

Signature of Student : Ajaya Kumar Behera

Date : 06/03/2024