1. Company Introduction & Vision

CodersGyan is a leading Indian EdTech company dedicated to making practical, industry-ready web development education accessible for everyone. Founded in 2021, CodersGyan'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

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

2. Organization Structure & Teams

CodersGyan is structured to support agility, collaboration, and innovation.

Leadership:

- CEO: Rakesh Kohali

- CTO: Aditi Sinha

- 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 CodersGyan email. Unofficial channels (WhatsApp, Telegram) are for urgent use only. See Section 18 for branding rules.

3. Employment & HR Policies

CodersGyan 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@codersgyan.in.

4. Leave Policy

CodersGyan'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.

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.

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.

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 (phishing, device loss) within 1 hour to security@codersgyan.in

Refer to Section 24 for full incident process.

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.

9. YouTube Content Standards

- Every video starts with CodersGyan animated logo

- Titles: clear, keyword-rich, descriptive

- Use at least 3 trending hashtags

- Respond to student comments within 48h; only delete abuse/spam

- No promoting 3rd-party courses/competitors

- Flag repeat comment abusers to community@codersgyan.in

All video metadata/descriptions must be SEO optimized and reviewed monthly.

10. Course Development Lifecycle

Steps:

1. Proposal: submit with outline, objectives

2. Outline review by Head of Content/CTO

3. Script & asset prep

4. Recording (approved gear/templates)

5. Internal QA review

6. Pilot student review (10-20 students, feedback/iteration)

7. Final release on LMS/YouTube, notify students via email/Discord

8. Ongoing feedback/annual updates

Major framework/tool updates communicated to all students and in course changelog.

11-20. (See previous messages for full detail. Will be included in final merge.)

21. Expense & Reimbursement Policy

Eligible Expenses include work-related travel, internet charges for remote work (up to Rs. 1,000/month with bill), learning resources (books, online courses with approval), and approved stationery/hardware. Non-eligible: personal meals, non-business travel, gifts, unapproved gadgets.

Claim Process: Fill out claim form on Zoho HR portal, attach receipts/invoices, submit for approval within 7 days of expense, finance processes claim in next payroll. Late claims >30 days may be denied unless justified. Escalate delays >1 month to finance@codersgyan.in.

22. Data Privacy & GDPR

CodersGyan follows Indian law and, for global users, GDPR. Access to data for official use only. No export/sharing outside approved systems. Data subjects may request correction/deletion via privacy@codersgyan.in (acknowledge in 48h, process in 15 days). Regular audits for handling/security. Breaches must be reported within 1 hour.

23. Third-party Integrations

Uses: Zoom, Slack, Notion, GitHub, AWS, Canva, Stripe. New integrations require CTO & Ops approval. Requests: submit via integration form (see Appendix), justify business/security/data access. All 3rd-party access revoked within 24 hours of employee exit.

24. Incident Management

Covers security (data leaks, device loss), operational (downtime, missed deadlines). Report via Notion/Confluence, Slack #incidents, and incidents@codersgyan.in. Response: assign severity, teams coordinate via Slack/calls, updates every 2 hours. All Critical/Major incidents require root cause/post-mortem reviewed in ops meetings.

25. Onboarding & Exit Process

Onboarding: KYC, NDA, orientation, assigned mentor, tool access set up within 2 days.

Exit: 30 days' notice, handover checklist, return company property, HR revokes access, exit interview, full & final settlement in 30 days.

26. Code Review Checklist

All code must: use meaningful names, no hardcoded credentials, be linted, tested, commented, CI/CD must

pass, reference JIRA ticket, reviewed by peer/senior if security/data. See Section 12 for full workflow.

27. Collaboration Tools

Slack (team comms), Notion (docs/planning), Zoho HR (HR processes), Google Meet (calls), GitHub (code), Confluence (meeting notes/postmortems). Access provisioned on joining, revoked on exit.

28. Access Control

Three levels: 1) all employees (general tools), 2) team leads/managers (project/team resources), 3) admin/CTO/DevOps (full access). Passwords via LastPass, never email/plain text. Quarterly audits to ensure only actives have access.

29. Training & Upskilling

Rs. 12,000/employee/year for learning. Devs must complete 2 tech certs/year. CodersGyan pays for 1 conference/workshop/employee/year. Knowledge Drop sessions monthly (internal sharing).

30. Quality Assurance

All new courses double-reviewed for clarity/accuracy, pilot group feedback required. All code must pass CI/CD, static analysis, >=80% test coverage. Production deploys require QA Lead sign-off.

31. FAQ

Reset Slack password? Use "Forgot password" or contact IT.

Who approves leave? Manager in Zoho HR.

Where to report bugs? JIRA (see Section 14).

How to access course templates? /drive/templates or Head of Content.

AWS/GitHub access? Request via manager and Notion access form.

32. Emergency Contacts

Fire/Police: 112

IT: +91 9876 432 123, it@codersgyan.in

HR: +91 9987 654 321, priya@codersgyan.in

Support Head: +91 9911 223344, saurabh@codersgyan.in

Report all emergencies by phone & Slack.

33. Referral Program

Rs. 5,000 bonus for each successful referral (after 6 months). Email: referral@codersgyan.in. Direct employee referrals only, first-come, first-served.

34. Copyright & IP

All employee work is CodersGyan property. Disclose side/open source work to CTO. Unauthorized use/sharing = dismissal/legal action.

35. Scholarship/Discount Policy

Up to 10% students per course may get scholarships (manager approval). Discount codes: marketing. Log all scholarships in Support portal.

36. Custom Internal Jargon

CGer (employee/student), Rocket QA (fast review), Ninja Patch (emergency fix), Code Jam (coding contest), Knowledge Drop (internal sharing).

37. Student Community Rules

Be respectful. No spam/self-promo/illegal activity. New joiners must use #introduce-yourself on Discord. Report issues to moderators/support@codersgyan.in.

38. Sample Email Templates

Leave Request:

Subject: Leave Application

Hi [Manager], I'd like leave from [start] to [end] for [reason]. Please approve in Zoho HR. Regards, [Name]

Support Escalation:

Subject: Urgent: Student Support Escalation

Hi Support, Student ID: [ID], Issue: [details]. Please address ASAP. Thanks, [Name]

39. Annual Events

CodersGyan Day (May 14, all-hands, hackathon, awards), Winter Code Jam (Dec, contest), Teacher Training Summit (Aug, upskilling/networking). Announced via Slack/Notion.

40. Miscellaneous / Appendix

All template forms: /drive/templates/forms. Policy updates: #announcements Slack. Anything else: help@codersgyan.in.

Policy Change Log: 2025-07-10 Initial, 2025-08-15 DevOps update, 2025-09-02 Scholarship revised.