



Brocamp Guidelines

1. General:

- Attendees are expected to adhere to the mandatory working hours from 9:00 AM to 5:30 PM, Monday through Saturday, and should be present at their designated workstations during these times.
- We kindly ask everyone to arrive on time at the workspace. If an attendee anticipates arriving late due to significant reasons, please complete the provided form before 9 am and report to workspace by 10 am. Failure to comply will result in denial of workspace access, treated as a full-day leave.
- We appreciate everyone's commitment to staying at the workspace until the end of the day. If an attendee needs to leave early due to a significant reason it's possible to leave after 4:30 pm, please fill out the provided form and inform the batch counselor before leaving. This will help us manage any necessary arrangements. Failure to do so may result in the absence being treated as a full day's leave, which could lead to disciplinary action.
- To ensure consistency and productivity, please note that arriving late to the workspace or leaving early more than once a week, for any reason, is not permitted. If this occurs more than once in a week, it will be considered a full-day leave.
- To maintain productivity, please refrain from taking breaks between 9:00 AM and 11:00 AM. Additionally, if an attendee plans to take a break of more than one hour during work hours, kindly inform the batch counselor beforehand.
- Failure to comply with these guidelines, such as taking unauthorized breaks during restricted hours or failing to notify the batch counselor of extended breaks, may result in disciplinary action.

Packapeer Academy Pvt. Ltd

ROOM NO.III/9,3RD FLOOR,SDF BUILDING(NEOSPACE II) KINFRA TECHNO

INDUSTRIALPARK,CALICUT UNIVERSITY PO KAKKANCHERI Malappuram KL 673635 IN

GSTIN : 32AAKCP533IN1Z7, talk@brototype.com

- If an attendee needs to take a half-day leave, please fill out the leave form before 9 am and report to the workspace by 1:30 pm. Failure to do so will result in being unable to access the workspace for the day, treated as a full day leave.
- Attendees can take up to two days of approved leave per month during the program. To request leave, please fill out the leave form before 9 am. Failure to do so may result in disciplinary action.
- Requesting leave for more than two days in a month requires prior approval from the batch counselor via email. In that email, include the dates, reason for the leave, and any necessary documents for approval. Such leaves are only approved by verifying the validity of the reason for the leave.
- Please ensure that the contact numbers and personal details provided are accurate and valid.

2. Office and Workspace:

- Please dress in formal attire and maintain professional behavior while on the office premises.
- Always carry the ID card for access to the office and its premises.
- Return ID card promptly to the administrators upon program termination, placement, voluntary departure, or transition to a remote batch.
- An attendee will be assigned a workspace seat. Please occupy and maintain it throughout the program.
- Keep the workstation tidy and refrain from causing any damage to the property. Any damage to the property will be penalized.
- Store belongings in the office at the own risk of the attendee. The company is not liable for any loss or damage.
- Access is limited to designated office spaces. Trespassing in other areas is strictly prohibited.
- Pay workspace rent by the 3rd of each month. Failure to do so will result in restricted access to the workspace, Weekly reviews will be put on hold, and a daily fine of 200 rupees per day until payment is made.
- Maintain attendance until placement, termination, voluntary departure, or switch to a remote batch. Rent payments are also required until one of these events occurs.

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- Attendees can switch to a remote batch only between the 6th and 21st weeks, switching is not allowed before the 6th week and after the 21st week., Also, those who demonstrate poor performance will not be permitted to switch to a remote batch.

3. 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.

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- 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.
- 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.
- The combined number of repeat reviews, week extensions, and paid repeat reviews is restricted to 12 in the program duration.
- 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 are permitted to attend reviews only from the workspace.
- 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.

4. Communication Sessions:

- Attend one-hour communication sessions conducted by trainers or coordinators every day. Missing these sessions may result in disciplinary action.
- Share audio tasks in respective WhatsApp groups before 10 am daily.
- Attend communication screening tests conducted by trainers on weeks 6, 12, 20, and 24.

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- Speak in English during communication sessions and try to use English in the workspace.
- 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.

5. 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.

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- Engage in all communication-related activities. Not participating may lead to disciplinary action.
- Upon termination from the program, no intimation of termination will be sent to the attendee.
- Following termination, the attendee is prohibited from entering BroTOTYPE's premises or using any of its services.

6. 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.

7. 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 score & communication, 5 out of 10 in projects & conceptual clarity, 3 out of 5 for all theories & practical 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.

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- 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.
- 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 Akhil Krishna 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: Akhil Krishna

Batch: F066

Sign: