DAY 1 SUMMARY

Genesis Training | VTU Internship

About the Company

Genesis Training and Consulting Services was established in **2015** and specializes in **CRT (Campus Recruitment Training)**. The core agenda of Genesis is to **bridge the gap between campuses and corporates**.

Genesis helps candidates upskill across multiple domains, including:

- Soft Skills
- Verbal Ability
- Quantitative Aptitude
- Logical Reasoning
- Technical Training
- Other value-added courses

This structured approach significantly improves candidates' ability to **clear recruitment interviews successfully**.

About the Leadership Team

- **Naveen Nagaraj** – Founder and Managing Director
- **Varun Gowda** – Vice President, Sales and Marketing
- **Theertharaj Ramu** – Chief Executive Officer

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1. HR Policies & Attendance Guidelines

Attendance Expectations

- Interns are expected to attend all working days regularly
- Punctuality and regular attendance are part of internship discipline and evaluation
- Excessive absence may affect internship completion certificate and feedback to VTU

Leave Policy

- No formal leave balance is maintained for interns
- Leave is considered only on a **case-by-case basis** under:
    - Sick leave
    - Personal / emergency leave
    - College or university-related commitments (proof may be required)

Leave Request Process

Planned Leave

- Inform at least 1 working day in advance
- Request via official email or instructed WhatsApp group
- Mention reason and date(s)

Unplanned / Sick Leave

- Inform HR and reporting mentor before the workday starts
- Medical proof may be requested for leave beyond one day

Whom to Inform

1. Reporting Mentor / Trainer
2. HR Team – Genesis

Informing fellow interns does not count as official communication.

Absence & Extended Leave

- Absence without prior or same-day intimation will be treated as unauthorized
- Repeated instances may lead to warning or internship discontinuation
- Leave beyond 2 consecutive working days requires HR approval
- Extended absence may affect learning hours and certificate issuance

Rules & Discipline

- Professional and respectful communication is mandatory across all platforms
- Instructions from trainers, mentors, HR, and management must be followed
- Confidential information must not be shared or disclosed outside Genesis
- Mobile phone usage during training/office hours should be limited to essential needs
- Misbehavior, indiscipline, repeated absence, or non-compliance may lead to corrective action or internship discontinuation

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2. Operations Support & Communication

Operations Support

Internship students must contact the **Operations Team** for:

- LMS access and demo support
- LMS sign-up / registration issues
- Coupon code and assessment-related issues
- Official WhatsApp group support (webinar links and message clarifications)
- Project team group creation, changes, or issues
- Attendance-related issues

⚠️ **All internship updates and links will be shared only in the official WhatsApp group.**

Communication Guidelines

- Use the official WhatsApp group for all internship-related updates
- Avoid personal messages to trainers or internal teams
- Read group messages carefully before raising queries
- Maintain professional and respectful communication at all times

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3. Technical Orientation & Internship Project

3.1 Introduction to Enterprise Software Manufacturing Concepts

Enterprise software manufacturing focuses on building large, scalable, and reliable software systems used by many users. Unlike small applications, enterprise software is developed by multiple teams, follows standard processes, and emphasizes quality, security, and maintainability. Key concepts include modular design, version control, automation, and continuous testing to ensure smooth collaboration and high performance.

3.2 Using SDLC Concepts in Software Development

The Software Development Life Cycle (SDLC) provides a structured approach to software development. It includes requirement analysis, design, development, testing, deployment, and maintenance. Using SDLC helps teams deliver software systematically, reduce risks, improve quality, and ensure that business requirements are met efficiently.

3.3 Internship Project Overview

As part of the internship, students will work on a real-world project applying SDLC concepts. The project will involve understanding the problem, documenting requirements, designing the solution, developing features, testing the application, and delivering a final working solution. This provides practical exposure to industry-style software development.