

## BOARDING WEEKS GUIDELINES

---

*Create a folder named "Boarding Weeks" within your personal files. This is where you should submit your task sheets. Both technical and communication tasks should be submitted in separate folders.*

Completion of your Boarding Weeks within the specified timeframe is mandatory, failure to do so will result in necessary actions including termination.

**If you are unable to continue Boarding Weeks properly, you must contact respective Boarding Week authorities and inform them properly also submit a formal email explaining the reason for your absence to the official email id of the Boarding Weeks. In the case of health-related or hospital emergencies, please submit the medical report along with the email. It should be also informed in the BW group.**

**To : [boardingweeksofficial@gmail.com](mailto:boardingweeksofficial@gmail.com) ( Mandatory \* )**

**Cc : Respective hub counselors' mail id**

KOCHI

Mail id: [bce.counsellor@brototype.com](mailto:bce.counsellor@brototype.com)

CALICUT

Mail id: [bck.counsellor@brototype.com](mailto:bck.counsellor@brototype.com)

TRIVANDRUM

Mail id: [bct.counsellor@brototype.com](mailto:bct.counsellor@brototype.com)

BANGALORE

Mail id: [bcb.counsellor@brototype.com](mailto:bcb.counsellor@brototype.com)

COIMBATORE

Mail id: [bcco.counsellor@brototype.com](mailto:bcco.counsellor@brototype.com)

REMOTE

Mail id: [bcr.counsellor@brototype.com](mailto:bcr.counsellor@brototype.com)

**If the reason for absence/leave is not mentioned, then you may not get access to the next day's tasks. Please note.**

## **Week 1 | Technical Task Guidelines**

---

### **Week 1 | Review Guidelines:**

- After the first 7 days, you will have a review of boarding week 1 technical task

### **Week 2 | Review Guidelines**

- On the 14th day of your boarding week, you should attend the boarding Week2 review.

### **TOI | Guidelines**

- When you complete the both boarding week's review as well as Mock TOI(Communication Side), be eligible to attend TOI.

## **Communication Tasks' Guidelines**

---

- A total of 12 days' worth of tasks will be assigned for communication.
- Progress to the next day's task depends upon the completion of the current day's task.
- Attendance is mandatory for the daily morning meetings discussing the day's tasks and interview tips. If taking leave for genuine reasons, make sure to promptly update the group regarding any absence or leave, maintaining proper reporting standards and along with that, you have to send a formal mail to the official mail id of Boarding Weeks which has been provided above in the 1st page of the document.
- Task postponement is discouraged but can be considered in exceptional cases, limited to twice within two weeks.
- Postponed tasks must be completed on the following day. You are responsible for notifying the trainer of the updated timing and tagging them for the task. Failure to do so will result in disqualification.
- The daily task completion deadline is 10:00 pm. Submission of a report, adhering to the provided format, is necessary before receiving the next day's task.
- Maintain professionalism in your reports. Plagiarism is prohibited, and strict grammar and punctuation rules will be enforced.
- Adhere to the Perception poster provided throughout the boarding week. This will also be evaluated during video presentations and throughout the boarding week performance tasks.
  - Review audio and video quality for clarity. Proofread all written documents before submission.

- Feedback and scores for all tasks will be recorded in the respective students' manifest files.
- Tasks will be scored on a scale with corresponding colors:

Score	Performance
<b>0 - 5</b>	<b>Poor (Fail)</b>
<b>5.1 - 6.9</b>	<b>Average/Satisfactory</b>
<b>7 - 8.9</b>	<b>Good</b>
<b>9 - 10</b>	<b>Excellent</b>

- Continuous poor performance (red scores) for 3 tasks may lead to disqualification.
- Achieving a score range of 6 is mandatory in the final Mock TOI and overall score.
- Failing to attain the 6 range in the last Mock TOI even after 3 attempts, will result in attending the Boarding Weeks once again, going through the screening procedure as well.
- Your adherence to these guidelines will contribute to a successful and productive boarding week.

### **Take-Off Interview (TOI) Guidelines**

---

- All students who have passed Boarding Week 2 and Mock TOI will have 7 days to complete their TOI.
- TOI consists of two rounds, Communication and Technical, which will be conducted on different dates. The first round will be Communication, and the second will be technical.
- As usual, Three attempts are allowed for every student. If a student fails in any of the Communication or Technical Rounds, it will be counted as a failed attempt, and they may proceed to the next attempt.
- If a student qualifies for the communication round, then the student can proceed to the Technical Round.
- Communication and Tech rounds will be there in each attempt regardless of the round in which they failed in the last attempt.
- Suppose a student failed to attend their Technical round after qualifying Communication within the given time frame, i.e. 7 days after Mock TOI. In that case, it will also be counted as one attempt, and the status will be marked as failed.
- The same coordinator will handle both rounds.