

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 (Mandatory *)

Cc : Respective hub counselors' mail id

KOCHI

Mail id: bce.counsellor@brototype.com

CALICUT

Mail id: bck.counsellor@brototype.com

TRIVANDRUM

Mail id: bct.counsellor@brototype.com

BANGALORE

Mail id: bcb.counsellor@brototype.com

COIMBATORE

Mail id: bcco.counsellor@brototype.com

REMOTE

Mail id: 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.