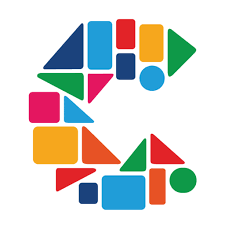
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**CLAYFIN TECHNOLOGIES**

**Training Policies:**

**On-Boarding:**

**Induction:**

**Banking Course:**

**Training Schedule:**

1. Training dates should be pre-fixed (can be buffered with 4 days).
2. Training dates can be delayed based on the understanding of trainees but not more than 3-4 days.
3. Should conduct a Middle-Level Test and End Level Test.
4. If in case any National holidays have been scheduled with sessions then it can be rescheduled with proper intimations.

**Middle-level Test:**

1. MLT should be conducted as MCQ Test.
2. 25 qns in different levels of difficulty from each main topic (incl prog).
3. 25 qns will have an overall mark of 100 depending on their difficulty level.
4. Pass percentage is above 50 out of 100. (50 does not pass). Failing to score above 50 will get 2 chances to attempt the test.
5. If both are unused for MLT then they can be used for ELT.
6. If one is used for MLT other can be used for ELT.
7. Both chances can be used for MLT alone or for ELT alone.

**For eg:**

If Ajay gets the 50 mark in MLT, the first attempt getting 40, he gets another shot. In this attempt also scores 45, he is out. If he gets 55, he passes, and later in ELT, he gets 40 in test he's out since no attempt left.

If there is more than one MLT, the average of MLT is considered for the same.

**For eg:**

If Ajay gets 60 in MLT1, 60 in MLT2, 60 in MLT3 ad 70 in ELT

, and 70 in Project. Then his final mark will be out of 100 is 65.

**Final mark = (((MLT1+MLT2+MLT3)/3) + ((ELT+Project)/2) )/ 2**

1. If anyone is absent for any test, they will be given one additional chance.

**End Level Test:**

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1. ELT happens at end of all courses [FSD] or complete courses.
2. ELT has 20 qns and 1 project.
3. The overall mark of the test will be 100 for MCQ and 100 for Proj. The average of both will be the final mark of ELT.
4. Test pass rules will be the same as MLT.
5. If you haven't used 2 attempts in any of the tests then a bonus of 5 marks is added to your

ELT.

**Course Structure:**

Advanced concepts to be in a separate course.

Courses must be upgraded once in 3 months or when there is a version change [depending on market usage, company usage].

**Training Contents:**

1. Every training should have a unique name to be used for naming ppt and pdf.

**Eg:** CF\_core\_Java\_FSD\_Lesson1.ppt, CF\_core\_Java\_hdfc4\_Lesson1.ppt

1. Ensure ppt has the questionnaire at last and links to demos in github. (GitHub links).
2. Notes to be available for ppt and pdf.

**Leaves:**

1. No leaves are entertained unless it is an emergency. If taken leave proper documents have to be submitted.
2. Four hrs of permission is allowed during training