

## **Trainees Induction Kit**

Version 1.6

**Objective:**

This document provides a detailed overview of the steps that trainees need to complete upon onboarding to the company. Please review and ensure the completion of the following steps/topics.

1. General Rules/Guidelines
2. Microsoft Apps
3. About Hubble
4. Daily Status update E-mail
5. Mallow Core Values

**General Rules/Guidelines:****1. Office Hours:**

- Office Hours: 9:00 AM to 6:00 PM.
- Lunch Break: 30 minutes.
- Morning & Evening Breaks: 15 minutes each.

We will consider a minimum of 8 hours of work on working days, including Saturdays. Therefore, please plan your work accordingly and make effective use of this time for your training.

Please note that the first Saturday of every month will be a holiday. In case there is any change in this schedule, the HR team will update you.

2. If you need any help, guidance, or have personal issues, please feel free to contact the following person from the HR Team. It is recommended to make a note of their mobile numbers for future reference. Trainees can also collect their mentors mobile number, which can be used to reach out to them.

Saranya - 9884228063

To send emails to executives Kamal and Manivel, please use the group email ID "[pm@mallow-tech.com](mailto:pm@mallow-tech.com)". This email ID will ensure that your message reaches both executives simultaneously.

3. If you are asked to come to the office, then you must refer to this [document](#) to know the rules and guidelines we follow inside the office premises.

### **Microsoft Apps:**

We use the following Microsoft apps for our work. Please create a Microsoft account using your personal email ID, the same one you used during the Mallow interview process. Then, use this account to access the below apps. You can download desktop apps for the following tools or use them directly through your web browser.

1. Microsoft Teams
2. Outlook
3. Yammer

#### **Microsoft Teams:**

[Teams](#) provides a unified communication and collaboration hub for teams and organisations, enabling them to chat, have meetings, share files, and work together on projects.

With Microsoft Teams, users can create teams and channels, which serve as dedicated spaces for different projects, internal teams, or topics. Within these channels, team members can engage in conversations, share files, collaborate on documents in real time, and schedule and join online meetings.

The following channels are used for sharing general information within our company. If you are not already in these channels, you can request to join by tapping on the channel links. If you face any issues in joining these channels, please reach out to the HR/Network team to inquire about them and join.

[MT - Internal - Admin / HR](#) - This channel is used for important announcements and updates from the company's HR & Admin team

[MT - Internal - Network](#) - This channel is used for important announcements and updates from the company's Network team

#### **Outlook:**

[Outlook's](#) primary function is to manage email, allowing users to send, receive, and organise their messages. In addition to email, Outlook offers other useful features. It includes a calendar module that allows users to schedule appointments, meetings, and events, and set reminders.

**Yammer:**

[Yammer](#) functions similar to a social media platform but is designed specifically for workplace use. It allows users to create profiles, join groups, post updates, share files, and engage in discussions. Users can follow and interact with colleagues, create and participate in polls, and provide feedback on posts. The platform is designed to foster collaboration and knowledge sharing within an organisation.

Every day, we are constantly learning new things, and it's possible that our leads may not always be aware of the knowledge we acquire. Therefore, it is highly recommended to share our learnings with others on the internal social network platform, Yammer. By fostering a culture of sharing within our office, we can enhance our technical standards and overall quality. Let's embrace this sharing culture and contribute to the continuous growth and development of our organisation. We have separate communities in Yammer for each team in our company. You can join your team's community in Yammer.

**About Hubble:**

Hubble is an in-house product primarily developed for the following services below.

1. Timesheet
2. Day-Off
3. Time-Off
4. Holidays List
5. Check-In Check-Out

Please use the link below to log in to Hubble. After logging in, you can check your profile details by tapping on your avatar in the bottom left corner.

<https://trainees.mallow-tech.com/login>

**Time Sheet:**

Timesheet is where we log our day-to-day work activities.

Please make use of the link provided below to update your entries on time in the Timesheet feature.

<https://trainees.mallow-tech.com/timesheet>

Please take a look at the documentation and demo video provided in the links below. They will help you make your timesheet entry process easier.

<https://mallow-hubble.gitbook.io/intro/>

In the project section, you have to select 'Internal - Internship'. In the module section, you have to select the module with your team name and batch (e.g., ROR - July 2023). In the task section, you have to select the task number (e.g., Task 1, Task 2) or you can create task with specific number that you worked on that day.

Timesheet entries are tracked on a daily basis, so please make sure to enter your timesheet before leaving for the day, ideally no later than 7:15 PM.

### Day-Off:

Any leaves need to be intimated using the Day Off application. Please use the link provided below to access the application.

<https://trainees.mallow-tech.com/leaves>

### Time-Off:

Any permissions requests need to be intimated using the Time Off application. Please access the application using the link provided below.

<https://trainees.mallow-tech.com/timeoff>

Planned leaves and permissions should be informed in advance to your respective Primary mentor using the Day-Off request and Time-Off request, respectively.

In the case of unplanned leaves or permissions needed for the current day, please inform your Primary mentor or HR through a phone call. (Any leave or permissions (Time off) requested for the current day will be marked as unplanned).

If your applied day-off or time-off is not approved by your Primary mentor, you should not take it.

### Holidays-List:

Please use the link provided below to access the list of all holiday.

<https://trainees.mallow-tech.com/holidays-list>

### Check-In Check-Out

The "Check-In Check-Out" feature is utilised to streamline the attendance process. For more details on how this process works, please refer to this [Checkin-Checkout-FAQ](#) document.

### Hubble - FAQ of Day Off and Time Off:

#### **How to Apply Leaves?**

Go to Day Off in the side menu, and then choose My Leaves from the dropdown. On the Leaves page, click the Apply Leave button in the top right corner to apply leaves.

#### **To whom do I need to update my unplanned or emergency leave?**

You must notify your mentor of any unplanned or emergency leaves.

#### **How should a mentor handle an unplanned or emergency leave?**

In case of any unplanned leaves, his/her mentor has to apply the unplanned leaves against the trainee in the Apply Leave popup > Choose to Apply for Others.

### What should I do after returning from my unplanned leave?

Soon after starting a day after an unplanned leave, you need to confirm the unplanned leave applied by your mentor under the unplanned leaves section on my leaves page. Once you have confirmed your unplanned leave, it will be approved by your primary project reporting person.

### Can I request half-day leave?

No, as per our current system, we have revoked the half-day leave. Instead of that, you can request permission (Time Off) upto four hours per day that need to be compensated within that month.

### How do I apply for permission (Time Off)?

Similar to Day Off, there is a menu named Time Off where you can log your permission.

### How many hours per day can I take time off ?

You may take a maximum of four hours of time off per day.

### Do I need to compensate for the time off ?

Yes, you need to compensate before the end of the month.

### Daily Status Update E-mail:

Please follow the guidelines provided below when sending the daily status update email.

Team	To Email-ID	CC Email-ID1	CC Email-ID2
Android	Mentor E-mail-ID (as instructed by HR Team)	yogesh@mallow-tech.com	pm@mallow-tech.com
PHP	Mentor E-mail-ID (as instructed by HR Team)	anandhan@mallow-tech.com	pm@mallow-tech.com
React	Mentor E-mail-ID (as instructed by HR Team)	murali@mallow-tech.com	pm@mallow-tech.com
DevOps	Mentor E-mail-ID (as instructed by HR Team)	jayaprakash@mallow-tech.com	pm@mallow-tech.com
QA	Mentor E-mail-ID (as instructed by HR Team)	jagajeevan@mallow-tech.com	pm@mallow-tech.com
RoR	Mentor E-mail-ID (as instructed by HR Team)	prakash@mallow-tech.com, surender@mallow-tech.com	pm@mallow-tech.com

iOS	Mentor E-mail-ID (as instructed by HR Team)	yogesh@mallow-tech.com	pm@mallow-tech.com
Flutter	Mentor E-mail-ID (as instructed by HR Team)	yogesh@mallow-tech.com	pm@mallow-tech.com
Design/ Web- FE(HTML/ CSS)	Mentor E-mail-ID (as instructed by HR Team)	vadivel@mallow-tech.com, <a href="mailto:satheesh@mallow-tech.com">satheesh@mallow-tech.com</a>	pm@mallow-tech.com
Python	Mentor E-mail-ID (as instructed by HR Team)	karthick@mallow-tech.com	pm@mallow-tech.com
DBA	Mentor E-mail-ID (as instructed by HR Team)	surender@mallow-tech.com	pm@mallow-tech.com

Status update email needs to be sent by the end of the day before leaving the Office.  
You have to send your Daily status update email using Outlook.

Sample:

E-mail Subject: Daily status update - yyyy/mm/dd

Hi <Reporting person Name>,

Assigned Task: <Task Number>

<A small write-up on how you did the process>

Task Status : <In-progress/Completed>

Regards,  
Name  
Trainee - Teamname

Please make sure the status update e-mail subject is in the below format without any changes.

“ Daily status update - yyyy/mm/dd “

Kindly use the same letter case so that it will be consistent throughout the email thread.

**Mallow Core Values:**

We adhere to certain principles for the better growth of our organisation, which we refer to as Mallow core values. Please use the link below to familiarise yourself with the Core Values of Mallow Technologies.

[Mallow Core Values](#)