



MINDTREE

Orchard Digital Learning Guidelines

Contents

Scope	3
Assessment criteria	3
Qualifying attempt	4
Professional Etiquette	4
Learning Etiquette	4
Sessions Etiquette	5
Attendance	5
Dress Code	5
Cyber Security and Data Privacy	5
Digital Devices	6
Food and Health	6
Mindtree's Integrity Policy	6

Scope

Orchard learning program is designed for the campus mind's learning enhancement and better programming knowledge to improve their competence in digital environment with 90 days tenure. This program is applicable to trainees –

C1 :

- 2022 Batch of B.E/B.Tech/ME/M.Tech (All Branches of Engineering), MCA (full-time/regular courses)
- Consistent academic records of 60%+ in 10th, 12th /Diploma, UG and PG (aggregate across all subjects)
- Appropriate CGPA to percentage conversion to be considered as per the respective university norms
- Initial results (% scores) declared would be considered for students awaiting re-evaluation results
- There must be no standing arrears in current education
- Should be an Indian national
- At the time of joining all trainees should have 60% aggregate (All subjects taken into consideration), in the current pursuing degree with no standing arrears
- As a future IT professional flexibility towards working from Mindtree's development centers across the country, work duration, skills trained, and domain are essential

EDGE :

- 2022/2021/2020 Batch of BCA, B.Sc. (Mathematics, Physics, Chemistry, Computer Science, Information Technology, Electronics, Statistics, or combination of these with core mathematics as a subject (full-time/regular courses)
- PG courses are not eligible
- Appropriate CGPA to percentage conversion to be considered as per the respective university norms
- There must be no standing arrears in current education
- At the time of joining all recruits should have 60% aggregate (All subjects taken into consideration), in the current pursuing degree with no standing arrears
- Eligible students must be an Indian national

In terms of scope and tenure, it will be considered by the management in its own discretion and make necessary changes as applicable and will be communicated as and when need arises.

Please Note – For EDGE batch, MTech program will start once Campus Mind complete their Orchard learning program successfully. Post completion they will be enrolled for MTech program. In case, anyone wishes to discontinue MTech program after enrollment is completed, then he/she will be liable to repay the cost of 75000 INR as applicable as part of service agreement duly signed.

Assessment criteria –

Competency	Assessment Criteria
EDGE	≥70%**
C1	≥70%**



Mindtree

****You will be assessed at each milestone, failing to achieve the avg cutoff in between will lead to separation from Mindtree.**

- 1st Performance Assessment will be post Foundation, MS1 and MS2.
- 2nd Performance Assessment will be before Comprehensive Assessment which includes all the assessment starting Foundation till last assessment.
- 3rd Performance Assessment will be post Comprehensive Assessment

Qualifying attempt –

For each milestone, there will be only one attempt.

- Anyone who fails (ie. Less than 70%) in 1st attempt will be provided with 2nd attempt which will be final attempt to improve the score. If incase he/she is not able to perform then the best score out of 2 attempt will be considered.
- Anyone who fails to attend 1st attempt, will not be provided with any attempt, until valid proof is submitted in writing and permission is taken prior to missing the milestone assessment.

In terms of number of attempts and qualifying percentage, will be considered by the management in its own discretion and make necessary changes as applicable and will be communicated as and when need arises.

Professional Etiquette

In all interpersonal dealings, Campus Mind present themselves as fellow professionals at all times. They will pay attention to grooming and cleanliness, refrain from using regional language during sessions, for any official communication use official mode of channel such as MS Team, Outlook etc. Usage of whatsapp group for any communication with regard to learning program is not allowed. Campus Minds are not expected to create any WhatsApp group or exchange any personal information such as mail ID, contact number, salary stack, payslip, assessment details etc. Any violation will be dealt with suitable disciplinary action as per Company Policy.

Based on new norm, Campus Mind should agree to attend session through virtual mode but should be present in office if return to office is resumed.

Learning Etiquette

Campus Minds need to ensure the completion of all the videos and assignments before the milestone assessment as it is a sequential course learning. They are expected to submit their assessments on time in the platform itself, no offline submissions/delayed submission. Incase if Minds are facing technical issues with respect to assessment, they are expected to join the hotlink call using the meeting link provided in the instructions call. Campus Minds need to keep the same Mindtree mail ID provided at the beginning of the batch intact till end of the batch. If incase there is a change, Mind needs to inform vendor partner, Ops Team & PF Team.

Campus Minds are expected to use cloud VM provided by the vendor partner as it has all the software needed for the track. Incase if Minds are facing issues with respect to VM, they are expected to join the



Mindtree

hotline call or place request in the chat feature provided in the platform to get it resolved. (Applicable for vendor partner, IIHT)

They need to ensure that back up of all their work is in individual one drive/sharepoint to avoid any mishap. Campus Minds are not expected to subscribe to any trial account using Mindtree ID

Sessions Etiquette

Campus Mind should know that attending planned mandate connects are important to understand dos and donts as well as to understand the functioning of the organization he/she is part of.

Campus Mind know that Doubt clearing sessions are planned for their smooth learning. Thus they will attend it without fail and will respond to the quires and participate in discussion during doubt clearing sessions. They know that turning on video is mandate during session without fail.

Attendance

Campus Mind have to apply NIO (Not In Office) everyday between 8-9 am under "Remote BCP" category on People Hub to punch in his/her attendance during the training period.

In case of any health issue, required to pre-inform lead and PF to seek approval. In any case due to network or electricity if they are unable to attend training sessions on time, Campus Minds are required to keep PF as well as Orchard Ops team informed and make sure to arrange for backup to attend sessions on time only as an exception.

If NIO was applied and failed to attend session due to any other reasons, they will write to PF and Lead and seek approval to apply for unpaid leave on People Hub. No Leave policy is strictly followed during Orchard Learning. In case, any leave is required, it will always be unpaid leave with due approvals. For any planned unpaid leave, campus mind need to seek approval from PF and Lead 5 working days before which can be given for maximum 3 working days along with proper document verification as the criteria.

Dress Code

While grooming etiquettes are of prime importance in learning hours during my digital learning. Campus Mind are expected to be dressed appropriately and modestly at all times. I will make a note of below -

- All clothing should be neat, clean and in good repair.
- Clothing with derogatory, offensive and/or lewd messages either in words or in pictures is prohibited.
- Clothes that are revealing in any form are not allowed.
- Avoid wearing sloppy clothes at any time.
- Any attire that is deemed as provocative conveying messages that are obscene or contrary to the organizational standard is prohibited.

Cyber Security and Data Privacy

Resources are available to provide campus mind the guidance and assistance they need to enhance their learning and understanding during Orchard Learning. They will attend all the Doubt clearing/VILT sessions using official laptop only and refrain from using mobile/other devices.



Mindtree

They should not send any learning material to their personal id/laptop or download any unapproved software. If they require any software, they will follow genie process for all software, needed from Mindtree's end. Minds are expected to fill all the details needed in genie properly. Category, Cost center and Approver must be filled correctly as it leads to rejection if not appropriate. Genie can also be raised for installation support if needed, under installation support category.

They will take prior approval before downloading/installing any application in their official laptop. In case, they receive any mail from cyber security, they will revert back immediately with reason and adhere to the process.

They know the difference between the usage of personal and official laptop. Thus, they will be particularly careful about Cyber security and Data Privacy at all time.

Digital Devices

They know when to, and when not to, use digital devices. They are particularly careful about cellphone usage that might disturb digital sessions in between.

Food and Health

At home Campus Mind are recommended to eat balanced and nutritious diet in timely manner to keep themselves at good health.

Promptly seeking help in case of illness is mandate. They will be responsible in taking utmost precautions. They will pre-inform all my medical conditions and attend to it as and when required. In case of any emergencies, they will visit to the nearest medical Centre and keep their lead as well as Orchard PF informed same day.

Mindtree's Integrity Policy

Campus Mind will be available during working hours, give their best during learning and will not get involved in any malpractice/plagiarism/copy code. For example - Consulting with other Campus Minds while working on the project, Copying code from any source which will lead to plagiarism, Sending any personal info/assignment/assessment/project related document from Mindtree ID to personal ID or vice versa.

As Campus Minds, I read, understand and abide by Mindtree's Integrity Policy and take pride in keeping my head held high on all matters that concern integrity at Mindtree.

I hereby sign this to confirm that I have read and understood the guidelines clearly and extend my consent to the management, if I have been found not adhering to any of the above guidelines, suitable disciplinary actions can be taken against me as per company policy.

Name Nikhil M R

Place Attuv

Date 09/09/2022

Nikhil

Signature