DATABASE FOR CHATBOT

Q16-What are the lunch timings?

Ans: 1pm to 2 pm

Q17-What are the extra facilities available for employees?

Q18-What is the last date for attendance regularization?

Ans: 15th of every month

Q19-Is work from home allowed?

Ans: Yes, after required approval

Q20-How many early leavings are allowed?

Ans: There is no specific limit, however manager approval required for each early leaving.

Q21-What is the time for early leave?

Ans: after 7 working hour  
Q22-What is the time for late coming?

Ans: login within 1 hour after your shift start time

Q23-Are leaves applicable on monthly basis or yearly basis?

Ans: Leaves credits last day of month

Q24-Who to contact for system replacement?

Ans: Contact IT helpdesk and provide required approval

Q25-How many courses can be done from ilearn?

Ans: 1 paid course at a time and multiple free course

Q26-What is ilearn?

Ans: Platform to learn and upskill yourself

Q27-Any condition on ilearn course?

Ans: No condition for free course

For paid course below are the conditions

1. Employee should not under probation period
2. Employee nominate course under their work level amount limit
3. Minimum gap of 90 days from last paid course completion
4. Necessary approval for nomination

Q28-What is the reimbursement period for ilearn course?

Ans: 30 days from reimbursement submission day

Q29-What is iconnect?

Ans: portal for employee to access Company Policy, Manage Leaves, Organizational structure, Performance management etc.

Q30-How to login into iconnect?

Ans: with your email id and system password

Q31-How to use shared drive?

Ans: as per access approval, you can use shared drive

Q32-How to access shared drive?

Ans: After necessary approval you can access shared drive

Q33-How can we take a printout?

Ans: Login with your credential and take printout

Q34-How to apply for a leave?

Ans: login I-Connect go to attendance and leave, and apply leave