

UPTOP Careers- Zero Cost Benefits Policy

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish clear communication and understanding between the participants and the UpTop team. The SOP includes guidelines regarding the benefits that eligible candidates are entitled to under the zero-cost policy, as communicated during the enrollment process.

The objective of this SOP is to ensure that all participants have a clear understanding of the terms and conditions of the program and the benefits that they can expect to receive.

Rules and Guidelines:

1. Delivery:

As per the slot, The benefits that you are entitled to receive will be delivered according to the schedule and structure that has been outlined below.

Zero Cost Benefits	Delivery Timing
Campus Visit Free Pass	End of Program
2-Year LMS Free Access	Provided during Enrollment
Free IIM Brand Tshirt	In Campus
Free IIM brand Mug	In Campus
IIM Brand certificate holder	In Campus
Free Professional CV Making	End of Program
Early Bird Coupon INR 1000	Provided during Enrollment
Stress Management Course	Toward End of program
Time Management Courses	Toward End of program
Critical Thinking courses	Toward End of program

2. Campus Visit:

Accommodation:

The candidates who are eligible for the Campus visit free pass will receive sponsorship according to our policy. This sponsorship includes Double Occupancy with a one-day stay, comprising Dinner on the day before the Project Presentation, as well as Breakfast and Lunch on the day of the event.

Travel:

It is the responsibility of the candidates to arrange their own transportation, to and from IIM Rohtak, as well as to and from the Airport/ Railway Station or any other destination.

Note: A minimum of 30 participants are required to pay the campus visit charges to confirm their coming - only after that IIM will have the final confirmation for the campus visit. The offer stands invalid if the minimum required participants do not pay for the campus visit

3. UPTOP Free Online courses:

UpTop courses will take place after the 15th Session of the IIM program. Please note that the next course will only commence after the successful completion of an additional course (which will be provided free of cost).

Course	Total Duration
Stress Management	4-6 Hrs
Time Management	4-6 Hrs
Critical Thinking	4-6 Hrs

We will share the roadmap & schedule a week prior to the commencement of the course.

We will provide training for each session; however, if a candidate wishes to obtain a certificate for the course, they will be required to pay a nominal charge of ₹1000.

4. LMS Access:

The eligible candidates will be provided with access to the LMS portal for 2 years from the date of Program commencement. If candidates want to extend the access further, They have to pay a nominal fee of ₹1200 + GST.

5. Goodies:

The candidates that are eligible for free goodies, will receive them only on campus.

Note: Goodies will not be delivered to you, Since it is only available at the campus.

6. Professional CV:

After the completion of the program, Our team will assist you in the modification of the CV provided.

Note: Only 3 alterations in the CV are allowed in the offerings.

7. Early Bird discount:

The discount is provided to candidates during the enrollment process. In order to avail of the discount, candidates must make a payment of (Total Fee - ₹1000) + GST, rather than the standard fee.