

Mindtree Kalinga – Campus Advisory

About Mindtree Kalinga Campus



Mindtree Kalinga is our first residential campus spread across 20 acres of the most beautiful landscape in Bhubaneswar, India.

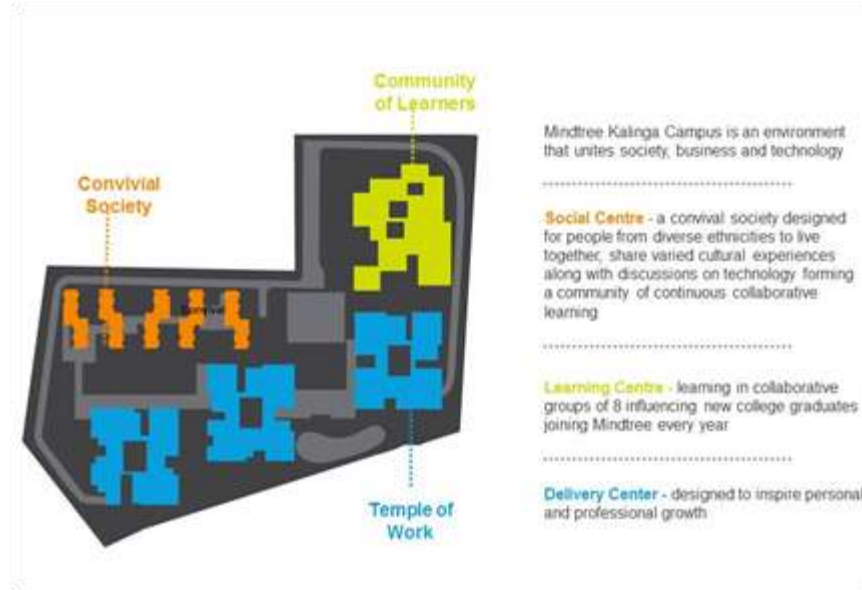


The campus layout and functionality is inspired by natural landscape, local flora and fauna, community art and ancient Odisha architecture to provide a global workplace for the Mindtree Minds of the future. The campus hosts the Global Learning Center and the Social Center - uniquely designed residential accommodation blocks. The Mindtree Kalinga Campus is designed to accommodate 1000 learners to live and learn in a collaborative community. The Campus will

also have a Delivery Centre which will accommodate over 4000 Mindtree Minds. This has been planned in the future development phase of the project.

The Campus is LEED Platinum compliant and is designed and constructed adopting various sustainable best practices. It will be energy and water neutral once it is fully operational.

Campus Layout:



The **Social Centre** is divided into multiple blocks, with each block consisting of three to four floors. The rooms are built to accommodate two people and come with attached bathrooms. A group of four such rooms form a living unit along with the collaboration space and a balcony. Separate blocks are allocated to men and women.

The entire campus is ADA-compliant, with each block having a provision to host differently-abled Mindtree Minds.





A large screen television/projection panel with DTH connection, high speed Wi-Fi, VoIP phone, and supporting furniture is part of the collaboration space in each unit and can be used by all the occupants of the respective living unit.

Please note: Reservation confirmation for your accommodation at the Social Centre will be sent to you via Email and SMS a week prior to your joining Mindtree Kalinga, Bhubaneswar.

Campus Maintenance:



To sustain and nurture this world-class facility, we have designed a well-engineered and efficient maintenance program. The Campus maintenance program is a true manifestation of mindsets – engineering, business and social.

By design, each one of you will play an integral part in evolving the campus management program, be it maintenance, hospitality, safety/security or sustainability.

The key goal of the campus maintenance program is to enhance the positive experience at each touch point, and fundamentally enabled by;

- **Holistic approach:** The aim is to involve every stakeholder in the program - the Mindtree/Campus Mind, Mindtree, business partners and the society at large. Each of them is appropriately engaged throughout the program.
- **Collaborative spirit:** Every Campus Mind/Mindtree Mind will have a designed role to play in day to day campus maintenance. For example, by creating awareness about professional

housekeeping methods, Campus Minds will be partly responsible for the upkeep of the accommodation (for bedding, room upkeep etc.) along with the dedicated hospitality crew. They can actively participate in sustainability efforts in the campus including energy/water conservation, horticulture or in social impact programs through Individual Social Responsibility (ISR) initiatives.

- **Experience driven:** Every task/ process will be designed and monitored to consistently deliver pre-conceived touch point experience. The focus is to proactively manage user experience by effective monitoring, and active collaboration/engagement with the stakeholders for instant feedback and appropriate remediation.



Amenities inside the campus

Food and Beverages:

A full-fledged cafeteria caters to all the three major meals (breakfast, lunch and dinner) as well as snacks for the residents and staff at Mindtree Kalinga Campus. The Cafeteria caters both vegetarian and non-vegetarian food. In addition to the main cafeteria, there is also an outlet by Hindustan Unilever called “Adda”, serving vegetarian and non-vegetarian food and beverages. There is a Café Coffee Day and a Tuck Shop (caters for all day to day needs) outlet in the Social Centre. Hot beverages (coffee/tea) is made available through vending machines placed at main cafeteria, Learning Centre and Social Centre at respective block break out areas.

Service Timings (on all days)

Breakfast	: 06.30 AM to 10:00 AM
Lunch	: 12:30 PM to 02:30 PM
Dinner	: 07:30 PM to 09:30 PM
Tea/coffee	: Social Centre: 7:30 AM to 8:30 AM and 6:00 PM to 7:30 PM Main Cafeteria: 8:00 AM to 7:00 PM
Water	: RO water dispensers are placed across Social Centre and Learning Centre at strategic places and is available 24x7
Café Coffee day	: 09:00 AM to 09:00 PM
Adda (Hindustan Unilever Ltd)	: 07:00 AM to 08:30 PM
Tuck Shop	: 07:00 AM to 08:30 PM

Laundry Services:

Laundry service is outsourced to a professional laundry services partner. The service is available at a highly subsidized monthly package/per garment laundry tariff. Depending on the duration of the stay, one can select the option that fits best. The garments must be given to the launderer at stipulated time

- ◆ Reclaim the clothes next day (24hrs waiting period)

Laundry timings

- 7:00 AM - 8:00 AM
- 6:00 PM and 7:00 PM

Note: Bath towels will not be provided as part of the accommodation. Please carry necessary bath towels (preferably white cotton towels) for your personal use.

Recreation Facilities:

Since the project is not yet complete, limited recreation facilities are available at present:

- ◆ Indoor sports facilities: Table tennis/ Carom/ Chess
- ◆ Jogging Track
- ◆ Outdoor Badminton Court
- ◆ Library

Dress Code at Mindtree Kalinga:

Kalinga brings to you a residential training program and hence we would also like to emphasize that while grooming etiquettes are of prime importance in your learning hours at the academic block, it also applies to the after-learning hours when you are back in your respective social centers. You are expected to be dressed appropriately and modestly at all times.

Please note:

- All clothing should be neat, clean and in good repair.
- Footwear should be in good repair and neatly maintained.
- Dresses, shorts, skirts should be at knee length.
- Clothing with derogatory, offensive and/or lewd messages either in words or 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.

Over and above this, you are expected to be mindful of modesty, good taste and sensitivity to the environment around you, both during your training hours in the class room and also post the training in your respective social centers or at any event or gathering where you represent Mindtree including when you are meeting customers or other third parties Mindtree works with.

Being a residential program, tracks, casual wear and sandals is allowed post 6pm and dinner hours. Half pants/skirts above knee length, night wear and slippers are not considered as acceptable attire at any time, while in any office space, all days of the week. We maintain strict office dress code policy from 8am to 6pm. The Social Center bedrooms are private spaces. Apart from this, all other areas including Collaboration spaces in the Social Centre "Units", Learning Center, Cafeteria, Open space, Lobbies, Receptions, and Corridors are to be treated as office space. The entire office space is under video surveillance.

	Business Attire (Formals)	Casual Business Attire
Acceptable Attire	<ul style="list-style-type: none"> • Blazers/Jackets, sweaters, suits • Formal shirts, skirts and dresses • Formal pants / trousers • Formal shoes • For women only - Formal sandals / strappy shoes • Sarees, blouses and Indian suits (Salwars/ Chudidhars) • Nylons or stocking 	<ul style="list-style-type: none"> • Sport coats/ blazers • Slacks, chinos or Dockers • Polo /T-shirts with collars (Men) • Polo /T-shirts with/without collars (Women) • Oxford button-down shirts • Sweaters and cardigans • Full length jeans • Sneakers / Sports shoes/ Strappy shoes/Flats • Salwars/ kurtas /Chudidhars / Sarees
Unacceptable Attire	<ul style="list-style-type: none"> • T-shirts with obscene/offensive/inappropriate logos • Hawaii slippers of any kind • Torn/low waist Jeans • Workout clothes or shoes • Club/party wear • Tank tops, tube tops, halter tops with spaghetti straps • Midriff length tops • Provocative attire • Off-the-shoulder tops 	

	<ul style="list-style-type: none"> • Short skirts • Bermudas, shorts, three-fourth pants • T-shirts without collars/ Kurtas (men) 	
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Campus Security:

Mere presence of security personnel in the campus will not aid in creating a secure and safe environment. The campus security system is a holistic collaboration of people, technology and process. Mindtree Kalinga Campus has three-layer security cover enabled through a combination of Physical and Intelligent digital security systems.



The Campus is part of the Chandaka SEZ technology park. Round the clock perimeter security cover is managed by the tech park administration. The internal campus security is managed by Mindtree through manned security posts and digital security surveillance such as access control and CCTV installations.

Please read the Code of Conduct and Admin Guidelines document to be fully aware of the rules and regulations to be adhered to while living at the Mindtree Kalinga Campus.

Emergency Contacts:

Name	Title	Contact Number
Admin Help desk	Helpdesk	0674 664 3000/ 0674 664 311
Anindya Maitra	Mindtree Kalinga-Centre Head	+91 90086 66077
Biswajit Das	Mindtree Kalinga Admin Head	+91 9937063966

Personal Visitors Management:

Much as we may miss our friends and family, Campus Minds are required to adhere to the Personal Visitors Guidelines to facilitate any personal visitors (parents/spouse/siblings/friends) at the Campus. We advise you to keep your near and dear ones well-informed of these provisions.

- ◆ Personal visitors will be restricted into the Campus on the day of joining at Mindtree Kalinga
- ◆ Personal visitors must be attended to at the visitors lounge during visiting hours only (Sunday 8:00 AM to 8:00 PM). Personal visitors will be restricted to the Security Plaza only and not allowed inside the Social Center.

- ◆ Campus Minds should apply and procure visitor passes well in advance from the concerned security/front desk representative
- ◆ The security personnel have the right to refuse entry into the campus in absence of visitor passes
- ◆ Overnight stay of personal visitors is strictly prohibited
- ◆ Campus Minds are allowed to leave the campus only between the below timings:
 - ◆ 5:30PM and 10:30PM – Monday to Friday
 - ◆ 5:30PM (Saturday)– 7:00AM (Monday) – Saturday and Sunday (Night out)

Personal Vehicles:

- ◆ Campus Minds are advised not to bring personal vehicles inside the campus

Environment, Health and Safety (EHS):

Mindtree Kalinga is one of the most sustainably-built and maintained premises. We are extremely proud of its initiatives like Magic Bricks and The Eternal Pond. On our part, we use this remarkable platform to care for Mother Earth. We have adopted sustainable best practices throughout the Campus - hot water provided through solar water heaters, passive cooling systems for the rooms (no air conditioners), rain water harvesting, STP plant for water reclamation and reuse, Composting system etc. are some of the systems that are in place to make the campus highly sustainable and reduce the impact on environment. While living at the Campus, every Mindtree Mind is expected to play the part of a responsible custodian of the premises.



- ◆ Drugs, tobacco, alcohol and weapons are strictly prohibited in the Campus premises. The entire campus is a “NO SMOKING” zone.
- ◆ Campus security staff have been asked to turn out anyone who may be under the influence of drugs or alcohol.
- ◆ Health profiling will be carried out for all Campus Minds on arrival at the Kalinga Campus. Please declare all known medical conditions, especially those that are communicable.
- ◆ As part of the safety policy, everyone will be trained on life safety skills and emergency evacuation skills.



Dos and don'ts:



- ◆ Keep your recruitment manager/Mindtree contact informed about your travel itinerary to Mindtree Kalinga, Bhubaneswar
- ◆ Show up on time as per the prescribed time slot for onboarding
- ◆ Carry all original joining documents and identity proof
- ◆ Carry the Social Centre accommodation confirmation letter and cooperate with the security on identity and verification checks
- ◆ Be aware of your arrival day onboarding plan
- ◆ Ensure that you have sufficient quantity of any medicines prescribed to you
- ◆ Ensure your baggage is as per the size specifications informed in the Travel Advisory
- ◆ Carry only minimal cash during your journey
- ◆ Stick to the various timings mentioned
- ◆ Be aware and follow the Code of Conduct and Mindtree processes and policies



- ◆ Do not bring flammable material inside the Campus
- ◆ Do not bring any tobacco/drug/alcohol/weapons or any such related elements inside the campus. The entire campus is a "No Smoking" Zone
- ◆ Do not bring family and friends inside the campus on the day of your arrival at Mindtree Kalinga
- ◆ Do not leave valuable personal belongings unattended
- ◆ Do not interchange beds/rooms allocated to you on the day of arrival at Kalinga Campus
- ◆ Do not alter the furniture/fixtures or drill nails on the wall in the accommodation units
- ◆ Do not waste water, energy or any other resources made available to you by Mindtree
- ◆ Do not litter the Campus premises or your rooms. Upkeep of your room/living unit is your primary responsibility at all times

If you have any questions or require any assistance/additional information, feel free to reach out to the Admin Helpdesk numbers listed in this advisory at any time of the day.

Welcome to Mindtree Kalinga. ***Welcome to possible.***

Team Admin