

WELCOME TO FEA



About FEA

FEA offers two different free programs, in north India's Hindi belt, for urban youth and for rural youth to build productive and ethical mind-sets and core employability skills.

The rural program for youth in the 18+ age group is of 1 year duration. Students attend classes at FEA branches in their villages for two and half hours per day, six days a week.

Our free classes build ethical, productive mind-sets and core employability skills, including English language and digital literacy. Additionally, we provide career guidance and mentorship.

Cumulatively, about a quarter of a million students have enrolled in FEA since its inception in 2010.

What is Team FEA?

Team FEA exists to help alleviate poverty in India. We are doing this by enabling FEA students to learn core employability skills and to develop ethical and productive mindsets, so they can take care of their families and become contributors to the nation and to humanity.

Team FEA is a group of lifelong learners who continuously strive to be kind, compassionate, generous, and forgiving. Our minds are free of fear, anger, greed, unkind thoughts, or negative thinking.

Team FEA is thoughtful, considerate, and polite. We discuss ideas rather than people, believe in resolving conflicts rather than holding grudges, nurture goodwill and not resentment, do not discriminate based on caste, religion, economic status, or abilities and are unwilling to retaliate. We believe in loving the whole world like a mother loves her only child. We do not compare ourselves with others and we do not judge others.

Team FEA derives a quiet satisfaction from leading a life of selfless service. We believe it is in giving that we receive.



FREEDOM EMPLOYABILITY ACADEMY

Building ethical, productive mindsets
and core employability skills

Table of Content

S.no		Page#
1	Job Expectations: FEA India	LMS Login Page
2	How to avoid embarrassment of dismissal	LMS Login Page
3	Child protection policy	LMS Login Page
4	Leave Policy & dashboard	5
5	Expense Management & dashboard	7
6	Medical Policy	10
7	Emails guidelines	LMS Login Page
8	Admin	10
9	Branch team meeting	10
10	Zonal meeting	10
11	IT Management	11
12	IT Resource Entry Process	12
13	Enrolment Process	16

Job Expectations: FEA India

Please visit FEA website-

http://103.27.234.18:8080/Rural%20Branch%20Staff%20Job%20Expectation_%208.11.24.pdf

LEAVE POLICY

Please visit FEA website- <http://feagraduate.org/leave%20policy%202023.pdf>

How to apply for a Leave-

Step1- Log in to <http://43.252.88.75:8087/login.aspx>

Leave Dashboard

Note-

Employee ID and password will be shared by the manager at branch.

Precaution- as soon shared by manager, please change the password and not share with others

☒ Login ☐ Change Password

Login

Step2- Click on apply leave

[Home](#) | [Apply Leave](#) | [Leave Donate](#) | [Calendar](#) ▶

Employee ID	Leave Taken	PL taken	CL taken	PL Remaining for month	Total CL Remaining	Unpaid Leave	Leave Donated	Donated leave Taken
2439	11	3	8	5.75	0	0	0	0

Choose Leave Type: All Choose Status: All

Leave Type	Duration Type	Applied on	From	To	Description	Duration	Status Modified On	Status Modified by	Status	Reject Reason	Documents (any)
Casual Leave		26-04-			CL taken	0			Approved		

Step3- Select leave type

[Home](#) | [Apply Leave](#) | [Leave Donate](#) | [Calendar](#) ▶

Leave Type*

Description*

--SELECT-- ▼

Reason of Leave...

--SELECT-- ▼
--SELECT--
Privilege Leave (PL)
Casual Leave (CL)

Step4- If PL is selected, update the mandatory details and submit

[Home](#) | [Apply Leave](#) | [Leave Donate](#) | [Calendar](#) ▶

Leave Type*

From*

To*

Description*

Privilege Leave (PL) ▼

dd-mm-yyyy

dd-mm-yyyy

Reason of Leave...

Your leave application is successfully submitted. Please check, you must have received an email of the same, now wait for manager's approval which is expected within 24 to 48 hours.

Note- Please call your manager if you don't have 48 hours to wait for approval.

EXPENSE MANAGEMENT

“While uploading bills, please ensure the following:

Please visit FEA website-

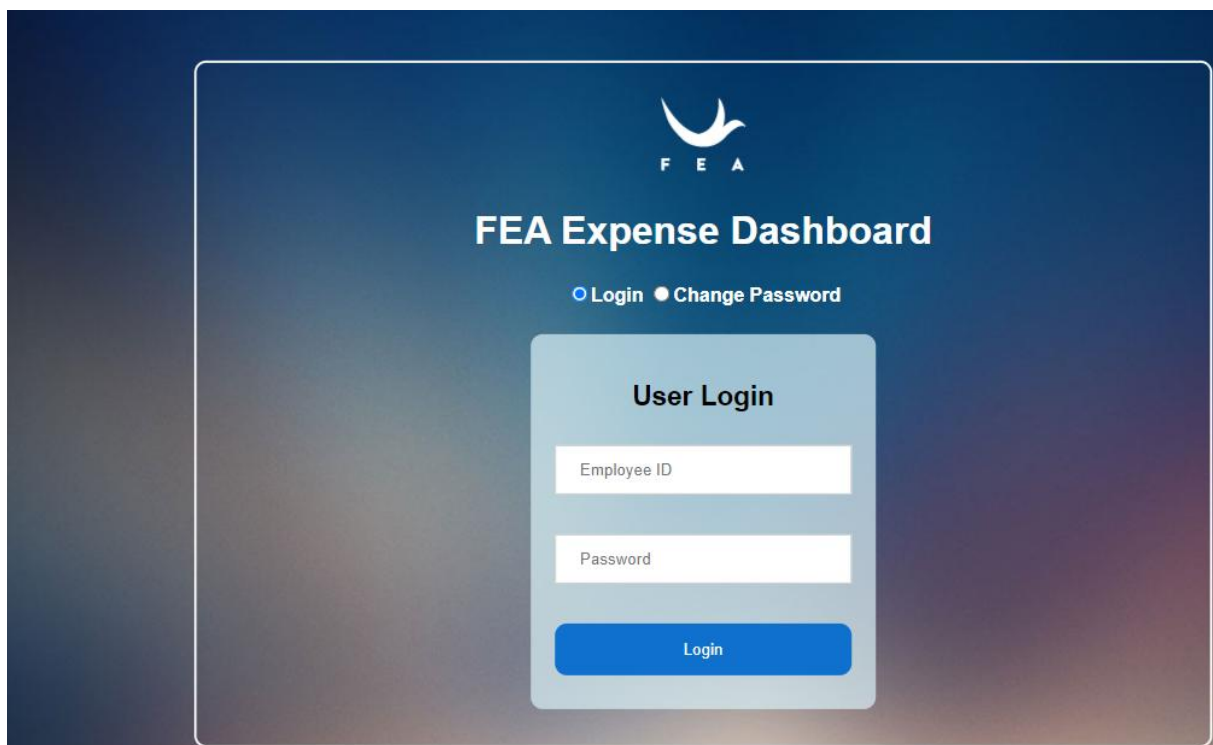
<http://103.27.234.18:8080/Guidelines%20for%20submission%20of%20expense%20dashboard%20bills%20V.25.5.24.pdf>

Note- The rural branch staff is paid for their travelling expenses if the branch is over 5KM from their home. The staff will upload their expenses using the attached file based on number of working days in the category of “Tour & Travels”. The total amount spent in a day will be calculated keeping the average of 40KM/liter for any vehicle, though the distance will vary for each staff. No separate calculations to be made for the ones using any public transport, as we don’t encourage rural staff use public transport for travelling when hired.

All these expenses to be uploaded on 1st of the month and expected to process by TM by every 2nd of the month.

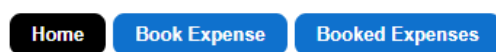
How to claim an expense-

Step1- Log in to <http://43.252.88.75:8086/login.aspx>



The image shows a screenshot of the FEA Expense Dashboard login page. The page has a dark blue background with a white logo at the top center consisting of a stylized bird or 'V' shape above the letters 'F E A'. Below the logo, the text 'FEA Expense Dashboard' is displayed in white. Underneath, there are two links: 'Login' (with a blue circle icon) and 'Change Password' (with a grey circle icon). A light blue rectangular box is centered on the page, containing the title 'User Login' in bold. Inside this box, there are two input fields: 'Employee ID' and 'Password'. At the bottom of the box is a blue button labeled 'Login'.

Step2- Click on “Book Expense”



Expense Details

Manager	Employee	Pending	Verified
Anurag Gahlot	Mohit Sharma	0	0

Step3- Fill out the mandatory details as per the guidelines mentioned in red highlights and submit your expense

Book Expense

Expense Type*:	Normal	←
Expense Category*:	Tour & Travel expense	←
Expense Name*:		←
Expense Description:		
Total Expense Amount (Payable)*:		←
Expense From Date:	dd - mm - yyyy	←
Expense To Date:	dd - mm - yyyy	←

While uploading bills, please ensure the following:

- AAM Foundation and date must be written on the top of the bill.
 - Work description.
 - Amount.
- Name of the branch with classroom Pin/Guest house.
- Name and phone number of shop/electrician/plumber.
 - Signature of shopkeeper/technician.
- Please upload readable/printable format images..

Upload Bill:

Choose Files No fil...hosen ←

Submit

Your expense is successfully submitted. Please wait for your manager's approval.

To check the booked expenses status: Go to booked expenses (just beside of book expense section)

[Home](#)[Book Expense](#)[Booked Expenses](#)

Booked Expense

Status Created Date

Select From: To: Submit

Expense Id	Created Date	Type	Category	Duration	Name - Description	Amount	Status	Bill Status	Comment	Receipts
13039	02/12/2022	Normal	Stationery	27 Oct - 27 Oct	Printouts for Survey -	120	Approved			Receipt - Modify Delete
13042	02/12/2022	Normal	Stationery	19 Oct - 19 Oct	Printouts for Special Lesson -	100	Approved			Receipt - Modify Delete

MEDICAL REIMBURSEMENT POLICY

Please visit FEA website-

http://103.27.234.18:8080/Medical%20Policy_v.1.4.pdf

EMAIL GUIDELINES

<https://qko858.n3cdn1.secureserver.net/wp-content/uploads/2023/08/FEA-email-guidelines-v10.08.23.pdf>

ADMIN

Admin time is used to complete FEA work ONLY. The teacher must read all the emails, and reply if needed, call absent students and upload call logs, plan home visits if required (as per the discussion with TM), or any other day-to-day activity. Admin time must be utilized to the fullest.

BRANCH TEAM MEETING

Branch Team Meeting is used to uplift performance of staff and branch among 4-5 staff on ZOOM platform. The BTM is led by one of the selected branch staff form the group.

- Staff to attend the meeting on time without fail.
- Branch team meeting to be conducted every Tuesday
- The staff hosting the meeting to share MOM with the participants, TM, AM, and SAM within 24 hours.

ZONAL MEETING

Zonal meeting is led by the territory manager to share the updates/changes in the policies/processes/curriculum, etc.

- Participants to attend the meeting on time without fail using ZOOM platform
- Zonal meeting is conducted every Friday (It may take place on more days based on requirement)
- The TM to share MOM with all the participants including the ones who missed to attend the meeting.

IT MANAGEMENT

IT assets are the essential and most expensive tools of students' learning. These must be kept safe and secured at all the time

IT Management	
Do's and Don'ts	<ul style="list-style-type: none"> • All the laptop tables must be clean and kept tidy. • Chargers, earphones, phones, notepads, or any other objects must not be kept on the laptop. • Laptop wires must be kept organized using duct tape and zip wires clamps, as done by manager at first. • Water bottles must not be kept on the laptop table.
IT resource log/register/cop by branch staff	<ul style="list-style-type: none"> • The laptop register must be maintained in the prescribed format requiring all details asked in it. • IT log database must be verified by the teacher at the beginning and end of the session. • IT resource page must be updated in case any IT asset not working properly. • Follow-up needs to be taken if no response is received from IT team or immediate manager.

Waitlist and Laptop Register

- Waitlist pages to be used collect the data of walk ins in case of 100 % enrolments at the branch.
- First 3 pages of the “Waitlist and Laptop Register” will be dedicated to the Waitlist format only to collect the data.
- Walk-ins to be guided after discussion to update their details on the page, they will be contacted once there is any vacancy in the preferred session.

Format of Walk-ins entry Page:

Sr. no.	Name of the student	D.o.B/Age	Contact no.	Preferred Session

Format of Laptop usage entry Page:

Date	Session	Laptop Monitor	Check in time	No. of laptops	No. of earphones	Laptop monitor sign	Check out time	No. of laptops	No. of earphones	Comment	Laptop Monitor Sign	Teacher's Sign
27-Jul 22	1	XYZ	8:55 am	10	10	XYZ	11:22 am	10	10		XYZ	MNO
27-Jul 22	2	ABC	11:23 am	10	10	ABC	1:52 pm	10	10		ABC	MNO
27-Jul 22	3	DEF	2:10 pm	10	10	DEF	4:36 pm	10	10		DEF	MNO

Note: Laptop cop to make the entry in the register at the time of reaching and leaving the branch. In case of absence of the cop, teacher to make the entry.

IT Resource Entry Process

IT resource page it to be updated to update the details of non-working laptops, requirement of earphones, laptop chargers, or any other issues witnessed with laptops/earphones/chargers.

The theft/missing/damaged IT asset and internet related issues to be reported to the immediate manager immediately in all circumstances.

Process to update the page:

Log onto LMS and follow as per the black arrows

HOME WHAT WE DO CALENDER FINANCIALS JOIN US BLOG CONTACT LOGIN

IT Resource Daily Status / Requirement

Date: 11-03-2023 Time: 5:13 PM

Enter Center PIN: Submit

Center: Superintendent

Travelling Facilitator:

Center PIN is same as classroom PIN allotted to your branch. This is available on your LMS. Always select the PIN of your branch and press “Submit”.

HOME WHAT WE DO CALENDER FINANCIALS JOIN US BLOG CONTACT

IT Resource Daily Status / Requirement

Date: 14-03-2023 Time: 12:06 PM

Enter Center PIN: 202001T

Center : Aligarh West, UP-Keshopur Jofri Rural Supervisor: Karan Varshney Facilitator:

Select Facilitator ▼

Select Facilitator

Akash Nagar

Facilitator Name

HOME WHAT WE DO CALENDER FINANCIALS JOIN US BLOG CONTACT LOGIN

IT Resource Daily Status / Requirement

Date: 14-03-2023 Time: 12:07 PM

Enter Center PIN: 202001T

Center : Aligarh West, UP-Keshopur Jofri Rural Supervisor: Karan Varshney Facilitator:

Akash Nagar ▼

Travelling Facilitator Name

If all laptops/N computing device, chargers & headphones are working fine please select 'YES' otherwise

NO: Select Status ▼

Select Status

YES

NO

Always select "Yes".

Enter Center PIN:

Center : Aligarh West, UP-Keshopur Jofri Rural Supervisor: Karan Varshney Facilitator:

Travelling Facilitator Name

Non working Laptop Details

Laptop / N Computing

Wallpaper No

Damage Laptop / N computing device Serial no:

Please attach Photo if any physically damaged WhatsApp Image.jpeg

Laptop Charger Requirement

Brand

Quantity

Please attach photo WhatsApp Image.jpeg

Headphone Requirement

Quantity

Photo if any physically damaged WhatsApp Image.jpeg

Problem Discriptions(Laptop/charger/headphone/N Computing)

Laptop no.10 is not getting started.

Fill in the details about the non-working laptops, chargers and headphones as per the branch requirement and then click on Save.

Once saved, the below page will become available to you. Kindly verify if everything is updated correctly as you had to update.

HOME WHAT WE DO CALENDER FINANCIALS JOIN US BLOG CONTACT LOGIN

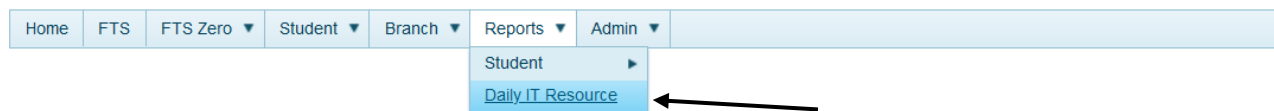
IT Resource Daily Report

Date(dd-mm-yyyy) ALL

S.N.	Center PIN	Center Name	Supervisor	Facilitator	Type of Laptop	Wallpaper No	Damage Laptop Image	Damage Laptop S.N.	Problem Discription	Charger Manufacturer	Image	No of Charger	No of Headphone	Image	
1	202001T	Aligarh West, UP-Keshopur Jofri Rural	Karan Varshney	Akash Nagar	Laptop	10	WhatsApp Image.jpeg	JH876683B	Laptop no.10 is not getting started.	HP	WhatsApp Image.jpeg	5	7	WhatsApp Image.jpeg	1

Zero Problem centers

To check the updated information on IT resource page, please follow the process mentioned below. In case of any discrepancies or concerns, kindly approach your immediate manager.



LAPTOP COP IN CLASSROOM

The laptop cop counts the laptops and other IT assets at the beginning of the session and at the end of the session. S/he makes the entry as required in the laptop register available at the branch as and when the count is done (expected twice in a session). Teacher does verify the entry at the end of each session and signs in the register.

Note- Entry made at the end of the session should meet the entry made at the beginning of the next session. Therefore, an interaction among cops from one session to other is mandatory.

LMS Practice videos:

https://drive.google.com/drive/folders/1P9-FIJzT2R4_8--oXn66Dv0gZ32UF-0V

ENROLMENT PROCESS

Day 1: Branch onboarding by TM- LMS set up, Outlook set up, Reiteration of process and policies, guiding about the branch responsibilities, Handing over Survey 2 data to teacher. On-field mobilization support and training by TM. Calling on survey data.

Day 2 and 3: Calling Students of Survey 2 data, keep record to take follow up and call students who didn't answer the calls. If time allows go for the mobilization. Inform students to visit the branch on day 4 with Adhaar card for enrolment for regular classes.

Day 4: If 7 or more students join the class conduct Lesson 1 with enthusiasm and start enrolment of the students joined complete class.
Try starting lesson in all 3 sessions on same day.

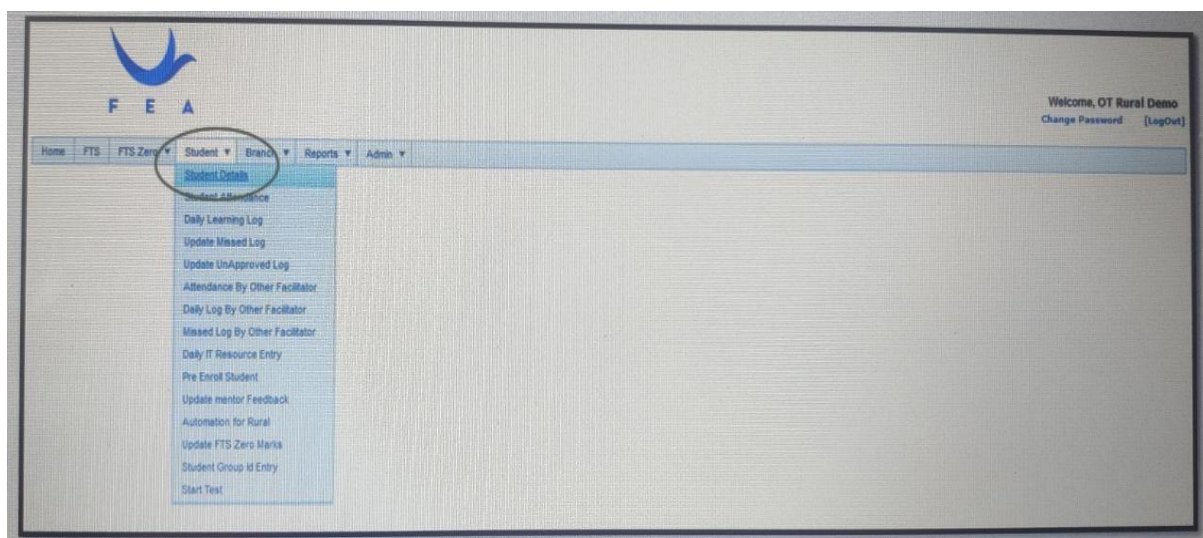
- If enrolment is incomplete, recheck the list of survey data, call the students who didn't give proper responses, if data utilised, please go for mobilization and continue enrolling the students.
- If enrolment is below 95% by the end of lesson 12 conduct Parichay Samaroh with the help of TM.

Teacher must have 2 min of conversation with new students to know their qualifications and upcoming exams. This will help the teachers to know the plan of students before the enrolment. Check the ID proof of student to verify the age of the student before enrolment.

➤ How to enroll students of survey data or walk-ins by the teacher?

Step1- Login using your FEA email ID on www.feaindia.org

Step2- Once you login go to **students** then click on **student's details**. (Please see the image below)



Step3- Click on Add student

Home FTS FTS Zero Student Branch Reports Admin

Student Details

Statu

[Add Student](#)

ID	Name	Number	Date of Joining	Branch	C
283592	Tariq Hussain	9063636636	06/Jun/2022	Rural-Demo1	11
283503	sandeep test test	1234567898	03/Jun/2022	Rural-Demo1	11

20 items per page

Step-4 Fill all the details mentioned on the screen

Home FTS FTS Zero Student Branch Reports Admin

Create Student

Classroom PIN* Select Center

First Name*

Last Name*

Date of Birth*

Gender* ☐ Male ☐ Female

Mobile Number*

Alternate Number

Session Number* -- Select --

Email ID

Parent / Spouse First Name

Parent / Spouse Last Name

Parent / Spouse Mobile*

Address Line 1*

Address Line 2

Address Line 3

City*

State* Rajasthan

PinCode*

Previously Attended No. Of Classes

Upload Photo No file selected.

Allow Email and Photograph on LMS? ☐ Yes ☐ No

Note- It is must to check any authentic document for DOB. Such as Adhar card.

Step5- After filling all the details, please click on **save**.

Sample entry for walk-ins:

- First 3 pages of the “Waitlist and Laptop Register” will be dedicated to the Waitlist format only to collect the data.

S.No	Name	DOB/Age	Contact No.	Session
1	ABC	1.Jan.1998	9876543210	2

Important: The student must be enrolled the day s/he attends the 1st class

How to enroll a student when mobilization is done by the teacher?

Step1- Go to the mobilization link: <http://103.27.234.18:8080/ruralsignup.aspx>

Step2-

Select AM

Select TM

Select Branch

AM: Please Select ▼ TM: ▼ Branch: ▼

First Name:

Last Name:

Contact Number:

Alternate Number:

Session: ☐ 1 ☐ 2 ☐ 3

Button

Step3-

AM: Arpita Rathi ▼ TM: Karan Varshney ▼ Branch: Mathura East-Madem Rural ▼

First Name: Demo

Last Name: Demo

Contact Number: 9087564336

Alternate Number: 7864680765

Session: ☒ 1 ☒ 2 ☐ 3

Button

Update student's details

Click here to save data

Step4-

Power BI's myAad

52.172.195.227:8080 says
Inserted in table!

OK

Pop will come if the data is saved


Click okay

Link to get the updated information to enroll a student for follow up with the student:


Step1- Go to the link: http://43.252.88.75:8086/Sign_up_datarural.aspx

Step2- follow the process mentioned in arrows


Zone: Mathura East-Rural Branch: Mathura East-Madem Rural Date: 2022-07-08 Status: All Get Data




Select
your
zone



Select
your
branch



Select
the date
of
Mobiliza
tion



Click
here to
get
mobiliz
ed data

Step3- Click on edit to update mandatory information

Zone: Mathura East-Rural Branch: Mathura East-Madem Rural Date: 2022-07-08 Status: All Get Data

S.N.	Branch	Date	First Name	Last Name	Parent First Name	Parent Last Name	Phone Number 1	Phone Number 2	Branch Pin	Preferred Session	Gender	DOB	Status	Enrolled ID	Enroll
1	Mathura East-Madem Rural	08 Jul 2022	Demo	Demo			9087564336	7864680765	281204I	2					Edit



Step4- Fill out the information if student is interested to join classes

Zone: Mathura East-Rural Branch: Mathura East-Madem Rural Date: 2022-07-08 Status: All Get Data

S.N.	Branch	Date	First Name	Last Name	Parent First Name	Parent Last Name	Phone Number 1	Phone Number 2	Branch Pin	Preferred Session	Gender	DO
1	Mathura East-Madem Rural	08 Jul 2022	Demo	Demo	Demo 2	Demo	9087564336	7864680765	281204I	2	M	01/09/28

Step5-Update the status

DOB	Status	Enrolled ID	Enroll
01/09/2000	Select		Update Cancel

Select
 Interested
 Wrong Number
 Online Only
 Need to Call Again
 Not interested



Step6- Go to enroll tab

Zone: Mathura East-Rural Branch: Mathura East-Madem Rural Date: 2022-07-08 Status: All Get Data

S.N.	Branch	Date	First Name	Last Name	Parent First Name	Parent Last Name	Phone Number 1	Phone Number 2	Branch Pin	Preferred Session	Gender	DOB	Status	Enrolled ID	Enroll
1	Mathura East-Madem Rural	08 Jul 2022	Demo	Demo	Demo 2	Demo	9087564336	7864680765	2812041	2	M	09 Jan 2000	Interested	288639	Edit Enroll

Click here to enrol the student.

Step7- Login onto LMS to update more information

Status: Active Search

ID	Name	Number	Date of Joining	Branch	Classroom Pin	Session No.	Last Attendance	Attendance %	View	Edit
288639	Demo Demo	9087564336	08/Jul/2022	Mathura East-Madem Rural	2812041	2		0	View	Edit

Click here to add student's details

Step8- Fill the required details and save

Personal Info Meeting Log Phone Log Daily Learning FTS Details

Center PIN: Mathura East-Madem Rural-2812041

First Name: Demo

Last Name: Demo

First Session(DOJ): 08 Jul 2022

Date of Birth: 09 Jan 2000

Gender: ☒ Male ☐ Female

Mobile Number: 9087564336

Alternate Number: 7864680765

Session Number: 2

Email ID:

Previously Attended No. Of Classes:

Status: Active

Parent / Spouse First Name: Demo 2

Parent / Spouse Last Name: Demo

Parent / Spouse Mobile:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: Delhi

PinCode:

Upload Photo: [Choose File](#) No file chosen

Allow Email and Photograph on LMS? ☐ Yes ☒ No

Save

Must update all 3 (under active)

Must

Must

Not needed

Select No

At the end Click on save