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

Job Expectations: FEA India

Please visit FEA website-
http://43.252.88.75:8080/Rural%20Branch%20Staff%20Job%20Expectation_%2018.5.24.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

Employee ID

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   Filter

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*   --SELECT-- ⌄

Description*   Reason of Leave...

Submit

--SELECT-- ⌄
--SELECT--
Privilege Leave (PL)
Casual Leave (CL)
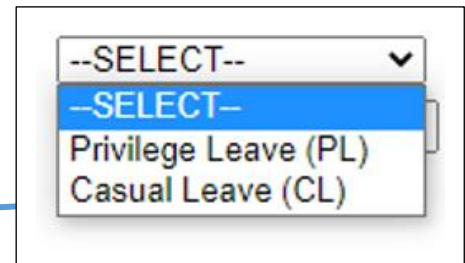
Step4- If PL is selected, update the mandatory details and submit

Home | Apply Leave | Leave Donate | Calendar ▶

Leave Type*   Privilege Leave (PL) ⌄

From*   dd - mm - yyyy

To*   dd - mm - yyyy

Description*   Reason of Leave...

Submit

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:
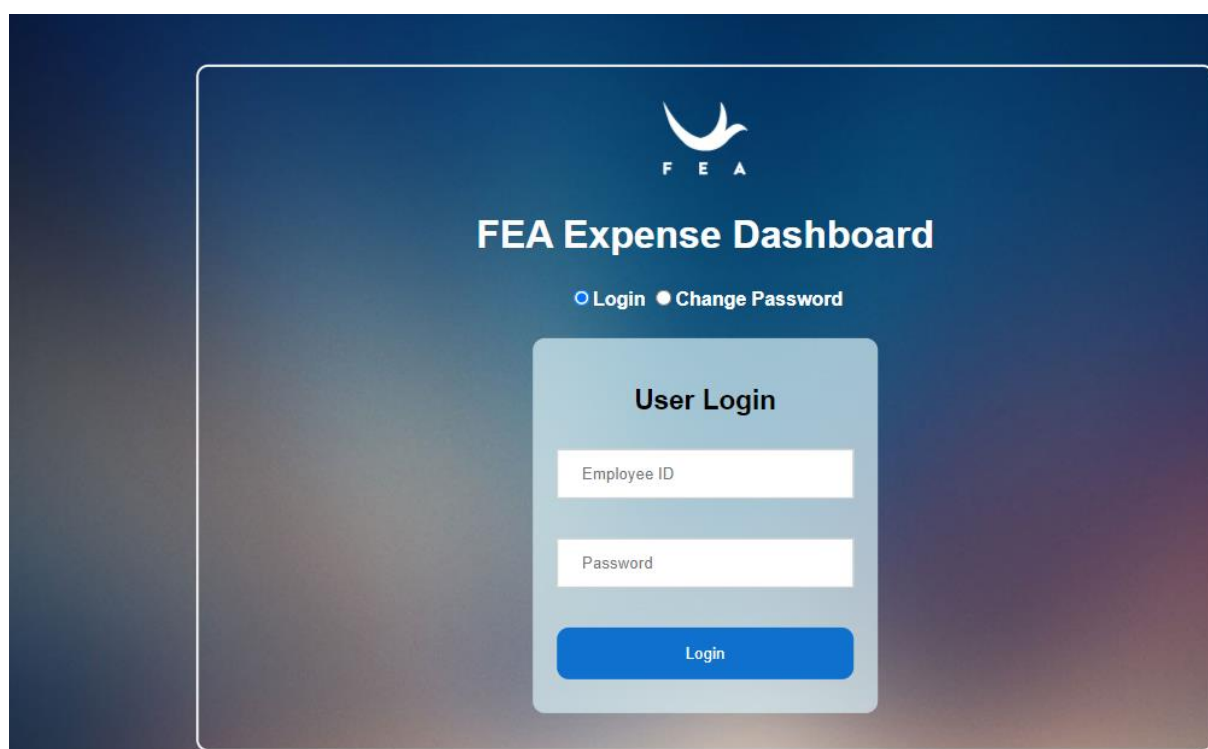
Please visit FEA website-
http://103.27.234.18:8080/Guidelines%20for%20submission%20of%20expense%20dashboard%20bills%20V.25.5.24.pdf

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 "conveyance" instead of "vehicle running and main." 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

Step2- Click on "Book Expense"

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

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: Select ▾   Created Date   From: dd-mm-yyyy   To: dd-mm-yyyy   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 REIMBURSMENT POLICY

Please visit FEA website-

http://feagraduate.org/Medical%20Policy_2022.pdf

http://feagraduate.org/AAMF%20Medical%20policy_Modification%201.5.22.pdf

EMAIL GUIDELINES

https://qko858.n3cdn1.secureserver.net/wp-content/uploads/2023/08/FEA-e-mail-guidelines-v10.08.23.pdf

ADMIN

Admin time is used to complete FEA work ONLY. The facilitator 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 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	- 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 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	- The laptop register must be maintained in the prescribed format requiring all details asked in it. - IT log database must verified by the facilitator 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.

Laptop Register format

Date	Session	Laptop Monitor	Check in time	No. of laptops	No. of earphone	No. of splitters	Laptop monitor sign	Check out time	No. of laptops	No. of earphones	No. of splitters	Comment	Laptop Monitor Sign	Facilitator Sign
27-Jul 22	1	XYZ	8:55 am	10	10	0	XYZ	11:22 am	10	10	0		XYZ	MNO
27-Jul 22	2	ABC	11:23am	10	10	0	ABC	1:52 pm	10	10	0		ABC	MNO
27-Jul 22	3	DEF	2:10 pm	10	10	0	DEF	4:36 pm	10	10	0		DEF	MNO

Note: Laptop cop to make the entry in the register at the time of reaching and leaving the branch. Facilitator to make the entry in case cop is absent.

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

F E A

Home	FTS	FTS Zero ▼	Student ▼	Branch ▼	Reports ▼	Admin ▼

Student Details
Student Attendance
Daily Learning Log
Update Missed Log
Update UnApproved Log
Attendance By Other Facilitator
Daily Log By Other Facilitator
Missed Log By Other Facilitator
Daily IT Resource Entry
Pre Enroll Student
Update mentor Feedback
Automation for Rural
Update FTS Zero Marks
Student Group Id Entry
Start Test

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: Select Center PIN ▼ Submit

Center :   Superv   ▼

Travelling Facilita

Select Center PIN
100000^
100000_
100000a1
100000b1
100000c1
100000d1
100001L
110008C
110008D
110018B
110018C
110019A
110019E
110025B
110025C
110025E
110028A
110028B
110030B

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   LOGIN

IT Resource Daily Status / Requirement

Date: 14-03-2023   Time: 12:06 PM
Enter Center PIN: 202001T ✔ Submit

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

Select Facilitator ✔
Select Facilitator
Akash Nagar   tor 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 ✔ Submit

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".

Submit

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

Travelling Facilitator Name [   ]

Non working Laptop Details

Laptop / N Computing	Laptop ▾
Wallpaper No	10
Damage Laptop / N computing device Serial no:	JH876683B
Please attach Photo if any physicaly damaged	Choose Files WhatsApp Image.jpeg

Laptop Charger Requirement

Brand	HP
Quantity	5 ▾
Please attach photo	Choose File WhatsApp Image.jpeg

Headphone Requirement

Quantity	7 ▾
Photo if any physicaly damaged	Choose File WhatsApp Image.jpeg
Problem Discriptions(Laptop/charger/headphone/N Computing)	Laptop no.10 is not getting started.

Save   Reset

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)   Select date ▾ ALL   ▾ Sort by Sort by   ▾ Submit

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 2

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.
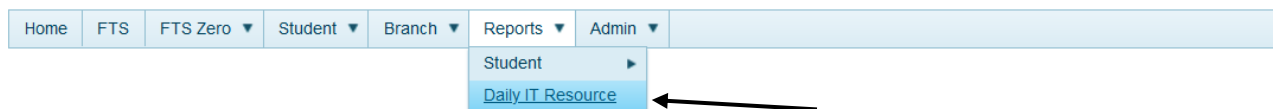
LAPTOP COP IN CLASSROOM

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). Facilitator 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.

VISITOR'S LOG

Visitors' logs must be maintained by **clicking the picture** in the assigned laptop of every visitor (TM/AM/SAM/RH/CEO/IT custodian/SSE/any other FEA staff).

ENROLMENT PROCESS

Day 1 at Branch - Calling Survey Data	
If 40+ students agreed to come	If less than 40 students agreed to come
Day 2- Follow up on survey data/Mobilisation	Day 2 & 3 Mobilisation
Day 3- Conduct lesson1 & Enrol students	Day 4/5 Conduct lesson1 & Enrol students

Facilitator must check the ID proof of any student to verify the age of the student before enrolling any.

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

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

Step2- Once you login go to **students** then click on **students details**. (Please see the image below)
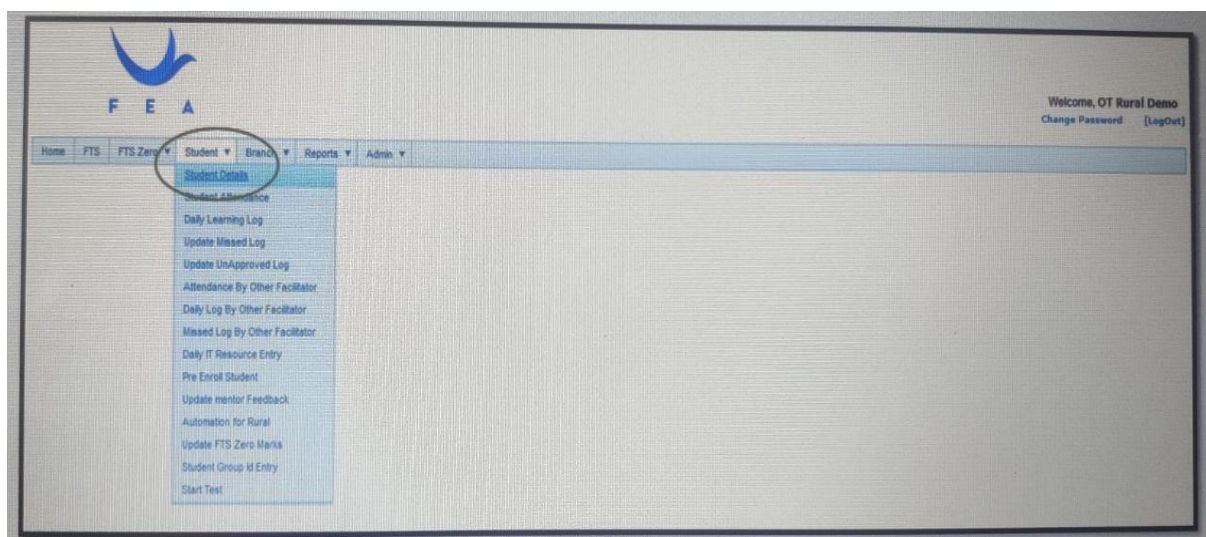
Step3- Click on Add student

Step-4 Fill all the details mentioned on the screen

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:

Walk-ins will be asked to write their information in last pages of the laptop register in the given below format.

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 facilitator?

Step1- Go to the mobilization link: http://43.252.88.75:8080/ruralsignup.aspx
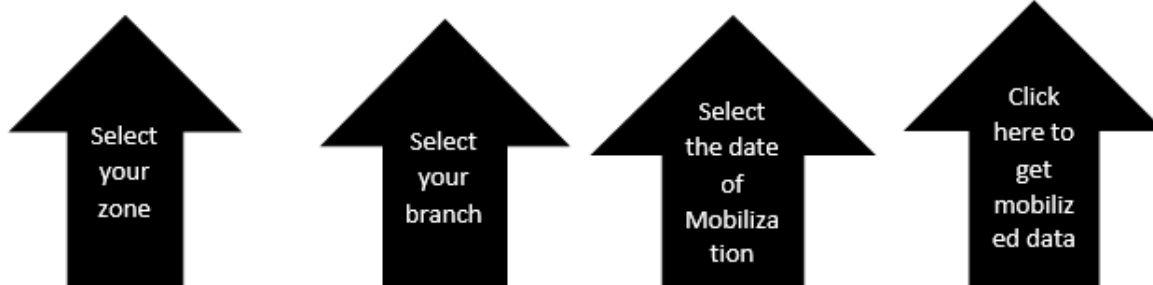
Step2-

Step3-

Step4-

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

Step3- Click on edit to update mandatory information

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

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	01/09/20

Step5-Update the status

DOB	Status	Enrolled ID		Enroll
01/09/2000	Select / Select / Interested / Wrong Number / Online Only / Need to Call Again / Not interested		Update / Cancel	Cancel

Click on update

Update all the required but missing details

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	281204I	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]

[Add Student]

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	281204I	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

Field	Value
Center PIN*	Mathura East-Madem Rural-28120x ▾
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* | [____] **Must**
Address Line 2 | [____]
Address Line 3 | [____] **Must**
City* | [____]
State* | Delhi ▾
PinCode* | [____]
Upload Photo | [Choose File] No file chosen — Not needed
Allow Email and Photograph on LMS? ○ Yes ○ No — Select No

Must update all 3 (under active)

[Save] — At the end Click on save