

# 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

<b>S.no</b>		<b>Page#</b>
<b>1</b>	Job Expectations: FEA India	Already available
<b>2</b>	How to avoid embarrassment of dismissal	Already available
<b>3</b>	Child protection policy	Already available
<b>4</b>	Leave Policy & dashboard	5
<b>5</b>	Expense Management & dashboard	7
<b>6</b>	Medical Policy	10
<b>7</b>	Emails guidelines	Already available
<b>8</b>	Admin	10
<b>9</b>	Branch team meeting	10
<b>10</b>	Zonal meeting	10
<b>11</b>	IT Management	11
<b>12</b>	IT Resource Entry Process	12
<b>13</b>	Visitor's Log	16
<b>14</b>	Enrolment Process	16

# Job Expectations: FEA India

Please visit FEA website-

<http://103.27.234.18:8080/Rural%20Branch%20Staff%20Job%20Expectation%20%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:  Choose Status:

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](#) ▶

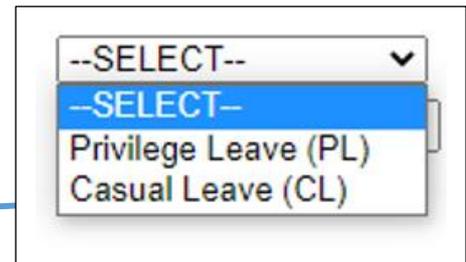
Leave Type\*

--SELECT-- ▼

Description\*

Reason of Leave...

Submit



### 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

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**“While uploading bills, please ensure the following:**

Please visit FEA website-

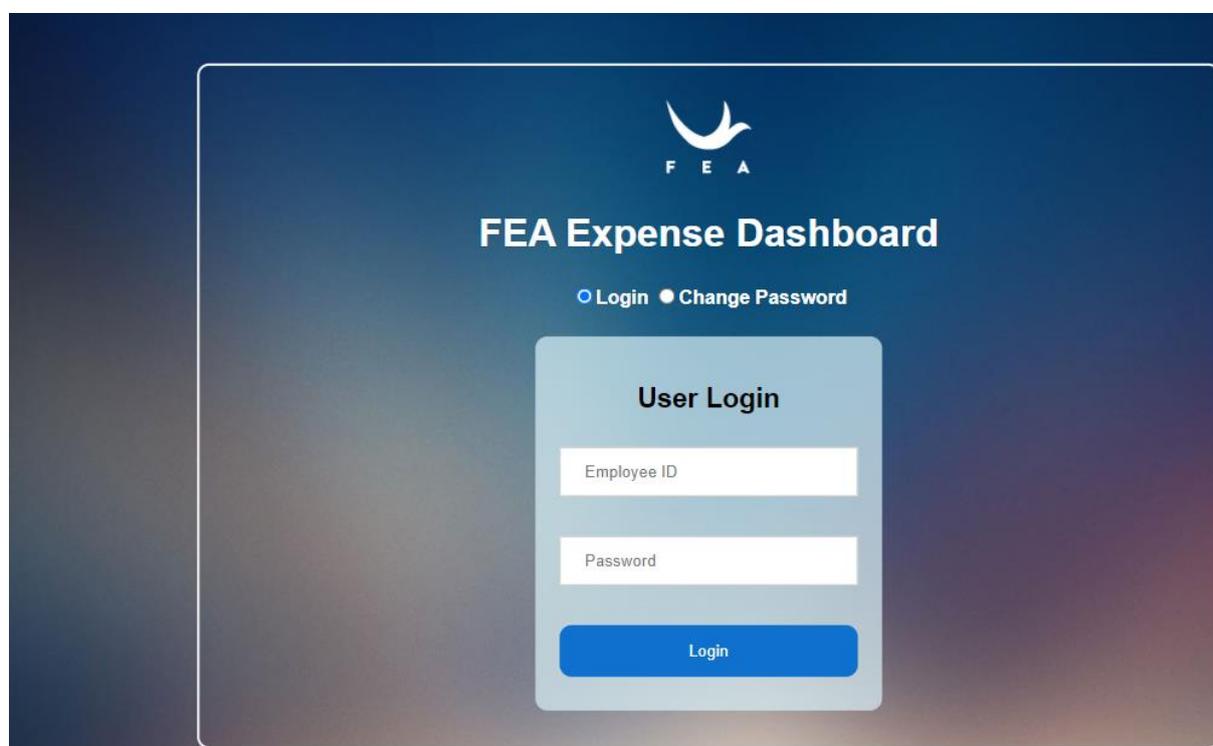
<http://103.27.234.18:8080/Guidelines%20for%20submission%20of%20expense%20dashboard%20bills%20V.25.5.24.pdf>

**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 1<sup>st</sup> of the month and expected to process by TM by every 2<sup>nd</sup> 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) and 'Change Password' (with a grey circle). The main content is a light blue rounded rectangle containing the 'User Login' section. This section has two input fields: 'Employee ID' and 'Password'. Below these fields is a blue 'Login' button.

**Step2-** Click on “Book Expense”

Home Book Expense Booked Expenses



## 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)

### Booked Expense

Status:  Created Date: From:  To:

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			<a href="#">Receipt</a> - <input type="button" value="Modify"/> <input type="button" value="Delete"/>
13042	02/12/2022	Normal	Stationery	19 Oct - 19 Oct	Printouts for Special Lesson -	100	Approved			<a href="#">Receipt</a> - <input type="button" value="Modify"/> <input type="button" value="Delete"/>

# MEDICAL REIMBURSEMENT POLICY

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Please visit FEA website-

[http://103.27.234.18:8080/Medical%20Policy\\_v.1.4.pdf](http://103.27.234.18:8080/Medical%20Policy_v.1.4.pdf)

# EMAIL GUIDELINES

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

# ADMIN

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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

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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

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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

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

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

- 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	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	Facilitator 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, facilitator to make the entry.**

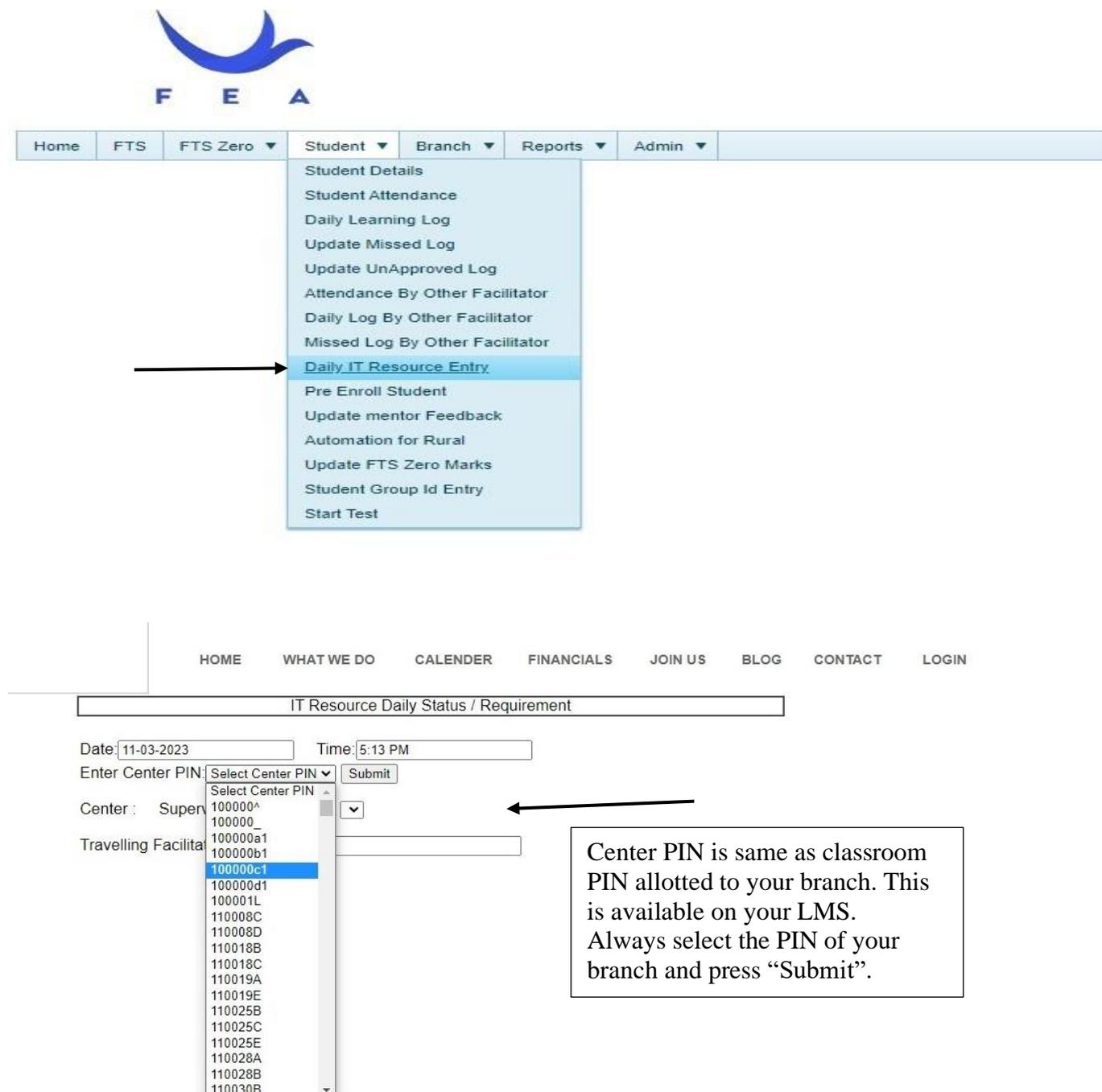
# IT Resource Entry Process

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



The screenshot shows the LMS interface. At the top, there is a navigation menu with the following items: Home, FTS, FTS Zero, Student, Branch, Reports, and Admin. The 'Student' menu is expanded, showing a list of options: 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** (highlighted with a blue bar and a black arrow pointing to it), Pre Enroll Student, Update mentor Feedback, Automation for Rural, Update FTS Zero Marks, Student Group Id Entry, and Start Test.

Below the navigation menu, there is a horizontal menu with the following items: HOME, WHAT WE DO, CALENDER, FINANCIALS, JOIN US, BLOG, CONTACT, and LOGIN.

The main content area shows the 'IT Resource Daily Status / Requirement' form. The form includes the following fields and options:

- Date: 11-03-2023
- Time: 5:13 PM
- Enter Center PIN: Select Center PIN (dropdown menu) [Submit]
- Center: Super (dropdown menu)
- Travelling Facilitator: (text input field)

The 'Select Center PIN' dropdown menu is open, showing a list of PINs: 100000^, 100000\_, 100000a1, 100000b1, **100000c1** (highlighted with a blue bar), 100000d1, 100001L, 110008C, 110008D, 110018B, 110018C, 110019A, 110019E, 110025B, 110025C, 110025E, 110028A, 110028B, and 110030B. A black arrow points to the dropdown menu.

A text box on the right side of the form contains the following text:

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".

## IT Resource Daily Status / Requirement

Date:  Time: Enter Center PIN:  Center : Aligarh West, UP-Keshopur Jofri Rural Supervisor: Karan Varshney Facilitator:

Select Facilitator ▼

Select Facilitator

Akash Nagar

Facilitator Name 

## IT Resource Daily Status / Requirement

Date:  Time: Enter Center PIN:  Center : Aligarh West, UP-Keshopur Jofri Rural Supervisor: Karan Varshney Facilitator:

Akash Nagar ▼

Travelling Facilitator Name 

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

NO: Select Status ▼

Select Status

YES

NO

Always select "Yes".



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

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)

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	C
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

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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

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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).

## LMS Practice videos:

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[https://drive.google.com/drive/folders/1P9-FIJzT2R4\\_8--oXn66Dv0gZ32UF-0V](https://drive.google.com/drive/folders/1P9-FIJzT2R4_8--oXn66Dv0gZ32UF-0V)

## ENROLMENT PROCESS

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Day 1 and 2 at branch: Calling students from survey data and inviting them with their parents to attend inauguration to happen on Day 2.

Day 3 (Inauguration Day) at the branch or at venue of inauguration: Teacher to enrol all interested students after checking their date of birth and holding 2 minutes discussion to know about their future plans.  
AM to mark the date of inauguration on the RA dashboard.

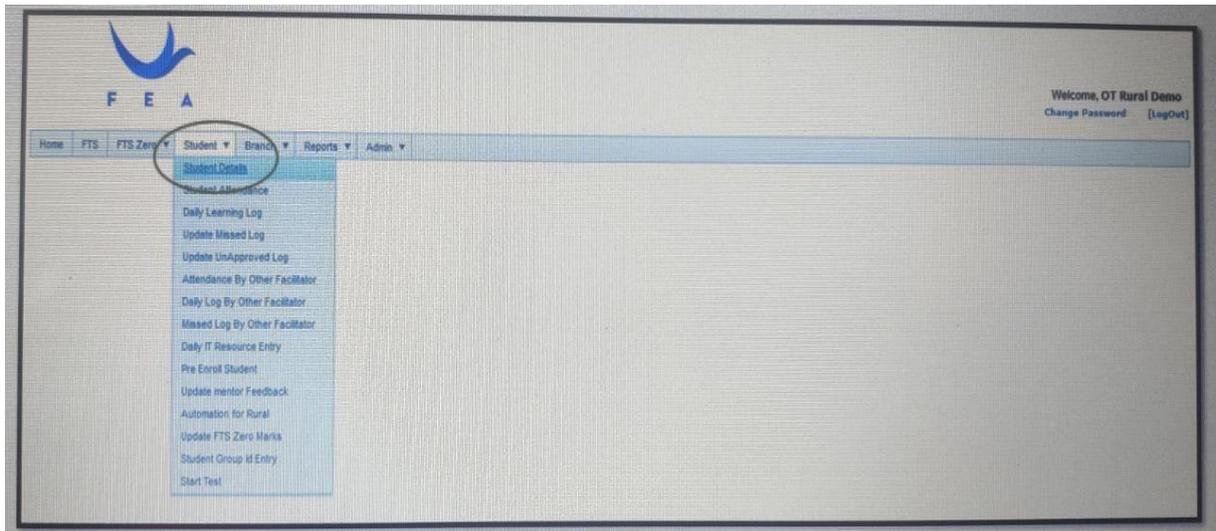
Day 4 and thereafter: If enrolment is incomplete, Recheck the list of survey data, call the students who didn't give proper responses, if data utilised, please go for mobilization and continue enrolling the students to complete 100% enrolments.

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

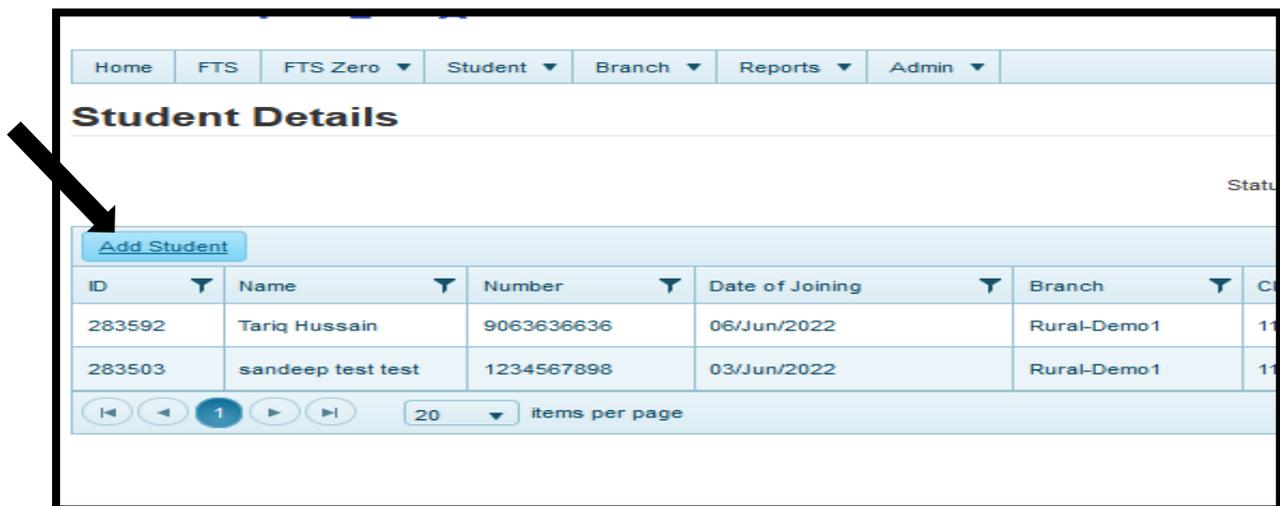
➤ How to enroll students of survey data or walk-ins by the facilitator?

Step1- Login using your FEA email ID on [www.feaindia.org](http://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

**Create Student**

Classroom PIN\*

First Name\*

Last Name\*

Date of Birth\*

Gender\*  Male  Female

Mobile Number\*

Alternate Number

Session Number\*

Email ID

Parent / Spouse First Name

Parent / Spouse Last Name

Parent / Spouse Mobile\*

Address Line 1\*

Address Line 2

Address Line 3

City\*

State\*

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 1<sup>st</sup> 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-

Select AM → AM: Please Select ▼ TM: ▼ Branch: ▼ ← Select 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

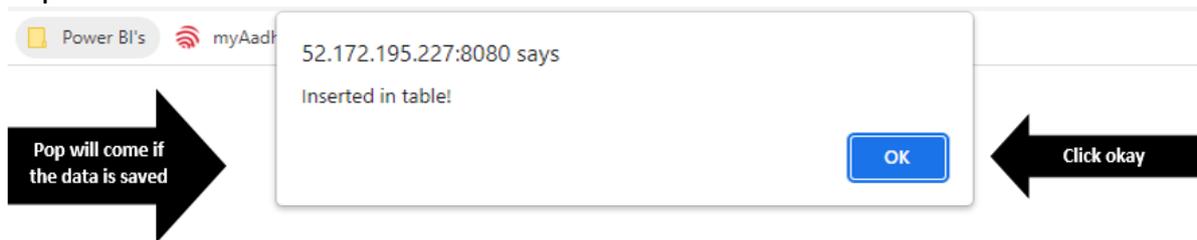
Contact Number: 9087564336

Alternate Number: 7864680765

Session:  1  2  3

Button ← Click here to save data

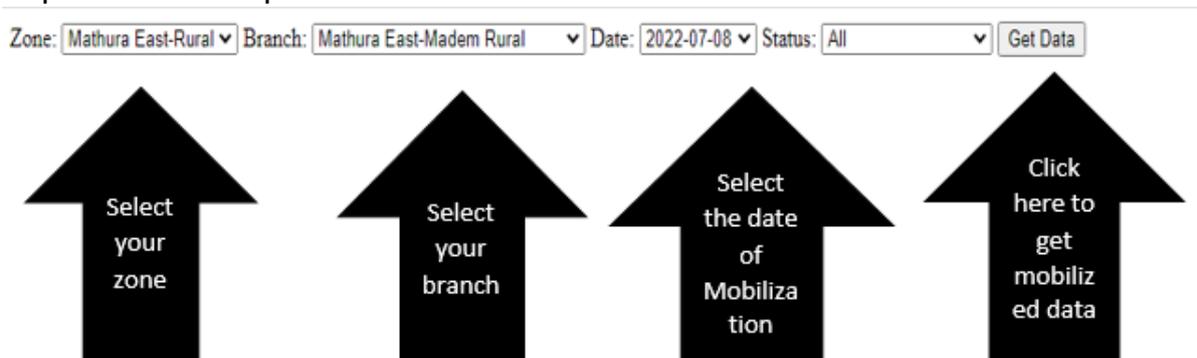
## Step4-



**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](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					<input type="button" value="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		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

Center PIN\* Mathura East-Madern Rural-28120

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