

Job Expectations: FEA India

Sr. no.	Indicators	Details
1	Adhering to Org policies and processes	<ul style="list-style-type: none"> • Leave Policy, Holiday Calendar, Enrolment-Attendance expectations, Child Protection Policy, Expense submission guidelines, Safety and usage of branch assets Adhering to Orgpolicies and processes
2	Preparedness for Work	<ul style="list-style-type: none"> • Prepared with a customized mind map before conducting every lesson. • Setting up the objective of the lesson and achieving the objectiveof learning activities. • Prepared the learning material before the class, notecards, questions slips etc, AVs and PDFs to be updated beforehand.
3	Class Management	<ul style="list-style-type: none"> • Start and end class on time ensuring lesson completion. • Conduct 1 lesson every day; if the objective is not achieved,repeat the lesson with consultation from a manager. • Appoint cops/monitors for smooth classroom operations. • Ensure fair and equal participation for all students. • Avoid favoritism and criticism of any students or staff. • Manage learning resources with care, including TRB/THB, SRB, SAB. • Maximum 15 students of age group 17-18 years can be enrolled at a branch irrespective of the sessions. • During foundation lessons, utilize mobilization time only for filling up vacancies at the branch. • No discussions based on caste, gender and social or economicstatus of students or staff.
4	Branch Management	<ul style="list-style-type: none"> • Arrive at the branch/training rooms before session start time (preferable: 10 minutes early).

		<ul style="list-style-type: none"> • Seek prior information and approval from the manager for late login/early logout and to conduct mobilization during working hours. • Ensure the branch remains open during working hours. • Ensure the branch is never left unattended; do not allow strangers inside the branch. • Display only authorized classroom posters inside the branch. Religious or political posters are strictly prohibited. • Utilize branch assets (tables, chairs, laptops, and internet dongles, etc.) only for FEA purposes • Ensure cleanliness of branch assets at all times. • Avoid any celebrations inside the branch and its premises. <p>Note: Staying at the branch after working hours should be strictly avoided.</p>
5	Professional Conduct at the workplace	<ul style="list-style-type: none"> ● Addressing FEA managers with their names only. No Sir and Ma'am. ● Treat everyone with dignity and respect irrespective of caste, gender, age, etc. ● Use FEA premises for FEA curriculum activities ONLY. ● Seek information/ clarity from reliable sources. Avoid indulging in unproductive talks. ● Be adaptable, flexible, receptive to the feedback from all sources. ● Ensure timely communication and requests. ● Be friendly but professional with students and staff, use polite tone and language, and exhibiting kindness and humility. ● Maintain personal hygiene and dress appropriately.
6	Community Awareness/ Outreach	<ul style="list-style-type: none"> ● Maintaining the enrolment and active students' data ● Ensure 100% capacity utilization through on-field student mobilization ● Keep student retention under control through in-person counseling at a branch, home visits, phone counseling, etc. ● Utilize 10 minutes of counselling time after every session. Call and counsel absent students and update the call log. ● Be ready to go for mobilization individually. ● Build relationship with village Sarpanch/ Pradhan for community awareness programs.

7	Admin Work	<ul style="list-style-type: none">• Request for the branch material; stationery and non-stationery items on time and before deadline.• Utilization of admin time only for assigned tasks.• Read and respond to all emails within 24-48 working hours.• Completion of the assigned administrative tasks during the admin time ONLY (i.e., attending team meetings, calling absentees, updating phone logs, etc.).• Request branch materials, including stationery and non-stationery items, on time and before the branch stock is over.
8	Non- Negotiable	W How to avoid the embarrassment of being dismissed from y...