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| **Job Expectations: FEA India** | | |
| **Sr.**  **no.** | **Indicators** | **Details** |
| 1 | Adhering to Org policies and processes | * Leave Policy, Holiday Calendar, Enrolment-Attendance expectations, Child Protection Policy, Expense submission guidelines, Safety and usage of branch assets Adhering to Org policies and processes |
| 2 | Preparedness for Work | * Prepared with a complete time bound plan of the day on the whiteboard before conducting every lesson * Setting up the objective of the lesson and achieving the objective of learning activities. * Prepared the learning material before the class, notecards, questions slip etc., AVs and PDFs to be updated beforehand. |
| 3 | Class Management | * 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 of 17-18 students can be enrolled at the 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 economic status of students or staff. |
| 4 | Branch Management | * Arrive at the branch/training rooms before session start time (preferable: 10 minutes early). |

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|  |  | * 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.   Note: Staying at the branch after working hours should be strictly avoided. |
| 5 | Professional Conduct at the workplace | * 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 | * 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. |

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| 7 | Admin Work | * 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 | [How to avoid the embarrassment of being dismissed from y…](https://docs.google.com/document/d/1fRMEEuBahZMsJjym2GTy2gUff8Kl5KqA/edit?usp=sharing&ouid=100722655745038533751&rtpof=true&sd=true) |

