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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
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| 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.
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| 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.
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| 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.
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| 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) |

