

SUMMER INTERNSHIP PROJECT

On

**“Employee Training and Preparation of Employees
HandBook”(Wecan)**

Submitted In Partial Fulfillment Of The

Requirement For The BBA Degree

By

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Under the supervision of

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JK LAKSHMIPAT UNIVERSITY

JAIPUR 302026

RAJASTHAN, INDIA

JULY 2018

Declaration

I Pratik Dayma hereby declare that the work presented on this project "Employee Training and Employees Manual" submitted to JK Lakshmipat University is an authentic record of work and it has neither been submitted nor published anywhere.

I further declare that if the statement cited above found false, I would be liable to be disqualified.



Pratik Dayma

2016BBA014

Guide Certificate

This is to certify that Pratik Dayma has completed his summer internship at Wecan Societies, on the topic "Employee Training and Preparation of Employee Handbook



Dr. Punam Mishra

(Faculty Coordinator)

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INTERNSHIP CERTIFICATE

This certificate is awarded to

Pratik Dayma

in appreciation for his successful work as an intern at WECAN SOCIETY. The internship was conducted between 15th May, 2018 to 30th June, 2018.

During this period he successfully completed his project on "Employee Training & Preparation of Employee Handbook "

We wish him all the best for his future endeavors.

Shreya S. Nayyar
HR Head

Jameel A. Khan
Director

HO : R8 - A, Yudhishtir Marg, C-Scheme, Jaipur (Raj)

Acknowledgment

WeCan Society has given an opportunity to get exposure in the field of the HR especially on Employee Training and preparation of employee handbook . I sincerely acknowledge the support and opportunity provided by the organization to me, During my work, I had great Support from all the executives and operatives. I extend my sincere thanks to all of them.

I am highly indebted to Mr. Jameel Khan (Director), Mrs. Shreya S. Nayyar (HR Head) and Miss Shristhi Sharma (RD Manager) for their guidance as well as for providing necessary information regarding the project and support in completing the project.

I would like to express my gratitude towards my parents and members of JK Lakshmipat University for their Kind co-operation and encouragement which help me in the completion of the project.

My thanks also go to my men tor and coordinator Dr. Punam Mishra who constantly urged me to complete this project and give his precious time in developing and providing me insight into the issues.

Project Summary:

Employees are the backbone of any organization their performance and discipline towards the organization means a lot. In order to keep their performance and discipline of the employees on the improvement phase Training is required and some sets of jobs and responsibilities are to be put on them and for the same they all must be categorized in a proper manner and that's was my job at wecan .

Industry & company overviews:

Industry overview:

“To do something great one is pushed by a motive, motive can be anything but it pushes you really hard “ .wecan organization can be illustrated as the best example for the above phrase. It got registered in the year 2003 as an NGO. It always worked for the betterment's and the upliftment of the Lower sections of society so they can stand equally within the crowd and be a skillful and qualified citizen of the country. Wecan offered such programs which helped the needy directly and one of them is the 'wecan schools'. Wecan gave quality education to them who can't afford it and provided employment to them who needed it .

WeCan Schools

When Socrates held education to be “the most powerful weapon to change the world” he assumed that human values will only return to the fore through learning and wisdom. With a similar intention, we created a school which was not merely bricks, mortar and books, but it was something more valuable – it taught students living with human ideals, creativity and resourcefulness. Through WeCan Kindersley, wanted their students to dream, think beyond limitations and boundaries, act with devotion and commitment and achieve anything that finds a place their hearts.

Wecan foundations were laid in 2006, when the first of WeCan Kindersley International School opened its doors to 40 students in Jaipur. Since then, Wecan Kindersley International School has been continuously growing, offering quality education to thousands of students.

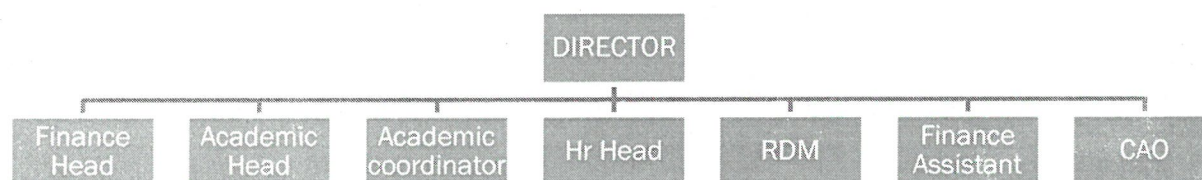
Located within the bare ranges of the ancient Aravalli Hills and in the grandeur of Jaipur, WeCan Kindersley International School amalgamates a harmony of antiquity and novelty. The international primary school grows from a fresh understanding of child education and development. Diligent in pursuing its “no child left behind” mandate, the school is imbibing a spirit of global nationhood— by offering a nonpareil experience to not just students but also their guardians.

The WeCan Kindersley experience allows students to demonstrate knowledge and skills that are challenged in a vibrant and motivated learning environment. WeCan Kindersley International Primary School curriculum is meticulous in ensuring that each student is acknowledged and valued, with wide enough scope to excel in a variety of academic, athletic, and extracurricular activities

Their Vision - Enhance knowledge of the students with ethical & global horizon and enable & equip them to transfer this knowledge into wisdom.

Their Motto - Knowledge and wisdom for bliss

People associated



Director :Jameel Khan

Finance Head : Anita Gupta

Academic Head : Alka Luhadiya

Academic coordinator: Deepti shungloo

HR Head : Shreya Nayar

RDM : Shrishti Sharma

Finance Assistant : Ravi Sain

CAO : Tarun Chhokaniya

Objectives :

- To impart skills among the workers systematically so that they may learn quickly by giving training .
- Preparation of Employee Handbook.
- To give update about the new Policies of the Organization.
- To check the Knowledge of the Teacher after the Training Provided.

Methodology

Data Collection :

The whole data which was used to prepare the employee handbook was collected from the secondary method of data collection.

The Employee handbook was also prepared by the observation.

The previous year handbook was used in reference for the preparation of the handbook.

Analysis

Preparation of Employee Handbook & Training

An **employee handbook**, sometimes also known as an **employee manual**, **staff handbook**, or **company policy manual**, is a book given to employees by an employer. Usually, the employee handbook contains several key sections and includes information about company culture policies and Procedures.

While working For Wecan I was placed for an responsibility to prepare the handbook for all the staff working for the school which was to be divided under 3 domains i.e. **Finance** ,**HR** and **Administration**.

There Hr domain is common as it is made in a such a way that it suits for each and every employee in the organization

The Hierarchy of the Organisation according the domain is as follows

Administration	Finance	Academics
CAO Administrator manager	Finance head Finance assistant Cashier	Academic head Centre Head/Principal Academic coordinator Subject Head Teacher

HR POLICIES FOR ALL EMPLOYEES

Human resource is the most important aspect in the growth of organization. Hence managing the humans become very crucial. So the Centre head has to be extra cautious when dealing with teaching or non-teaching staff. He/she should try to:

- Encourage and consider opinions of other teachers and non teaching staff, and invite their participation in decisions that affect their work and their careers
- Encourage growth and development of employees by helping them achieve their personal goals at the school and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it

Below are the H.R issue a centre head is going to face:

Terms of Appointment/Appointment Letter-

Only B. Ed candidate will get the appointment letter non – B. Ed will not get the appointment letter but they have to sign the terms of appointment and that copy will be kept by school office to maintain the record.

WAGES & WORKING HOURS POLICIES

- I. Salary
- II. Working Hours

1. POLICIES AND PROCEDURES

- I. Employee personal file maintain
- II. Employee record update
- III. Employees names
- IV. Attendance register
- V. Staff Uniform

2. INCREMENT AND APPRAISAL POLICY

3. LEAVE POLICIES

- I. Leave Casual/Medical Leaves

- II. Leave application

4. EMPLOYEE DEPARTURE

- I. Resignation /Handing Over
- II. Experience letter`

WAGES & WORKING HOURS POLICIES

WAGES

Salary: - Salary will be paid through bank only and same will be credited on the 10th of each month in the bank account of each employee . To calculate the salary of each employee Centre Heads needs to send the attendance record of each staff along with attendance log of bio metric by 1st of every month. The cash salary will be not given to any staff member.

ESIC: -Each employee (Teaching/Non-teaching or support staff) is liable for ESIC deduction of 1.75% from the net salary of each month if their gross salary is between Rs/- 3000/- to Rs/- 21000. While company will contribute 4.75% of Net Salary paid on each month for all the employees who are coming in the salary bracket of Rs/- 3000 to Rs/- 21000.

Security Amount: -15 days salary amount will be deducted from the basic salary of each employee from very first month of salary and will be kept as refundable security amount. The employee will get it back in case of leaving the organization after serving 1 month's prior notice.

The organization provides annual increment to all employees. But the amount of increment will be linked with the appraisal of employee. The centre head has to fill the given format for all employee at the time of due increment and on the basis of that format the increment will be decided and will be informed to employee and Centre Heads /Principals.

WORKING HOURS

Working hours for Teaching staff will be from 7:45 am to 2.00 p.m. and for Non-teaching staff from 7:30 a.m. to 2:30 p.m. for all working days from Monday to Saturday (excluding holidays).

Employees are required to notify their Centre Heads, in advance, for planned holidays.

Unplanned leaves are to be reported to the Centre Head as soon as possible.

POLICIES AND PROCEDURE

- I. **Maintaining the employee personal file:-** School will maintain the personal file of each employee with all documents. The information of personal file should not be shared with other employees
- II. **Employee Record update:** - CH has to update employee record periodically and provide the same to the HR.
- III. **Employee Name in attendance register and salary register:-** Name of employee should be shown in the attendance and salary register as per the name in the bank passbook.
- IV. **Attendance Register:** - Seniority as per the date of joining will be the base for name order in the attendance register.
- V. **Staff Uniform:-** There is a dress code and staff uniform which the CH and teachers should wear Monday to Friday.

LEAVE POLICIES

1.1 Leaves shall be governed by the school Leave rules as amended from time to time.

1.2 Leave of absence from duty cannot be claimed as a matter of right and may, on application by a staff member, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.

1.3 All kind of leaves other than the Earned Leaves, to which any staff member may be entitled during any academic year shall cease to be due to her/him at the end of such academic year and can't be accumulated or taken over or brought forward to any other academic year.

Sanction of Leave:

1. A. Following authorities will have the power to sanction leaves. The Sanctioning Authority shall also maintain the service record

For Teaching and Non-teaching Staff, the Sanctioning Authority shall be the Centre Head.

For all other posts, which are directly under the Head Office, the Director of WeCan Kindersley, shall be the Sanctioning Authority. The Centre Heads must send leave record of their Centre to the HR He

It is mandatory to get a leave sanctioned, before it is availed. Grant of leave shall depend on exigencies of work of the institution and shall be at the discretion of the sanctioning authority. Before proceeding on leave you will have to apply for it in written.

(a) For planned leaves, Sanctioning Authority must get next month's Leave Chart filled by all the staff members on the last Saturday of the month. Staff members must also give applications to the Sanctioning Authority, for the leaves that they want in the coming month, if any.

(b) For unplanned leaves, the Sanctioning Authority must be given an application at least a day before and get it sanctioned.

(c) In case of emergency, the Sanctioning Authority must be informed at least 15 minutes before the warning bell and an application must be sent through someone.

(d) In case of not getting a leave approved from the Sanctioning Authority, it will be marked absent.

Casual Leave:

You can avail 10 Casual Leaves in an Academic Session

Casual Leave cannot be combined with any other kind of leave or holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time, including Sundays and Holidays

One CL per month is saved if you do not avail. Not more than 2 unsaved CL can be sanctioned in a month.

In case more than 2 unsaved CL are required, a special sanction is mandatory. An application shall be forwarded to the Core Committee through the Centre Head. Head shall take the final decision and it will be binding on the staff member.

CL can be availed on a half day basis as well. In case of Day Scholar Staff, if half day is taken for the second half, the timing shall be till 11:30 am and if it is to be taken for the first half, the staff member should report at 11:00 am.

CL not availed can be cashed for those staff members who complete one year of service till the month of March in that year. The amount shall be credited with the salary of July month.

For extension of leave, an application shall be forwarded so as to reach the Sanctioning Authority before the expiry of the leave initially granted. Leave will be got sanctioned before it is availed of.

Earned Leave:

Earned Leave is the leave which is earned by a staff member by discharge of duties for a certain period when he/she was otherwise not supposed to be at the School. Earned leave is granted to him/her at the discretion of the authority granting such leave.

Earned Leave shall not be added or given for important School events on Holidays or Sundays.

Applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave.

Medical Leave:

In case of illness only 5 medical leaves can be availed

Medical Leave would be sanctioned only on the basis of Medical Certificate by a Government Doctor. A Fitness Certificate has to be produced at the time of joining after

Absence:

Not being present without leave is considered as absent.

Salary shall be deducted for each absence.

One day absence shall delay your appraisal by a month. Two days absence in an academic session shall delay your appraisal by two months and so on.

Absence for a continuous period of 10 days would make you lose your right on the job and the same shall automatically come to an end without prior notice. The management shall draw on presumption as if you have resigned from the job by remaining absent for such a long period.

Extraordinary Meetings:

You will be required to come to School on any holiday, if necessary, to attend extraordinary meetings or any other activity connected to School, Which cannot be easily postponed. Whenever your services are required to conduct any extracurricular activities after the routine working hours, you will do willingly and as a part of your service.

Absence on any such extraordinary meeting shall delay the appraisal by a month. Absence on two such days shall delay the appraisal by two months and so on.

Summer Vacation:

The salary for the full month of May is given to a staff member when she/he completes 24 months of service in the month of January of that year. In the successive year the member would be eligible to get salary of the whole of Summer Vacation.

The Summer Vacation dates shall be different for different staff members. The Core Committee shall decide this in consultation with the Principal/Centre Head considering the Summer Camps and Extra Classes.

(a) If the Core Committee decides that any staff member is important for the Summer Camp or Extra Classes, the member must attend the School during such days. All leave rules shall be applicable during such period as well.

No Leave Days:

No leave will be sanctioned on the following days: Annual Function, Rehearsal of Annual Function, Independence Day, Republic Day, Training Sessions, Parent Teacher Meet, Staff Management Meet, School Fair, Student's Picnic, Staff Picnic and all such important events of the School, which shall be notified from time to time.

Absence on any such important day shall delay the appraisal by a month. Absence on two such days shall delay the appraisal by two months and so on.

For non- teaching staff (All HO staff, Principal/Centre Head, Counselor, Personal Assistant to the Principal, Receptionist, Cashier, Runner and all Support Staff) March 10 to May 10 shall also be No Leave Days considering the crucial Admissions Period.

(a) They would be entitled to Earned Leaves for the Holidays and Sundays that they work during this period.

(b) In addition to the Earned Leaves, the non-teaching staffs who follow no leave period of two months shall be entitled to 10 days of paid holidays during last week of May and first week of June. The dates shall be decided by the management.

(c) Those non-teaching staff members who take a leave during these two months of No Leave Days shall not be entitled to 10 days of paid holidays.

(d) For sanction of leave during this period, an application shall be forwarded to the Core Committee through the Principal/Centre Head (In case of Principal/Centre Head, application is to be sent to the Core Committee through the Director). The Core Committee headed by the Director and comprising of the Academic Head, the Administrative Head and the Human Resource Head shall take the decision and it will be final and binding.

(e) Absence on any such No Leave Days shall delay the appraisal by a month. Absence on two such days shall delay the appraisal by two months and so on.

EMPLOYEE DEPARTURE

Resignation: -At the time of leaving the job employee has to serve the one month notice period. Without one month notice period employee will not get the security amount.

Experience Letter :- Non – B. Ed staff will not get the experience letter only B. Ed and NTT staff will get the experience certificate that too only if they complete at least one year with the school.

Handbook for Employees according to the Domains and Designation

Chief Administrative Officer

S/he is the in-charge of administrative affairs of the school. S/he shall manage and relate not only to teachers, but to students, parents, government and community officials and other school staff .

A)Supervision

1CAO will supervise staff to ensure that the staff knows about the education plan; monitor implementation of the curriculum. The main administrative objective of the CAO is to assist the school with Academic Excellence, Admissions and Centre Operations.

2 The CAO must ensure optimum inventory level of the following items :

Furniture: Office Furniture (Office/reception Table, Visitors chairs, side tables, plastic chairs, plastic stools, plastic tables etc.) Class furniture (number of 4'x1', 3'x1' tables and benches, open racks or almirah in the class room etc.)

- I. Number of white board/green board/black board/Number of notice boards.
- II. Number of water dispenser or R.O machines.

III. Electric or Electronic items (No. of ceiling fan/ wall fan/table fan, LED/CFL lights, Air conditioners, LCD, Fridge, bio-metric machine or any other electric or electronic items)

IV. Computers and accessories, Stationery and Library books

B) Government Compliances

The CAO must ensure to keep all the record as per government rules. The records which are required to keep as per the compliance are as follows:

Scholar Register: This is a very important record which shows the complete detail of each scholar who is studying or has ever studied in the school. This needs to be filled at the time of admission and at the end of each session.

Cash register: This shows the daily income and expenditure of any school. To see how to make cash register please see enclosed cash register format.

Printed Salary Register: To see how to fill a printed salary register, please see annexure on how to make printed salary register.

RTE forms: These forms are to be collected and from each parent who wants to enroll their child in the school under RTE norms for free education. A separate S.R register will also be maintained for each RTE student.

CAO in consultation with the principal /Centre Head and prepare the advertisement plan of the particular centre under which they let Head Office know all promotional event they wish to plan during admission session, also other activities they wish to conduct in advance. Requirements related to admission for coming admission session must be raised to HO by the end of November, so that they can provide them the required stuff by the first week of January

C) Safety Measure:

The CAO must ensure proper safety measures in the school including CCTV cameras, fire extinguishers & student safety.

The CAO must supervise the work done by the administrative managers.

D) Procurement:

The procurement of any materials will be not be done by the Administrative department all will be under the finance department.

Administrative personnel have to take the responsibility of the distribution of the materials according to the need and request of the respective centers

Administrative manager

Supervision

Administrative manager will supervise staff to ensure that the staff knows about the education plan; monitor implementation of the curriculum.

2 The Administrative manager should aim to provide a secure and unbiased environment for assessment and development work in which children are relaxed and confident.

Aim to provide *equal opportunities* for all children irrespective of their race, sex and religion.

Administration

The main administrative objective of the Administrative manager is to assist the school with Academic Excellence, Admissions and Centre Operations. There is little kind of data which a Administrative manager should keep on his or her tip so that can manage the centre with a better command. Below is that data:-

Record of Present/Absent student should reach to Principal by 9 o clock every morning so that Principal can make call to the parents of regular absentee.

Last year's strength, this year's new admission, No. of inter branch transfer, No. of withdraw etc. to be on tips

Total No. of staff at centre (No. of Pre Primary and Primary teachers, No. of office staff and No. of support staff) and out of which total number of present staff to be on tips.

Administrative manger should have the all the figure related to fee on their tips like total amount of fee for the session, total concession given, total received till date and due amount etc.

No. of furniture set, No. of toys at centre, No. of Library books, No. of TV, No. office and lab computer, No. of fans, No. of LED bulbs/tube light/ No. of CCTV camera/music or sound system available at their respective centre. This information to be at desk of Administrative manager at all the time so that they can organize their centre very well with available resources.

Maintenance of Centre

It is the responsibility of the Administrative Manager to pay full attention towards maintenance and cleanliness. For this purpose he/she has to keep in mind the following points:

- I. Proper *light and ventilation* in each class. Proper *cleaning* in each class room and there are no spider webs in any classroom.
- II. *Water Filter* is working properly.
- III. There are *no open electric wires* in the class room or any other area. All the wires are properly covered and out of kids reach.
- IV. All the furniture is properly used and if any furniture needs the repairing then it has been conveyed to the administrator immediately. All the *excess furniture* is stored properly and not lying here and there or in open space where it can be spoiled by weather.

D) Inventory Management

The Administrative manger must maintain stock detail in an excel format for the below mentioned items and ensure that the Inventory list is updated whenever anything is received at or dispatched from the Centre: This record is to be sent to the HO every fortnight.

- 1** Furniture: Office Furniture and class furniture like chair bench desks etc .
- 2** Number of white board/green board/black board/Number of notice boards.
Number of water dispenser or R.O machines.
- 3** Electric or Electronic items (No. of ceiling fan/ wall fan/table fan, ED/CFL lights, Air conditioners, LCD, Fridge, bio-metric machine or any other electric or electronic items)
- 4** Computers and accessories: computer). Proper AMC record of each computer/printer code wise being maintained in the register.
- 5** Stationery and Library books

FINANCE HEAD

A) Roles and responsibilities

- 1** All the purchases need to be sanctioned by the finance head .
- 2** Verification of cashbook prepared at various centers.
- 3** The petty cash amount of different centers will be sanctioned by the Finance head.

B) Concession Policy

The aim of concession policy is that students should not be denied of education just because of their poor economic condition which is the motto of school as well. A parent getting fee concession in one session does not mean eligibility for next session as well. Their financial condition might get better and hence a fresh process shall decide the concession every session that each of the student will get.

There is NO concession on annual charges for anyone.

Concession can be divided in 2 parts.

B1) Concession to Roll Over

B2) Concession to New Admission

B1) Concession to Roll Over's

1.1 Any parent who gets fee concession must follow payment timeline, if at all he/she wants to be considered for fee concession in the next session

1.2 The applicant must submit below mentioned documents with concession form and provide some proof such as

- I. Income declaration form**
- II. Address and ID proof of parents**
- III. Picture of student along with family photograph**

After the verification of the given details the Finance head will shortlist the names to whom to provide the concession and sanction it accordingly .

B2)Concession to New Admission

2.1 Sibling

Whether Sibling of old rolls over students or sibling of first timer, the 2nd child will be given Sibling concession only and the concession amount per month is Rs/- 200 on tuition fee. **Even to get sibling concession Parent needs to fill the SFC concession form and submit the same in Centre.**

2.2 All Girl Child

If in a family all the children are girls (**to be confirmed through Ration card only**) then that family is eligible for concession in this category. In this category 1st Girl will be admitted in school on full fee, **2nd girl will get 50% off** on tuition fee and remaining girls will get **100% off** on tuition fee.

2.3 Yearly Fee concession (YFC)

Yearly fee concession will be provided to only those parents who clear full year's fee including annual fee amount before or on **31stth July 2018**. Under this concession one month's tuition fee will be waived off. No parent should be provided Yearly fee concession after 31st July 2018.

2.4 Special Concession

All children of Widow/Divorcee are eligible for this concession and they will be provided **100% off** on Tuition Fee.

2.5 Staff Concession

All children of staff of WeCan can avail concession under **EWS-2** category and will be provided **Rs/- 250** off per month on Tuition Fee.

Concession Amount in each category		
➤ EWS 1	:	Rs/- 150
➤ EWS 2	:	Rs/- 250
➤ Sibling (SFC)	:	Rs/- 200
➤ All girl Child	:	1 st Girl on full fee
		2 nd Girl 50% off on Tuition Fee
		3 rd Girl 100% off on Tuition Fee
➤ YFC	:	One month Tuition Fee off

FINANCE ASSISTANT

A) Role And responsibilities

Finance Assistant will directly report to the finance head.

A.1 Proper record/ maintenance of Cash Book: whenever a fee is received or there is transaction of any cash or bank the amount and all should be recorded in the cash book. The cashbook should be maintained on a daily basis .The prepared Cash Book will be inspected by the Finance Assistant on a weekly basis.

A.2 Maintaining Fee Record: Finance Assistant may have the cashier to maintain the fee record but the responsibility to maintain proper accounts of the Centre lies with him

A.3 Accountancy Reports:

- I. All the necessary accounts related reports needs to maintained and verified with the CA.
- II. Stay acquainted with the CA for tax and return filing.

CASHIER

Role & responsibilities

A) Maintaining Fee Record: The Principal /Centre Head may have the cashier to maintain the fee record but the responsibility to maintain proper accounts of the Centre lies with them. The Principal /Centre Head will make sure that the name of each student is mentioned in the Fee Software and all the columns of 'Students Record', 'Standard Fee to be Received', 'Detail of concession', 'Fee record' are filled correctly on daily basis.

B) Fee Collection: The procedure for collecting and maintaining the fee record is as follows. Refer to Fee Manual.

1 First the record of fee collection is to be mentioned in the ECHO software and receipt of the transaction to be taken through echo only.

2 Then the entry in cash book register will be done

3 Daily Fee Sheet shall be filled.

4 Entry in Student Fee register is to be done.

C) Record Update: Every day the Centre Head will check the echo software/receipt book/cash register and daily fee sheet to cross check the work of fee collection and record the update of the same.

D) Banking: Each Principal / Centre Head is supposed to get the fee or by the cashier or in case of any transaction inflow of cash must be deposited in the bank on daily basis

E) Proper record of cash exchange: Whenever a Centre is receiving or giving any cash to any of the official person it has to be done only after taking proper signature in their record.

1 Petty Cash Statement: It is to be sent to the Head Office on the 1st, 11th & 21st of each month. Please see the enclosed document related to petty cash.

2 Bank statement of the last month of the Centre is to be sent to the Head Office on the 1st of each month and a receipt book as soon as it gets filled completely.

F) Proper record/ maintenance of Cash Book: whenever a fee is received or there is transaction of any cash or bank the amount and all should be recorded in the cash book. The cashbook should be maintained on a daily basis .The prepared Cash Book will be inspected by the Finance Assistant on a weekly ba

Principal / Centre Head

Definition

Principal / Centre Head is the head of the institution. Overall responsibility of the Centre including Academics, Administration and Accounting lies with her/him. A Centre Head will be designated as Principal when the Centre reaches to 300 students.

Working Hours

Day Scholar Centre: Monday to Saturday from 7:45 am to 2:30 pm

Day Boarding Centre:Monday to Saturday from 7:45 am to 3:30 pm

We would appreciate punctuality and discipline. However the Principal/Centre head should reach school 15 minutes before the warning bell and must stay at least an hour after the school is over.

Reporting Officer

The Principal/Centre Head must report to the Academic Head, Administrative Officer and Finance Head for the respective issues.

Duties and Obligations

Principal / Centre Head is the manager and leader of the school. S/he is the in-charge of academic and administrative affairs of the school. S/he shall manage and relate not only to teachers, but to students, parents, government and community officials and other school staff.

A) Academics

The academic role and responsibilities include:

1) Supervision

Principal / Centre Head will supervise staff to ensure that the staff knows about the education plan; monitor implementation of the curriculum. A Centre Head should do the following tasks to ensure a strong and effective supervision.

Please Refer to the Section A of Administration manager.

2) Team Building

For developing and maintaining an efficient team, a Centre Head must believe and realize that teams have many advantages over individuals working in isolation.

2.1 Must have complete *knowledge about each team member* with regard to their qualifications, specific skills, interest, commitment, dedication and sincerity and performance.

2.2 Develop her / his *own team* considering future expansion of the Centre in particular and Organization in general. He / She must look at upgrading the staff by picking the talented and dedicated members and promoting them.

3) Communication

The Principal/ Centre Head also need to give effective feedback to parents. They should also smartly and tactfully handle parent queries and bridge the gap between parents and school management.

3.1 regularly arranges *Parent-Teacher Meet* and observes the same carefully and keenly.

3.2 *Update parents* about new activities, changes in curriculum, new evaluation techniques incorporated for better learning feedback, placement of qualified staff, upcoming events and competitions.

4) Assessment

The Principal / Centre Head should aim to provide a secure and unbiased environment for assessment and development work in which children are relaxed and confident.

4.1 must ensure to provide a comprehensive assessment that will produce a *profile* of a child's strengths and developmental needs and is of use to parents.

4.2 Maintain a *record of assessments* taken and should discuss the same with academic in-charges or teachers and send her report to the Head Office.

5)Administration

The main administrative objective of the Principal / Centre Head is to assist the school with Academic Excellence, Admissions and Centre Operations. There is few kind of data which a centre head should keep on his or her tip so that can manage the centre with a better command. Below is that data:-

Please refer to the B section of Administration Manager

6)Maintenance of Centre

It is the responsibility of the Principal/Head Centre to pay full attention towards maintenance and cleanliness. For this purpose he/she has to keep in mind the following points:

Please refer to the C section of Administration manager

7) Inventory Management

The Principal / Centre Head must maintain stock detail in an excel format for the below mentioned items and ensure that the Inventory list is updated whenever anything is received at or dispatched from the Centre: This record is to be sent to the HO every fortnight.

Please refer to the D section of Administration manager.

B) Admissions

One of the most important responsibilities of the Principal / Centre Head is, to get new admissions during the new session. If he/she follows the academic and administration rules properly throughout the year then good response is definitely expected in terms of the number of enquiries and conversion.

1 In order to convert maximum enquiries into the admission Principal should prepare the advertisement plan of their particular centre under which they let Head Office know all promotional event they wish to plan on their centre during admission session, also other activities they wish to conduct in advance.

2 Principal should raise the requirement related to admission for coming admission session by the end of November, so that we provide them the required stuff by the first week of January.

3 A CH should follow the below guide lines as well for better conversion of enquiries into admission:

4 Keep the enquiry form ready and make sure that the form for each parent is filled by CH or the Counselor.

5 Meet each parent with patience, listen them carefully and explain them about the school, the curriculum, about foreign interns and other facilities that we provide.

6 Maintain correct data of daily enquiry and new admission on daily basis and mail it to head office everyday in the format given. Fill the enquiry form for all kind of queries whether RTE/Scholarship or normal admission query. Records to be maintained for new admission:

- I. Enrollment Form: Once the complete filled registration form is received, CH needs to put enrollment number on that form. These forms need to be filed in serial numbers from serial number 1 onwards.
- II. S.R. Register: - Once the duly filled enrollment form is received, the proper entry in S/R register should be made for each new admission.
- III. Records for accounting purpose: - After new admission CH must send information in required format to accounts department.
 - Name of Student
 - Enrollment Number
 - Fathers Name
 - Class
 - Standard fee to be received
 - Detail of concession, if any
 - Final fee amount to be received

IV. Registration in class attendance register: After completing above points, CH needs to send information for registration in class attendance register in below format.

- Name of Student
- Enrollment Number
- Fathers Name

❖ *Accounts*

For Fee concession and account related details please refer to the finance manual

Academic coordinator

Role and responsibilities

The Coordinator will report to the centre head.

A) Maintenance:

Please refer to the C section of Administration manager

B) Report Submission

All the reports that are prepared at the centers should be submitted to the HO

Such as Student attendance report , Staff attendance report ,Admission enquiry report ,withdrawal report and all others that are being prepared by the Centre Head.

C) Academic Software

Coordinator has to update parents about academic software (student's performance

Academic coordinator / Subject Head

Role & responsibilities

- A) Implementation of curriculum planned by the Academic Head.
- B) Communicating the curriculum to the centre heads and teachers.
- C) Planning & conducting regular academic related activities.
- D) Planning & conducting regular co-curricular activities.
- E) Assist in updating lesson content and instruction methodology.
- F) Coordinate with teachers and center coordinators to develop lesson plans and materials.
- G) Co-coordinating and monitoring the teaching activities
- H) Co-coordinating and monitoring examinations and examination marking pertaining to the programme.
- J) Liaising with academic staff in respect of academic issues

TEACHER

A) Roles and responsibilities

- 1 The teacher should comply with the rules and curriculum made by academic head and coordinators
- 2 **Maintain the Teacher's Diary** regularly with the **lesson plan**.
- 3 The teacher must **evaluate the students** from time to time.
- 4 Prepare well each and every aspect of the lesson before the delivery of the lesson
- 5 Motivate the students before the actual delivery of the lesson

6 Link the topic with the previous knowledge of the students

7 Develop and use the relevant teaching aid

8 *Use a combination of different methods and techniques of teaching*

9 Interact with the students to induce curiosity, motivate, and provoke thinking, imagination and application of the concept taught

10 Give activity/application- based work/assignment beyond the book, with guidance to use various resources and keep a record of the work given

Training

Training constitutes a basic concept in human resource development. It is concerned with developing a particular skill to a desired standard by instruction and practice. Training is a highly useful tool that can bring an employee into a position where they can do their job correctly, effectively, and conscientiously. Training is the act of increasing the knowledge and skill of an employee for doing a particular job.

Definition :

It is the organized procedure by which people learn knowledge and/or skill for a definite purpose'. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job and organization.

Training At WeCan :

There were many changes in the new Hr. policies , Finance and the administration as well. The previous policies lacked many things and many new things were added to the organization and all of the things were to be communicated to the whole WeCan family. WeCan is currently running 9 schools in Jaipur and to all of the centers it was to be communicated. For this developed a 4 weeks programme at where we were Me with My Department Head had to move to the center And communicate the whole new policies and changes of a single domain on a single day. Training

We started with the HR and communicated to every centers and this took place for 9 days.

After the Completion of the HR we headed towards the Finance and this also carried till next 9 days and was later followed with the Administration for the next 9 days .

While in the period of taining the main focus was on

- Hr. policies
- Academic software
- MS -Excel
- Cashbook Entry
- Inventory Management

After the completion of the 27 days training it was necessary to check whether the training was useful or not .for that same we conducted a test Which is known as KT(Knowledge Test). A set of questions were provided to the teachers to check it that whether the training was successful or not.

At the end of the 28th day we found that more than 90% of the teachers had passed the Test .Hence our Training was successful.

Suggestions

- There is no light thrown on the maternity leave so this can be included and also maternity leave should be given.
- Parameters for performance appraisals are not discussed they can be provided for the employees.
- The Staff must be trained with for MS- Excel as all of them are not familiar with it.
- Before academic software must be made ,mandatory for each and every teacher and staff so that proper records of academic can be maintained.
- The school security systems can be improved.
- The maintenance was not being carried out as per the norms ,strict checking must be applied on it.
- The inventory management is not up to the mark as the inventory is always delayed at the centers.

References

www.wecanschool.org.

Google.com

WeCan Employee Handbook (2016-2017)