

WELCOME TO FEA



FREEDOM EMPLOYABILITY ACADEMY

Building ethical, productive mindsets
and core employability skills

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.



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Job Expectations: FEA India

<http://43.252.88.75:8080/Rural%20Branch%20Staff%20Job%20Expectation%20v1.12.23.pdf>

LEAVE POLICY

Please visit FEA website- <http://feagraduate.org/leave%20policy%202022.pdf>

How to apply for a Leave-

Step1- Log in to <http://52.172.195.227:8087/Login.aspx>

52.172.195.227:8087/Login.aspx

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

Leave Dashboard

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](#) ▶

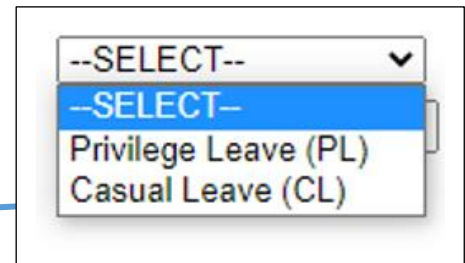
Leave Type*

--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

“While uploading bills, please ensure the following:

- AAM Foundation and date must be written on the top of the bill.
- Work description
- Amount and date
- Branch/Guest house name and Classroom Pin
- Address, Name and phone number of electrician/plumber/service provider.
- Signature of **Vendor/electrician/Plumber/service provider**.
- Signature of **AAMF Manager** approving the bill
- Single Bill amount should not be more than Rs.5000/-.
- Estimate/challan/Quotation should not be written on the top of the bill. It should be Tax invoice/Bill of Supply/Invoice/Bill.
- Stamp is mandatory on the Cash memo.
- Name of employee claiming the reimbursement and his/her Employee code should be written on the top left side of the bill.
- Always attach Excel sheet of expenses, if there are more than 3 bills.
- No overwriting on the bill
- Please upload readable/printable format images.
- The expense ID should be written on the bill before uploading it to claim”

“While uploading conveyance sheet, please ensure the following:

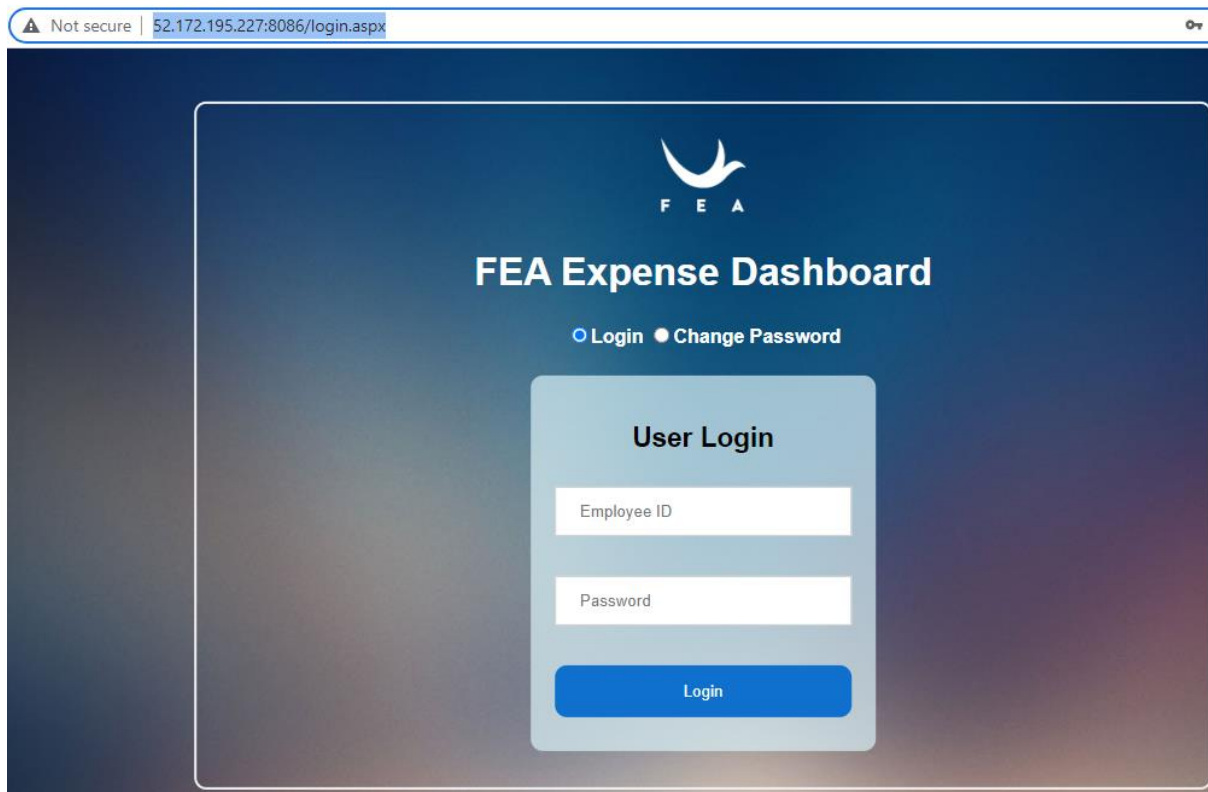
- Please write location instead of home
- Please mention the petrol amount as discussed with manager
- Always double check the calculations and ”

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/litre 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.

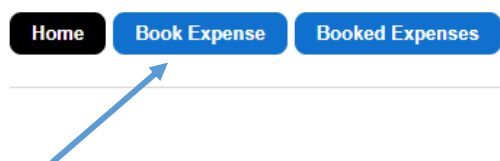
All these expenses to be uploaded on 1st of the month and expected to process by TM by every 2nd of the month.

How to claim an expense-

Step1- Log in to <http://52.172.195.227:8086/login.aspx>



Step2- Click on “Book Expense”



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)

Home Book Expense **Booked Expenses**

Booked Expense

Status Created Date
 Select ▼ From: dd - mm - yyyy 📅 To: dd - mm - yyyy 📅 Submit

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			Receipt - Modify Delete
13042	02/12/2022	Normal	Stationery	19 Oct - 19 Oct	Printouts for Special Lesson -	100	Approved			Receipt - Modify Delete

MEDICAL REIMBURSEMENT POLICY

Please visit FEA website-

http://feagraduate.org/Medical%20Policy_2022.pdf

http://feagraduate.org/AAMF%20Medical%20policy_Modification%201.5.22.pdf

EMAIL GUIDELINES

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

ADMIN

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

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 from 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

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

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

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

Laptop Register format

Date	Session	Laptop Monitor	Check in time	No. of laptops	No. of earphone	No. of splitters	Laptop monitor sign	Check out time	No. of laptops	No. of earphones	No. of splitters	Comment	Laptop Monitor Sign	Facilitator Sign
27-Jul 22	1	XYZ	8:55 am	10	10	0	XYZ	11:22 am	10	10	0		XYZ	MNO
27-Jul 22	2	ABC	11:23 am	10	10	0	ABC	1:52 pm	10	10	0		ABC	MNO
27-Jul 22	3	DEF	2:10 pm	10	10	0	DEF	4:36 pm	10	10	0		DEF	MNO

Note: Laptop cop to make the entry in the register at the time of reaching and leaving the branch. Facilitator to make the entry in case cop is absent.

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 first screenshot shows the FEA LMS navigation menu. The 'Student' dropdown menu is open, and the 'Daily IT Resource Entry' option is highlighted with a blue bar. A black arrow points to this option.

The second screenshot shows the 'IT Resource Daily Status / Requirement' form. The 'Date' is 11-03-2023 and the 'Time' is 5:13 PM. The 'Enter Center PIN' field has a dropdown menu open, showing a list of center PINs. The 'Travelling Facilitator' field is empty. A black arrow points to the 'Select Center PIN' dropdown menu.

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: 14-03-2023 Time: 12:06 PM

Enter Center PIN: 202001T

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: 14-03-2023 Time: 12:07 PM

Enter Center PIN: 202001T

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

Akash Nagar

Travelling Facilitator Name

If all laptops/N computing device, chargers & 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

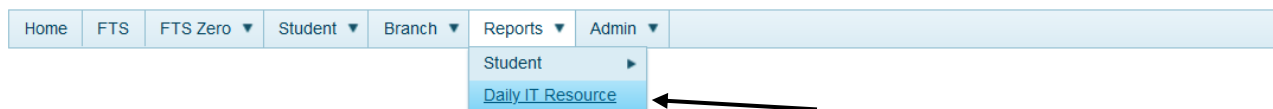
IT Resource Daily Report

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
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

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

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

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).

ENROLMENT PROCESS

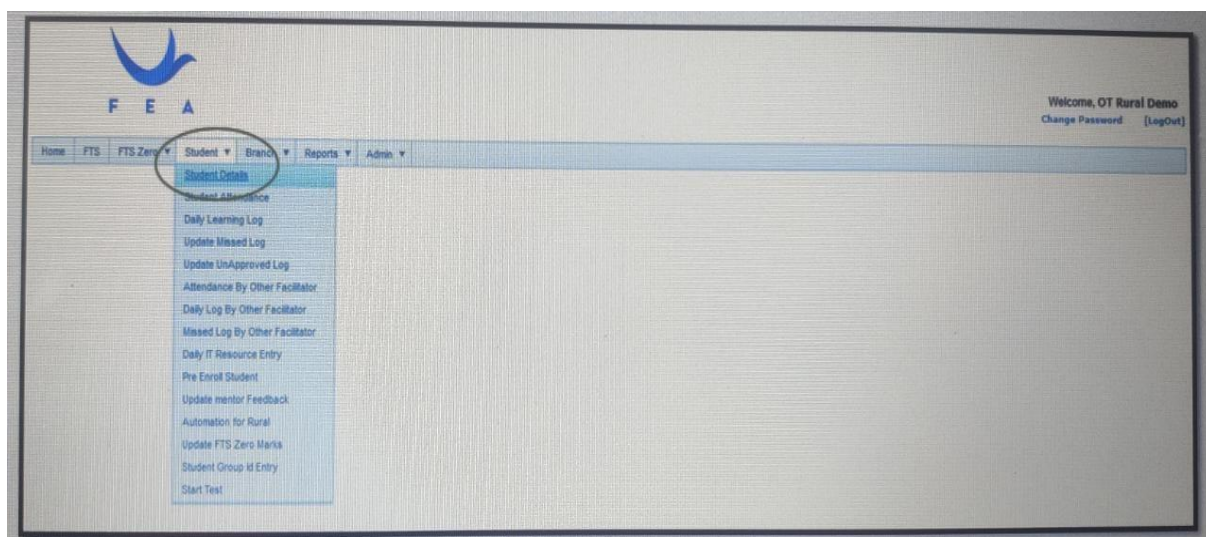
Day 1 at Branch - Calling Survey Data	
If 40+ students agreed to come	If less than 40 students agreed to come
Day 2- Follow up on survey data/Mobilisation	Day 2 & 3 Mobilisation
Day 3- Conduct lesson1 & Enrol students	Day 4/5 Conduct lesson1 & Enrol students

Facilitator must check the ID proof of any student to verify the age of the student before enrolling any.

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

Step1- Login using your FEA email ID on www.feagraduate.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

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:

Walk-ins will be asked to write their information in last pages of the laptop register in the given below format.

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 1st 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

← Update student's details

Step4-

Power BI's myAadF

52.172.195.227:8080 says

Inserted in table!

OK

← Pop will come if the data is saved

← Click okay

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

Step2- follow the process mentioned in arrows

Zone: Branch: Date: Status:



Step3- Click on edit to update mandatory information

Zone: Branch: Date: Status:

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

Zone: Branch: Date: Status:

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	01/09/28

Step5-Update the status

DOB	Status	Enrolled ID	Enroll
01/09/2000	Select		<input type="button" value="Update"/> <input type="button" value="Cancel"/>
	<ul style="list-style-type: none"> Select Interested Wrong Number Online Only Need to Call Again Not interested 		



Step6- Go to enroll tab

Zone: Branch: Date: Status:

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	<input type="button" value="Edit"/> Enroll



Step7- Login onto LMS to update more information

Status:

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	<input type="button" value="View"/>	<input type="button" value="Edit"/>



Step8- Fill the required details and save

Personal Info Meeting Log Phone Log Daily Learning FTS Details

Center PIN*

First Name*

Last Name*

First Session(DOJ)*

Date of Birth*

Gender* Male Female

Mobile Number*

Alternate Number

Session Number*

Email ID

Previously Attended No. Of Classes

Status

Parent / Spouse First Name

Parent / Spouse Last Name

Parent / Spouse Mobile*

Address Line 1*

Address Line 2

Address Line 3

City*

State*

PinCode

Upload Photo No file chosen

Allow Email and Photograph on LMS? Yes No

Must update all 3 (under active)

Must

Must

Not needed

Select No

At the end

Click on save