

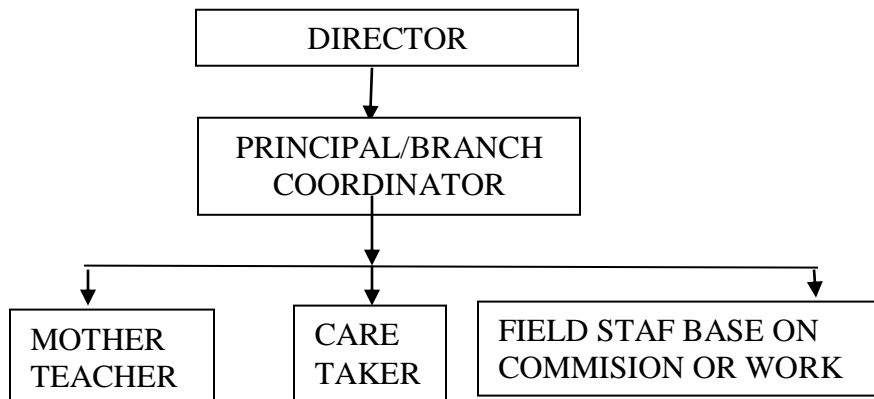


TPS STRUCTURE AND ITS RULES

NAME OF THE FIRM: - TEJAS PLAY SCHOOL

WORK START DATE: - 01TH JUNE 2024

ORGANISATION WORKING FLOW CHART



RULES TO BE FOLLOWED IN THE ORGANISATION

- 1 Things to be service by the organization must be at the fixed price as decided earlier by the Manager Director (MD) of the firm it can not be change without the pre information.
- 2 Associates are to perform their mentioned duties only, they cannot interfere In between the other works without mentioning the reason to the management.
- 3 Associates of the firm are not authorized to do any new implementation in the Firm without the consideration of the management.
- 4 Associates of the organization must be in proper discipline in & out of the firm.
- 5 Associates of the institution must be properly dressed up while coming to the

Institution.

- 6 Associates must be very polite, paying respect, while dealing to the customer with patience.
- 7 Appointment of the teachers or the employees must be on their skill efficiency only.
- 8 Highly skilled persons may be hired if needed after consulting to the management.
- 9 Billing is must for the service & education maintenance in the organization.
- 10 Maintain the proper records with addresses of the customers & the students attached to the firm.
- 11 Daily report must be submitted to the Managing director in the evening.
- 12 Proper reports must be maintained as an office copy & must be duly signed by the reporting officer daily.
- 13 Be punctual in reporting to the organization by 8:30 am & leave it by 01:00pm. every day for teaching and non-teaching 10 AM to 6 PM.
14. Three continuous late marking in month, it will be deducted one day salary.
15. Play School students age should be Minimum 2.5 years and Maximum 6.0 years.
16. Quarterly fee submission parents get 10% discount on tuition fee.
- 14 Rules & regulations must be strictly followed by each & every associate of the school otherwise strict action may be taken against the accused person.

Date

Associate Signature

Location

EVALUATION GUIDELINES

Based on the standard evaluation form which must be filled by Principal for his/her supervised employees and his peers as well as the following guidelines.

Employee Name:

Designation:

EVALUATION BASE	VERY POOR	POOR	AVERAGE	GOOD	VERY GOOD
Ability to deliver work on time					
Teaching Skill					
Extra Activity Plan for kids					
Consulting Skills					
Team Work					
Punctuality					
Bussiness Development Plan					

Yearly salary increases based on each individual's evaluation.