

Points discussed in earlier Managers & FOA meetings



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1. Front office should report to the office on time as per their shift timing.
2. Call diverts should be removed immediately after entering the office.
3. Front office should be maintained neatly.
4. Maintain discipline at the front desk.
5. Issues and problems of any kind (students, teachers, parents, building maintenance etc...) should be reported to the managers immediately.
6. Don't give silly reasons to take leave like xyz.....
7. Mails should be downloaded on time.
8. New type of fliers.
9. New offers for enrolment.
10. Maintain logbook date wise regarding information passed from Head office to FOAs
11. Pen drive update. (TV Videos of current year's Annual day programmes).
12. Training will be given on topics such as a) About Rhythms b) Instrument Sales c) Software new updates.
13. ISO Certification, Face book.
14. Front office communication with the visitors, students, parents and teachers should improve.
15. Visitors should be paid attention without any delay.
16. Learn how to avoid Repetitive numbers.
17. Front office should not involve with the students, teachers and parents more than what is required officially.

18. Parents meeting should be after the class hours.
19. Should not exchange contact numbers with students or parents.
20. Mind your business i.e., do not gossip or communicate unnecessary with other branches.
21. Avoid personal phone calls.
22. Get to know what all type of messages would reach to the students.
23. In presence of manager introduce the opposite person to him but don't interrupt with his communication.
24. Dance Dress code and Shoes is compulsory for Western Dance.
25. Dress code for Bharathanatyam.
26. Know the Age limit for all the courses.
27. Phones call to be done for all Enquiries.
28. Do not enter not reachable/ no response easily in enquiry follow up.
29. All the students' names should be entered in the attendance register immediately after their admission.
30. Front office is solely responsible for any student in the class without his or her name in the register.
31. Attendance should be taken for all classes at any cost on time, 15 minutes before the class ends.
32. Compulsory call up students who are absent for more than two classes.
33. Give proper information for the students who have informed that they will not be coming for 2 months.
34. Students who are absent for more than 2 weeks shall be contacted by the managers if any wrong information given, will be considered seriously.

35. Hold classes in any available room which is big enough.
36. Makeup classes should be given on the days where students strength is less.
37. People willing to have a trial class should come in allotted schedule and sit on the chair & watch with the student with one attainer & shouldn't disturb the class.
38. Trial class should be given at the beginning of the class or at the end of the class.
39. Front office or else office boy should go & inform the Teachers that students have come for Trial class / have taken Admission.
40. Change the term Trial class.
41. Keeping track of Special class students.
42. In case there are more admissions then empty lines are available in register, use the left side of the page draw similar lines & use it.
43. Standees
44. New things and course that are planned to be started such as Course: DJ, Hobby Classes, P B S, Abacus, Salsa.
45. Students book library.
46. Learn to convince when students are quitting the class.
47. Phone calls to be done for the quit students asking whether they have paid the fees and quit.
48. Annual day Information
49. Sit in Chairman - Director's special class.
50. Day usage of classes.
51. Students practice is allowed from 11.30 am to 5pm.
52. Drums practice timings.

53. Charge more fees - extra class utilization and let students use the classes conducted in the week /month.
54. Status of Abacus
55. Trinity syllabus introduction
56. Teachers complaining about batch charts.
57. Help teachers to form a new type of batches.
58. Check room allotments once again.
59. Shifting 8 classes to 4 classes or vice versa should happen, effective from next month.
60. Get all the pending classes from teachers.
61. List complains and suggestions on teachers.
62. Teachers meeting will be held shortly.
63. Theory class status.
64. New syllabus book.
65. Instrument sales knowledge should be improved and the teacher's suggestion should be less entertained.
66. Permission should be sought for renting out instruments.
67. Should ask the quit students to give back the instrument.
68. Sales of Yamaha guitars / Electric guitar.
69. The inbuilt tuners battery should be removed & kept out in the brand new instruments.
70. New Purchases - Percussion kit, dance class doom and Laser lights, D J machine.
71. Verify all instruments on Friday morning and inform for rectification if any on the same day.

72. Details of equipments to be provided course wise.
73. Collect the new assets sheet and call me up by checking it.
74. Bill book, Instruments missing.
75. If any receipt is not given for the payment made, that shall be considered seriously, so do not delay in giving the receipt after the payment.
76. CC should be stapled in the carbon copy itself.
77. Leave the petty cash amount in the cash box itself.
78. Regularize fees date to 10th.
79. If there is cash collection after picking up the cash, report it while leaving the place to the designated person.
80. Excess amount should be reported to head office. 82. View installment date should be entered clearly.
81. Balance list will be mailed to you. See to it & write down the amount in the attendance as per classes attended by them.
82. Make a list and maintain those who have paid advances as well as round of their names immediately after getting new attendance sheet.
83. During advance payment or any other odd payments by students enter it in the remarks column stating how many months it has been paid or any other details.
84. We won't delete any receipts for nonsense kind of entries. Face the music ! 87. Fees accounting will happen on Friday morning also (Monday to Thursday's collections).
85. Reasons for financial imbalance.
86. Collect full balance fees and convince to take extra class.
87. Data entry is again becoming a problem.

88. Understand new corrections made in software.
89. Students saturation discussion and reward for the same.
90. Achieving monthly target.
91. Incentives for achieving targets.
92. Termination in case of not achieving the target for more than three months. (Genuine reasons will be considered)
93. Teacher's cheque should be distributed on time.
94. Should get signature from the person for whom you are handing over the envelope.
95. Should write the envelope neatly with proper description.