

Department - COO & HR		Min reqd	1.1.21	2.1.21	3.1.21	4.1.21	5.1.21	6.1.21	7.1.21	8.1.21	9.1.21	10.1.21	11.1.21	12.1.21	13.1.21	14.1.21	15.1.21	16.1.21	17.1.21	18.1.21	19.1.21	20.1.21	21.1.21	22.1.21	23.1.21	24.1.21	25.1.21	26.1.21	27.1.21	28.1.21	29.1.21	30.1.21
Daily Jobs	1 Daily job allotment to all managers Asst HR, Software, Accounts, CRM, Admin, Facility, Driver	90																														
	2 Update job list time to time by verifying job profile	20																														
	3 Which ever jobs have been completed collect the data & see if it in the right format & upload to database	50																														
	4 Daily Mails from FOA in detail related to concern departments	60																														
	5 Making alternate arrangements for Leaves of Teaching & Non-teaching staff	30																														
	6 Discuss and update with chairman about situations	30																														
	7 Centralized xl carrying task report, job list, calendar, quality	90																														
	8 Record maintainance Phycial & Electronic	25																														
	9 Pending Jobs of all to be received by mail to be checked	20																														
	10 Recruitment, Termination and training of the day	30																														
	11 OT of all Non teaching Staff update	15																														
	12 Collection reports	15																														
	13 Assets sheet management	20																														
	14 Taking report of cleanliness of Head office	30																														
	15 List of VIP Students	15																														
9hrs		540																														
Weekly	1 Get phone calls done by Chairman on next day (Monday) to concerned teachers about previous days' event review (Prathibhankura)																															
	2 Preparation for monthly submission of all departments.																															
	3 Daily/Weekly Hard disk backup																															
	4 Information of meeting in advan+C20ce to all staff.																															
Monthly	1 Performance report entries																															
	2 Monthly call / meeting with teachers about their performance reports.																															
	3 Every 3 months once teachers name should be changed in notice board																															
	4 Office numbers made as spam.																															
	5 Database maintenance of Artists, Guests & VIPs.																															
	6 General files maintenance with scan copy																															
	7 Timings chart & room allotments.																															
	8 Calendar for accompanying teachers including for shows																															
	9 Arrange review meeting once in a month of FOA with performance report, managers & 2 months once all non-teaching staff.																															
	10 Monthly recognition of best performing staff including teachers.																															
Seasonal	1 General body meeting - internal jobs.																															
	2 Training all staff as per checklist time to time.																															

General Jobs	
1	One trail session of managers who will be working down with checklist
2	Checklist for daily jobs of managers & Foa (HR, software, Accounts, CRM)
3	Person for System, Camera & Biometric
4	Software dept demands 2 persons job what to be done