

Daily Jobs			
HR	Daily Mails	15	
	Just dial Positions checking	90	Will randomly check in Justdial website
	Biometric	5	
	Daily attendance report - Teaching & Non Teaching	10	Will check in CMIS
	Discussion on target	10	will be checked in detail about students attended classes & not paid fees and enquiry follow up
	Daily collections with shortage mentioned	10	Will check in CMIS
	Pending jobs of the day mail to be sent	15	
Accounts	Cash deposition to bank	15	Should be done with in 12pm
	Petty Cash details	10	
	Daily collections report	10	Will check in CMIS
	Unrecognised Payment Details collecting from branches	10	
	Inventory	30	
Software	Walkin update	10	Will check in CMIS
	Just dial leads calls & update	40	will check CC mails from Just dial
	Pending batches schedule of online & Regular	25	Will check in CMIS
	Enquiry follow up	60	will check audio recording randomly
	Journey remarks update in CMIS	30	Will check in CMIS
	Staff Attendance	10	Will check in CMIS
			Regular class will check in the camera, online class will call up randomly & check with students
	Students Attendance of online & Regular	60	
	Instruments Sales for New admissions	15	will call up randomly & check
	Online fees receipt generation	15	
8hrs. 15min		495	

Weekly Jobs		
HR	Asset Sheet	240
	Update on Google Review & Just dial review	20
Software	Target sheet	30
	2 months bal fees follow up	45
	students absent for more than 2 class	90
	Software corrections	30
	Quit list follow Up	60
	Name, Age, Gender corrections	30
	Fees Receivable checking	30
	No of Fees Collection Followup done	90
	Offer Book let Follow ups if given	20
SRM	Hi-Flyers Quit & Joined students Details	20
	Prathibhankura students list	30
	Pathibhankura CMIS updation	40

Monthly		
HR	Staff leaves - Teaching & Non Teaching	20
	Teachers Performance report	45
	Arrangement of Hiflyers Meet	60
Accounts	Petty cash expenditure settlement	20
	SSR Report advance & Fees collection Report	120
Software	Quit list	40
	Online Students advance & Balance fees adjustment	30
	Software corrections	30

Seasonal	
1	Any Events Participants list
2	Any Exams related students list (At Requirements)
3	Hall Ticket-Yes/No
4	Exam Marks Upload-Yes/No
5	No of Photo/Sign Upload