

## **Branch Hierarchy Overview**

Each branch operates under a structured hierarchy to ensure smooth academic operations, quality delivery, and effective team coordination.

### **Branch Hierarchy**

- └─ Branch Manager (BM)
  - └─ Assistant Branch Manager (ABM)
    - └─ Centre Academic Head (CAH)
      - └─ Faculty Members

## **Role Descriptions**

### **Branch Manager (BM)**

- **Responsibilities:**
  - Oversee overall branch operations – academic, administrative, and placement.
  - Ensure adherence to SOPs, targets, and timelines.
  - Act as a bridge between the central team and branch staff.
  - Resolve escalations from trainers, students, or parents.

### **Chief Academic Head (CAH)/ACAH/ABM**

- **Responsibilities:**
  - Manage and monitor all academic activities at the branch.
  - Track trainer schedules, content delivery, and student performance.
  - Ensure curriculum implementation and quality control.
  - Provide feedback, conduct academic reviews, and mentor faculty.

### **Faculty Members**

- **Responsibilities:**

- Deliver training as per the defined curriculum and schedule.
- Conduct modular assessments and provide feedback to students.
- Maintain class discipline and engagement.
- Assist in mock interviews, project evaluations, and placement activities.