Q1) What will be the exact tests (class, board, subjects) for the incumbent / interested students?

Ans 1)

|  |  |  |  |
| --- | --- | --- | --- |
| **SlNo** | **Subject** | **Class** | **Board** |
| 1 | English Language, English Literature, Maths, Physics, Chemistry, Biology, Computer Science | Std IX, Std X | ICSE, CBSE & WB |
| 2 | Commerce application & Economic application | Std IX, Std X | ICSE, CBSE & WB |
| 3 | History & Geography | Std IX, Std X | ICSE, CBSE & WB |
| 4 | French | Std IX, Std X | ICSE, CBSE & WB |

Q2) Is schedule ready for all the prospective students according to their class / board / subjects?

Ans 2) Do we have teachers ready for all the subjects.

Do we have the schedules?

Right now, we are working on it.

Physics and Mathematics by Avishek 🡪 Avishek confirmed will prepare question paper for Mathematics for 02/12/2023 Mock Test

Chemistry by Subroto Sir. 🡪 By 30-11-2023 he will send the questions for competitive exams

He will not make questions for Std IX and Std X.

He does not have time to do counselling.

**Faculties have to create question paper in word file.**

**They have to correct the papers on the exam day only.**

Q3) Who will be the faculty for each test on each date and time? (Get consent from the faculty on availability)

Ans 3)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SlNo** | **Subject** | **Exams** | **Exams** | **Faculty** | **Phone No** |
| 1 | Chemistry | JEE Mains, JEE Advanced, NEET & JELET |  | Mr. Subroto Ghosh | 79809 04280 |
| 2 | Physics | JEE Mains, JEE Advanced, NEET & JELET | 9,10,11 & 12 board exams | Mr Avishek Adhikari | 74392 84197 |
| 3 | Mathematics | JEE Mains, JEE Advanced & JELET | 9,10,11 & 12 board exams | Mr Avishek Adhikari | 74392 84197 |
| 4 | Biology | NEET | 9,10,11 & 12 board exams | Dr Partha Sarathi | 98306 59366 |
| 5 | Accountancy |  | 9,10,11 & 12 board exams | Mr Anupam Sen | 79809 04280 |
| 6 | English, History & Geography |  | 9,10,11 & 12 board exams | Mr Rahul Dutta | 81004 36512 |
| 7 | French |  |  | Mr Indra |  |

We need to search young faculty of chemistry and biology.

Q4) Who will lead the team on each day and each test?

Ans 4) Debashish & Rahul will take responsibility to conduct first mock test.

Going forward Rahul will take responsibility of conducting mock test.

Q5) What team members will be supporting the tests for admin work? Who will do what?

Ans 5) Rahul and Victor for supporting the tests for admin work.

Q6) What team members will be supporting the tests for Marketing work / presentation? Who will do what?

Ans 6) Short and simple presentation by 28th November 2023 by Debashish and Rahul.

We will tell guardian “How we can help your children to succeed in life” after examination.

Debashish will call Avishek for

1. Preparing question paper of std IX and std X by 28-11-2023

* Avishek confirmed me he will make question paper by 28-11-2023.

1. PowerPoint presentation of demo class by 28-11-2023

* For demo he did not assure that he will do by PowerPoint presentation.

Tomorrow 25-11-2023, he will come to take class then Debashish will again talk with him for presentation.

Debashish will call Ayusman for deferring exam 🡪 Done

Victor will call and confirm students for students of mock test.

If exam is from 10AM to 12 PM,

The student has to come at 9:45 AM.

Before exam Victor will ensure all the necessary things done.

After exam the session for overview will start after exam and Rahul give presentation.

Rahul will tell the student to take mock test of other subjects.

Result will be out at 12:30 PM.

Faculty will explain students what the students needed to improve.

Faculty will give a demo class through ClassPlus.

Faculty and Rahul will together do career counselling.

Rahul will maintain a batch for examination as students can appear for same examination multiple times.

Rahul has to create a format for conducting test of students.

Q7) Is faculty ready with demo class? How will faculty raise interest of the students on the topic of her/his demo class. Will the question paper pattern be hard for these chapters?

Ans 7) We need to confirm from faculty for his/her availability.

Yes, the question paper will be hard.

Q8) Does faculty have soft copies of class notes / presentations / points to remember / sample questions etc. to be displayed in the demo class?

Ans 8) Demo class has to be USP for faculty, it will be convincing enough to attract students for enrollment.

Q9) Can the faculty / team show the apps (class plus / college doors) as points of competencies during the presentation after mock test?

Ans 9) In the overview presentation admin team will give demo for apps.

We need to convince students/guardian that our institute is better than Kota.

Q10) Is the demo class rehearsed?

Ans 10) Demo class has to be rehearsed by faculties.

Q11) Is the marketing / counselling / presentation rehearsed?

Ans 11) Yes

Q12) What is the question paper pattern for the test as per board / class/ subject? (Time limit, number of questions, full marks, marks per question / sections, questions covering entire syllabus, question type (MCQ, objective, descriptive etc.)

Ans 12) For 9,10,11 & 12 question paper is set on pen and paper. Duration is 2 hours.

For competitive exams we will go through college doors app.

We need to talk with faculty for related subjects.

Q13) Is the question paper reviewed?

A13) Yes, the question paper should be reviewed

Q14) Do we have answering instructions / sample answers ready?

Ans 14) We need to keep questions & answers ready and submitted to admin team.

Q15) Which chapters will students will find easy / scoring, which ones difficult? Are we designing demo class around the critical ones?

Ans 15) Faculties will discuss critical chapters in demo class. Demo classes will be 20 mins, not more than that.

Q16) Is each team member aware of all the above points?

Ans 16) No. Rahul today (24-11-2023) is absent, Victor will explain him tomorrow (25-11-2023).

Q17) what will be the start time and end time of tests?

Q18) Which room will the students sit?

Q19) Which room will the parents sit?

Q20) Which toilet, water dispenser, facilities, parking, tea coffee etc.…

Q21) Where will other BAU go during Mock tests?

Q22) How we manage invigilation?

Q23) How we manage parent's expectation?

Q24) Will the parents attend demo class?

Q25) Will counselling be in groups or individual?

Q26) Is counselling strategy defined?

Q27) What will be the course fees for each subject / board / test? Will we provide discounts? Is this as per profitability?

Q28) Which faculty will be appointed for each student upon enrollment? Is that faculty aware? Is she the same one conducting the test?

Q29) How do we manage expectations and volatile / unruly behavior of students and parents? Are team members aware of all these?

Q30) How do we invite students for the consecutive mock tests?

Q31) How do we show them a career path for individual students during counselling?

Q32) How do we ensure all students / parents / faculty and team members leave in a positive note?

Q33) Are we aware of App functionalities for each test?

Q34) Will the students get question papers on laptops / mobile phones? Or papers? If online, did we ask them to bring laptops / mobiles? Will we give them WIFI access?

Q35) If tests are online how do we manage disruptions due to FB and other websites on the same device?

Q36) How we collect phone numbers and contact info of parents / students?

Q37) How do we manage CRM with each one after mock tests?

Q38) Are we ready with a ppt about Anodiam and why they enroll with us? Who will deliver the presentation? When? Is it rehearsed?

Q39) Do we ask clients to join a FB / WA group? Is that group a generic one or something specific for particular subject / board / class?

Q40) How do we cross sale other subjects to them? How do we ask them to refer other students? How do we ask them to do AI, IT and Communication classes?

Q41) will we send street directions / locations to the parents? Will they assemble 15 mins early?

Q42) Will we put up internal branding during mock test (Shandies / leaflets)?

Q43) Will need signages inside the building?

Q44) Seating arrangements?

Q45) Cleaning services and housekeeping?

Q46) Define a sequence / timeline of key activities for mock test

Q47) Dry run a mock test end to end as per the above sequence / timeline of key activities