

**S.NANDHINI-Business Development Administrator**

**10-11-2025**

**MONDAY**

<b>Morning Session</b> (11.00 – 1.20)	<ul style="list-style-type: none"> <li>• Weekly Report Preparation</li> <li>• Quick meeting</li> <li>• Poster Designing</li> </ul>
<b>Afternoon Session</b> (1.25-1.50) (2.00– 4.00)	<ul style="list-style-type: none"> <li>• Lunch Break</li> <li>• Project and Crash course pamphlet designing</li> </ul>
<b>Evening Session</b> (4.35 – 6.25) (6.30-7.30)	<ul style="list-style-type: none"> <li>• Minutes of Meeting conducted by sudhakar sir</li> <li>• Payment details entry in excel</li> <li>• Randomly call on mech students</li> </ul>
<b>11-11-2025</b>	<b>TUESDAY</b>
<b>Morning Session</b> (11.00 – 1.30)	<ul style="list-style-type: none"> <li>• Poster Designing</li> <li>• Call on parents of existing students</li> </ul>
<b>Afternoon Session</b> (1.30-2.05) (2.15– 4.15)	<ul style="list-style-type: none"> <li>• Lunch Break</li> <li>• Call on parents of existing students</li> </ul>
<b>Evening Session</b> (4.30 – 6.55)	<ul style="list-style-type: none"> <li>• Randomly call on IT Positively responding students(20 Calls)</li> <li>• Poster designing for Tuition</li> </ul>
<b>12-11-2025</b>	<b>WEDNESDAY</b>
<b>Morning Session</b> (11.00 – 1.30)	<ul style="list-style-type: none"> <li>• Tuition Poster designing</li> <li>• Invite Letter Preparation for student</li> <li>• Employment Verification mail reply for old employee Gopinath</li> <li>• Flowering to God</li> </ul>
<b>Afternoon Session</b> (1.30-2.10) (2.15– 4.00 )	<ul style="list-style-type: none"> <li>• Lunch Break</li> <li>• Crash course poster designing</li> </ul>
<b>Evening Session</b> 4.00-7.10	<ul style="list-style-type: none"> <li>• Follow-ups VTMT mech - 24 class, SA- 9 Calls, VTHT- 13 Calls</li> <li>• Tuition related calls with school faculty</li> </ul>
<b>13-11-2025</b>	<b>THURSDAY</b>
<b>Morning Session</b> (11.00 – 1.40)	<ul style="list-style-type: none"> <li>• Minutes of meeting report preparation</li> <li>• Parents calls report preparation</li> <li>• Video content Script writing</li> </ul>

<b>Afternoon Session</b> (1.40 – 2.20) (2.20-2.45) (2.45-4.00)	<ul style="list-style-type: none"> <li>• Lunch Break</li> <li>• Mech course registration formalities(Bala Bhuvaneshwar)</li> <li>• Poster Designing</li> </ul>
<b>Evening Session</b> (4.10-6.55)	<ul style="list-style-type: none"> <li>• VTMT CSE 3<sup>rd</sup> year Followups</li> </ul>
<b>14-11-2025</b>	<b>FRIDAY</b>
<b>Morning Session</b> (11.00 – 12.00) (12.00 – 1.45)	<ul style="list-style-type: none"> <li>• One hour Permission</li> <li>• BMC Followups (35 - calls)</li> </ul>
<b>Afternoon Session</b> (1.45-2.20) (2.25-2.50) (2.55-3.15) (3.15-3.35)	<ul style="list-style-type: none"> <li>• Lunch Break</li> <li>• Discussion with Priya mam and Lakshmanan sir about projects and poster designing</li> <li>• Poster Designing</li> <li>• IT Course Enquiry</li> </ul>
3.35 – 4.00	<ul style="list-style-type: none"> <li>• Teaching Canva designing to Priya mam</li> </ul>
<b>Evening Session</b> 4.00-4.35 4.35-7.15	<ul style="list-style-type: none"> <li>• Enquiry for Java course joining</li> <li>• BMC followups-42 calls</li> <li>• Randomly call on mech positively responding students</li> </ul>
<b>15-11-2025</b>	<b>SATURDAY</b>
<b>Morning Session</b> (11.00 – 11.20) (1120 – 11.35) (11.37- 1.35)	<ul style="list-style-type: none"> <li>• BMC Followups -20 calls</li> <li>• Quick meeting</li> <li>• BMC Followups-57 calls</li> </ul>
<b>Afternoon Session</b> (1.35 -2.20) (2.35-3.20)	<ul style="list-style-type: none"> <li>• Lunch Break</li> <li>• Poster Designing</li> </ul>
<b>Evening Session</b> (3.30-5.30) (4.35-7.15)	<ul style="list-style-type: none"> <li>• Tally Followups-25 calls (Priya mam)</li> <li>• Randomly call on mech positively Responding Students</li> </ul>
<b>16-11-2025</b>	<b>SUNDAY</b>
10.50-1.15	Followups mech – 65 calls



