



CREDIT POINTS PROTOCOLS

Every time when an employee finishes a task within the deadline, he/she will be rewarded with credit points. Using that credit point, employees can shop whenever they need & Maintaining credit points is vital for everyone.

Below we mentioned how the credit points are awarded, all the employees are requested to go through it

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|-----------------------|-----------------------------|
| Poster Creation | +10 |
| Video Creation | +20 |
| Organisation reports | +20 (Weekly) |
| Web Page Upgrades | +Depends on changes (10-50) |
| Hosting an Event | +20 |
| Over Time (Sat & Sun) | +30 |

Credit points can be reduced if employees missed any one of the following

| | |
|------------------------------|-----|
| Missing Meetings | -20 |
| Missing daily Login | -20 |
| Missing Organization Reports | -30 |
| Deadline crossed Tickets | -25 |