

Guidelines for Induction Training

At FEA, we are deeply committed to your success. Our team will support and guide you in becoming an outstanding teacher. In return, we expect you to maintain a positive, open mindset, embrace new ideas, and work diligently.

1) Training Schedule

- The training will run for **8 hours daily**. Your specific training hours will be communicated by your trainer.
- **Punctuality is essential** – arrive at least **5-7 minutes early** to stay relaxed and prepared. Repeated tardiness may result in dismissal.
- **Attendance is mandatory** – leaves are not allowed during the paid training period. Missing sessions may lead to dismissal.

2) Additional Learning Opportunities

To enhance your growth, you will have access to:

- **Physical fitness sessions** to promote positivity and reduce stress.
- **Library books** to improve your language skills and career prospects.

3) Cell Phone Usage

- Personal calls and texts **are not allowed** during training sessions.
- Phones may be used only **during breaks** (three breaks per day).

4) Stipend & Meals

- You will receive a **stipend of Rs. 250 per full day** of training attended.
- If you **discontinue** on your own, the stipend will not be provided.
- FEA will provide **all meals** (breakfast, tea, lunch, and dinner) during the training period.

5) Work Culture at FEA

- We treat **everyone with respect and equality**. Titles like "Sir" or "Ma'am" are not used—everyone is addressed by their **first name**.
- Many FEA team members started as trainees like you and are available to **mentor and support** you.

6) Prohibited Substances

- The use of **tobacco, paan, alcohol, or any intoxicants** is strictly forbidden on FEA premises.

7) Cleanliness & Responsibility

- Keeping the training center **clean and organized** is a shared responsibility. **Do not litter** or leave a mess for others to clean.

Commitment to FEA's Mission

FEA is a charitable organization investing **Rs. 20,000 per trainee** for world-class training at no cost to you. We urge you to take this opportunity seriously—join the training **only if you intend to work at FEA**. The same resources could help disadvantaged youth and families break free from poverty.

We look forward to welcoming you as a valuable member of the FEA family. Over **400,000 students** have benefited from our mission, and with your dedication, we will continue to grow and impact lives.

