



INFRASONIC INC

#15, Mrinalini, 2nd floor,
Thimappa Reddy Layout, Hulimavu,
Near Matru Nursing Home,
Bannerghatta Road, Bangalore 560076

2023-24 TEACHERS POLICY

- Ensure that all Students complete 4 & 8 classes per month (as per their monthly plan). In case of Student / Teacher Cancellation, the compensation class has to be given in the same month. Overspill will only be entertained if the Student or Teacher cancels the class in the last week or due to non-availability of the slots.

Certainly, We understand that teachers are expected to adhere to the prescribed curriculum, including both casual infrasonic curriculum and formal grade examinations. It is crucial for instructors to align their lesson plans with the guidelines set by the school administration. The use of any unauthorized books or curriculum modification is strictly discouraged.

Teachers are encouraged to thoroughly review the provided curriculum materials and integrate them into their teaching plans. This ensures consistency across classrooms and helps students meet the academic standards set by the school. Additionally, instructors should make an effort to engage students effectively, fostering a positive and conducive learning environment.

By adhering to the established curriculum, educators contribute to the overall educational goals and objectives of the institution. It also helps in the fair evaluation of students during formal grade examinations. Regular communication with the school administration and participation in professional development activities can further support teachers in delivering high-quality education within the specified framework.

- Please follow the Infrasonic Curriculum & The set Service Delivery;

ONLINE CLASS SERVICE DELIVERY A. Service Delivery for a Student is taking 25 minutes class 05 minutes - Warm-up exercises & Revision of the last class 20 minutes - Class & Recap of the 'Class B. Service Delivery for a Student taking 50 minutes class 10 minutes - Warm-up exercises 05 minutes - Revision of the last class 30 minutes - Class & 05 minutes - Recap of the 'Class'.

OFFLINE CLASS SERVICE DELIVERY (HOME TUTORINGS) A. Service Delivery for a Student taking 40 minutes class 10 minutes - Warm-up exercises 05 minutes - Revision of the last class 20 minutes - Class & 05 minutes - Recap of the 'Class'. B. Service Delivery for a Student taking 60 minutes class (GROUP SESSION) 10 minutes - Warm-up exercises 05 minutes - Revision of the last class 40 minutes - Class & 05 minutes - Recap of the 'Class'. A Note: The above Service Delivery is mandatory for all classes, that is Guitar, Ukulele, Keyboard, Piano & Western Vocals.

- Send the day's Attendance to your Operations Associate & Updated the Student Class report on a regular basis. You can send it on the same day (end of the day) or the next day, on or before 11.00 am Example: 01st October Attendance & Student Class Report has to be sent and updated on 02nd October before 11.00 am

- Take part in the Monthly Meetings & Activities with regards to School Initiatives, Curriculum Meetings, Student Activities, Grievances that's hosted by Infrasonic Inc. In an event of not attending, a valid reason has to be submitted to the Management.

- Nominate your Students, every 3 month's once for the Student Recital. Kindly ensure that every student get's 1 or 2 turns in a Year.

- Keep the Operations Associate informed of those Students, who are keen to register for RSL or Trinity Grade exams once in 3 months.

- The Management will have the Authority to Step into the ongoing class to check the Quality & Service Delivery as advised. This is to ensure that we follow a disciplined method of teaching

Conduct the Module Assessments on a timely basis. A Student should successfully complete each Module of Infrasonic Curriculum on a timely basis. We could monitor the progress of a student on a monthly basis so that in case of an extension, the Student and or the Parent can be notified of the delay.

Module Assessment

When your Student is ready for a Major Assessment, kindly drop a message in your WhatsApp Group (Teacher group created for you) saying, " _____ is ready for Module __ assessment". EX: Arun is ready for Module 1 assessment Your Operations Associate, Operation Associate (Coordinator) will look into HR Teacher Management availability and contact the Student or their Parent and fix a time slot for the Module assessment . After conducting the Module Assessment, HR Teacher Management will share the Assessment Report. A copy will be shared with both the Teacher and Student / Parent. A Certificate (Soft Copy) will be sent to the Student after the completion of every Module by the Administration /Coordinator. A Note: All Major Assessment will be conducted by HR Teacher Management

- All Class coordination has to be routed through your “Operations Associate”. All Student Coordination with regards to classes, cancellation, rescheduling, change of slot has to be routed through your respective Operations Associate only. By passing this and Self coordination is not entertained.

- Host a Workshop, Master Class or be part of a Music Event, once in 3 months.

- Kindly ensure that you are present to take up Calls and be available for Classes or KYT sessions in your working hours as per your Offer Letter.

- When taking a leave, kindly provide a 24 hours prior notice to the Management. This is to ensure that the internal arrangements for coordination & the Student and or their Parent can be notified in advance. Ensure that you get leave approval from your Reporting Manager or the Director; failing to which, it will be considered not approved and counted as Teacher Cancellation

Please Note: A Teacher cannot take more than 1 day leave in a month. Last minute plans will not be entertained and if yes, only for Medical emergencies with a valid proof. (Unplanned leaves, KYT & Class cancellations or Rescheduling is not allowed) Use the Leave Application form to apply for a Leave (Mandatory)

- In cases where there are 3 or more recurring drop outs from Infrasonic Inc, the Teacher is responsible to give a valid reason for the Student’s decision to stop taking classes. Note: The Management can attend any future class to check how the class is taken, to help improve the teaching experience.

- If a Student doesn't turn up for the class, please inform your Operations Associate within the first 5 minutes so that they could call the Student and revert. We request you to wait for 15 minutes from the Student’s class start time or wait for your Operations Associate to revert. For a Student taking 50 minutes class 00 - 15 minutes late in joining - Regular class will be conducted (45 minutes) 16 -30 minutes late in joining, only 25 minutes class will be conducted / rescheduled only in special cases with the Management's approval. For a Student taking 25 minutes class Class will be counted as taken

- If the Teacher doesn't give a satisfactory performance as set by the Employer, then the Employer has all rights to rework on the Remuneration.

- Student’s & Teacher’s Contact numbers are kept confidential with access only to the Management Team (Operations & Business Team). We kindly request not to Exchange Contact numbers. If found so, this will be considered as poaching and the Management has the right to Suspend or Terminate the Teacher, without any notice period.

- Infrasonic has committed to every Student / Parent that a Monthly Student Progress report will be sent on a monthly basis. This will help the Parent understand the progress of their Child. We request you to send an Individual Student Progress Report for all your Active Students on a monthly basis, on or

before 5th of the following month. Example: March 2023 Student Progress report to be sent on or before 5th of April 2023.

Send it to HR Teacher Management CC to Director & The Respective Coordinators Once the Student Progress Report is sent, HR Teacher Management will go through and once approved, and inform the coordinators coordinators will be responsible to update on this on a monthly basis to all Student / Parent.

- **Monthly Teacher Meeting about Student's Progress:-** Infrasonic Management would like to support every Teacher for a smooth learning progress of every Student. Get to connect with HR Teacher Manager, once a weekly/ twice/ thrice/ four times a month to discuss every Student's progress, if you need any assistance with regards to Classes, Teaching, Techniques, Curriculum, Grievances, etc.

- Your monthly remuneration will be credited to your account on or **before 10th of the following month.**

- All Official Communication will be sent to your **Official Email id** provided by Infrasonic Inc and **WhatsApp** will be used for Internal communications.

Note: If third-party apps or custom applications are used in the future, they will also be included to replace Whatsapp or can be used as an official mode to communicate.

For Online Classes

Class related Communication:- All class-related communication will take place in the teachers' WhatsApp group, where the coordinator will act as the mediator between the teachers and the students. In this situation, the teachers are only expected to conduct the class and fulfill their obligations; the coordinator is in charge of handling all class-related coordination as they are accountable for doing that as part of their duty. To prevent disclosing contact information, **the coordinator must set up a google meet call between the teacher and the student if they need to discuss anything outside of class or just want to chat or in worst scenario if we have to create a group for discussion, slack can be the medium to connect student and teacher.**

For Offline Classes

Class Communication:- For all offline classes, whether they are group or one-on-one, all class-related communication will take place in a WhatsApp group. Teachers are not permitted to contact students directly; or if the student contacts/ message them they must route all personal messages / calls to the group in order to maintain transparency, or they must go through the coordinator if there are any critical or sensitive topics to be discussed.

- Contact your Business Associates for KYT Sessions & your Operations Associates for Classes.
- This Policy / Agreement can be terminated by either party, this is Infrasonic Management or the Teacher, by giving 30 days of notice. The payment will be settled in 45 days + 10 days accounting period if the employee terminates the agreement and wants to stop the work.

NOTE: Employee not following the above protocol could lead to warning and a termination

Accepted & Signed: Name: _____