



## INFRASONIC INC

Ranka Colony Rd, Munivenkatppa Layout,  
Bilekahalli, Bengaluru, Karnataka 560076

### 2024-2025 Teachers Policy

Dear Teachers,

Welcome to the Infrasonic family! We are delighted to have you join us as an integral part of our journey.

#### Here's a comprehensive outline of our Teacher's Policies:

➤ Ensure completion of the form for smooth onboarding & please provide the Payment Details, provided at the following link:

❖ Teacher Onboarding Form

: [Infrasonic Teacher Onboarding \(google.com\)](https://www.google.com)

➤ All our classes happen over our integrated learning platform- so make sure **you're onboarded on LMS**. Watch this video to understand wise features like class execution, discussions, assignments etc) in detail: LMS& Features

📺 Onboarding Video

#### Technology Requirements:

- Teachers must have access to reliable high-speed internet. In case of power outages, a backup power supply or UPS should be available.
- If conducting online classes, teachers should use a laptop or desktop computer. For offline classes, teachers need to plan their schedules according to the designated locations and record all necessary data in the Learning Management System (LMS).

#### For Online Sessions:-

##### Instruments Classes:

Use two cameras: one on the teacher and one on the instrument along with the headphones.

**Ensure both views clearly show the teacher and their Instrument.**

### **Vocal Classes:**

**Position the camera to fully capture the teacher.**

**Connect audio to high-quality headphones for clarity.**

- Teacher video should be on all the time during class, and request students to turn on their video too.
- Keep Infrasonic logo as the Zoom meeting background or a clutter-free professional background & maintain a professional appearance and attire:

### **Infrasonic background Logo**

[App Icon 520x520-01.png - Google Drive](#)

**Incase students ask to end the session early, always seek parents' confirmation first.**

- Enable class recording for every session, please note that parents/students need have access to review the recordings to refer and practice using the recording at home.

### **❖ Class schedule & Cancellations: ➤**

Inform about absence from class/if not able to take class at least a day before the scheduled class and any network issues faced has to be informed immediately to coordinator or WISE Discussions groups if needed or for any medical emergencies, please **inform at minimum least 2 hours in advance to the coordinator.**

- Ensure that all Students complete 4, 8 & 12 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, formal grade examinations or any customizable curriculum to be made as per the requirement. 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;

#### Service Delivery of a Class

##### 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'.

**Student Assessments** A Student learning under Infrasonic Curriculum will have a Module Assessment conducted by the Class Teacher/ Teacher Manager HR or Another faculty in the absence of both teacher and HR Teacher Manager. A MODULE Assessment will be held on completion of a Module for which a certificate will be provided.

For students preparing for grade examinations, we provide comprehensive support throughout the entire process. Once you complete each grade, we will assist you with end-to-end registration, from scheduling the exam to receiving your certificate.

- 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 weekly paid 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 months' once for the Student Recital. Kindly ensure that every student gets 1 or 2 turns in a Year.**
- **Keep the Operations Associate/ Teacher Manager informed of those Students, who are keen to register for RSL or Trinity Grade on a monthly review meeting..**
- **If there are three or more recurring dropouts from Infrasonic Inc, the teacher is responsible for providing a valid reason for the students' decision to stop taking classes. 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.**

**Note: The Management can attend any future class to check how the class is taken, to help improve the teaching experience.**

**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 weekly basis so that in case of an extension, the Student and or the Parent can be notified of the delay, students whoever are ready for the module assessment has to be updated in the weekly review meeting.**

- **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 leave, please provide at least 24 hours' prior notice to the management. This ensures that internal arrangements can be made and students or their parents can be notified in advance. Make sure to obtain leave approval from your Reporting Manager or the Director; otherwise, it will be considered unapproved and counted as a Teacher Cancellation, which may result in a penalty.**

**Please note: A teacher cannot take more than one day of leave per month.**

**Last-minute plans will not be entertained and if yes, only for medical emergencies with valid proof. (Unplanned leaves, KYT & Class cancellations or Rescheduling is not allowed) Use the Leave Application form to apply for a Leave (Mandatory) or Mark the leave in the application, and wait for approval.**

- 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 Students/teachers taking 50 minutes class**

**00-15 minutes late in joining, Regular class will be conducted (35-50 minutes class).**

**16-30 minutes late in joining, only 20-35 minutes class will be conducted/rescheduled only in special cases., request all the students/ teachers to stick with the time commitment.**

**For Students taking 25 minutes classes Classes will be counted as taken**

**This policy is designed to promote regular attendance and consistent advancement, ensuring students get the most out of their learning experience.**

- **If the teacher's performance does not meet the standards set by the employer, the employer has the right to adjust the remuneration, issue a final warning, and potentially terminate employment.**

● **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 going further that school will have PTM. This will help the Parent understand the progress of their Child. PTMs: Subsequent monthly PTMs should be scheduled for the first class of each month by the coordinator and teachers, taking place during the last 10 minutes of that class. Reminders will be sent via the app or WhatsApp groups. The coordinator must record the meeting summary or update it in the MOM sheet after every PTMs conducted under their coordination.**

Know more on PTM guidelines here:-

[☰ Parent-Teacher Meeting \(PTM\) Guidelines for Infrasonic School of Music](#)

**Finance:**

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

- **The finance team will send detailed payment information for each class to your registered email, so please check your email for any discrepancies.**
- **All payments will be processed through Infrasonic Inc. Please do not discuss any payments with parents or customers.**
- **Any queries related to payments or finance should be emailed to [wecare@infrasonicinc.com](mailto:wecare@infrasonicinc.com).**
- 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.**
- **Contact your Business Associates or one who has scheduled the KYT Sessions & your Operations Associates for any queries regarding the classes.**

#### **Online Classes Communication Policy:**

##### **Class-Related Communication:**

All class-related communication must occur in the designated teachers' WhatsApp group or the in-app discussion forum. Direct coordination with parents is not permitted; please ensure all communication is routed through the coordinator.

The coordinator will serve as the liaison between teachers and students.

Teachers should concentrate exclusively on conducting their classes and fulfilling their teaching responsibilities.

The coordinator is responsible for managing all class-related coordination and communication.

**To maintain the privacy of contact information.**

#### **Offline Classes Communication Policy:**

##### **Class-Related Communication:**

For all offline classes, whether they are group or one-on-one sessions, all class-related communication will take place in a designated WhatsApp group or the in-app discussion forum. Teachers are not permitted to contact students directly.

If a student contacts a teacher directly, the teacher must route all personal messages or calls to the WhatsApp or discussion group to maintain transparency.

For critical or sensitive topics, communication must go through the coordinator.

**Purpose:**

**To ensure transparency and proper communication channels.**

**HOLIDAY POLICY**

Infrasonic Inc. observes the following **National Holidays** as a mandatory off for all its employees & Students.

1. *Shakranthi- 14<sup>th</sup> Jan*
2. *Republic Day, 26<sup>th</sup> Jan*
3. *Easter Day 31<sup>st</sup> Mar*
4. *Eid-ul-fitr- 11<sup>th</sup> Apr*
5. *May Day, 01<sup>st</sup> May*
6. *Independence Day, 15<sup>th</sup> Aug*
7. *Gandhi Jayanti, 02 Oct*
8. *Diwali- 31<sup>st</sup> Oct*
9. *Christmas- 25<sup>th</sup> Dec*

**General Note:-**

**Training and Discussion Sessions:**

**Teachers must be available for any training sessions, whether for general purposes or class-specific training, as well as curriculum or class discussions.**

**During the training period, it will not be considered as employment. The employee's start date will be counted after the training period concludes.**

**Employees who do not complete the month during training, probation, or leave without serving the notice period will not receive payment for that month.**

## **Teacher Responsibility and Payment Policy:**

**If a student drops out, the teacher must provide a valid reason for the dropout. If no genuine reason is given, the fees will be adjusted from the teacher's salary. Teacher payment will be a combination of fixed and variable components.**

## **Demo Sessions:**

**All demo sessions, both offline and online, should be conducted online unless they are paid sessions. Only then can offline complete sessions be provided.**

**Teaching materials provided by us are strictly for use within our institute and must not be used for personal purposes or shared with other institutions.**

- **Ensure the privacy and security of online teaching environments by protecting student data and adhering to the institution's privacy policies.**
- **Abide by the institution's code of ethics and academic integrity policies, promoting honesty and integrity among students, and ensuring confidentiality from competing institutions.**

- **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-day accounting period if the employee terminates the agreement and wants to stop the work.**

## **Terms & Conditions:**

- **Infrasonic Inc is committed to safeguarding the privacy and confidentiality of student/ teacher and employee information. A complete privacy policy is available on our website.**
- **Services from Infrasonic Inc are governed by Terms and Conditions at [T&Cs | Infrasonic School of Music \(infrasonicinc.com\)](https://www.infrasonicinc.com/terms-conditions) & [TEAM | Infrasonic School of Music \(infrasonicinc.com\)](https://www.infrasonicinc.com/team)**
- **Infrasonic Inc. reserves the right to update or modify these policies as necessary. Teachers will be notified of any changes, and it is their responsibility to review and comply with the updated policies.**

Thank you for your commitment and dedication to Infrasonic Inc. We are excited about the journey ahead and the positive impact we will make together in nurturing the holistic development of our students.



**NOTE: All teachers and employees are requested to adhere to the policy. Failure to follow the protocol may result in a warning, penalties, or potential termination.**

**Accepted & Signed:**

**Name:** \_\_\_\_\_

**Sign :-**