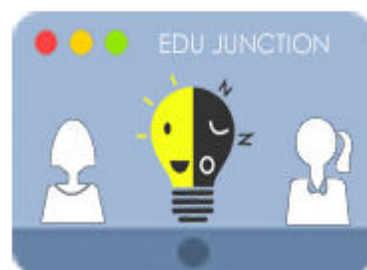


## MY TUTORIAL ACADEMY KEY RESPONSIBILITY AREAS



**Dear Teacher,**

Welcome onboard to My Tutorial Academy online teaching services. To ensure qualitative teaching with flawless online learning, **we request you to have a look at the Key Responsibility Areas and reply with an acknowledgement to it via e-mail.**

SNo.	KEY RESPONSIBILTY AREAS
1	Demo session for 30 min-non payable
2	Confirming whiteboard tools knowledge and quick briefing.
3	Sessions on Saturdays-who are comfortable and no session on Sunday
4	Updating Google form for daily session within 48 hours-if not session will be non paid
5	Puzzles at last 10 minutes of session for students
6	Asking existing students about other subject requirements
7	you tube video via link sharing at Skype for certain topics like-space, symmetry, area of 3D figures etc.
8	Explaining concept first in detail followed by questioning to the student to check his understanding of concepts-Qualitative teaching
9	use personal emails for sending assignments to students
10	Working hours-9 to 5PM IST or as per native timings for international students.
11	2 leaves a month are allowed at most.
12	Discussion about session fee, personal information, contact detail sharing etc. with the parents is strictly prohibited and against SOP. Such an attempt may lead to the termination of services with My Tutorial Academy.
13	Leave information 1 day advance or emergency leave-ASAP in advance.
14	Tour to website for showing featured tutorials and students feedback and registration for new joiners

15	student e-referral programme to be guided to the student's parents by taking a tour to website.
16	sending assignment in word file-not PDF or images at every alternate session at Skype and on e-mail both
17	Checking assignments in first 5 minutes of session by uploading via student.
18	Testimonials to be provided on website- <a href="http://edujunction.info/">http://edujunction.info/</a> by teachers about the company
19	Asking student birthdays
20	Registration and feedback to be done at the end of first session by a new joiner student.
21	Sharing live session snapshot – Monday and Friday.
22	Wats App account details-a/c holder name, bank name, IFSC code, a/c no, branch location.
23	revision test to be conducted during the session after completing a topic and on whiteboard- test score mandatory as record
24	Asking referrals to existing students by talking once a week to the parents
25	minimum 2 days a week lessons per subject to be given
26	Student's full name to be written in Google form
27	Teacher should not be late than 5 minutes for any session-4 late joining will lead to 1 session amount deduction
28	Rescheduling the sessions is only allowed from Monday to Saturday

**In case of any discrepancy to our terms and conditions of working together;  
kindly e-mail us at**

**[mytutorialacademy@gmail.com](mailto:mytutorialacademy@gmail.com)**

**Or contact us at +91-9811903231**