Staff Training Report & Operational Review

Comprehensive Proceedings & Institutional Guidelines

1 EXECUTIVE SUMMARY & SESSION COMMENCEMENT

Opening Prayer & Devotion: The morning session commenced at 8:30 AM with the ceremonial lighting of the traditional lamp (*Kuthuvilakku*) and a unified prayer. The staff expressed collective gratitude for the successful execution of the previous day's outdoor/field training session (and sought guidance for the operational review across all homes: **Pudu Irudhayam**, **Pudu Vasantham**, and **Pudu Punal**. Pudhu udayam

2 RISK ASSESSMENT & HISTORICAL REVIEW (SESSION I)

During the opening interactive session, staff members were tasked with documenting critical and hazardous events encountered over the past 5 years. Individual submissions were synthesized into institutional risk profiles to establish future mitigation controls.

Evaluation Domain	Key Observations & Historical Risks	Corrective Protocols & Future Mitigation
Any specific serious incident of consequences	Staff faced acute challenges in managing emergency logistics and unexpected external visitors. Where serious problem from external person or individual institution	Standardized emergency reporting lines to Management; established strict visitor desk validation need to maintained
Institutional Vulnerability at the entrance	Operational disruptions due to erratic attendance, unauthorized site access, and unmonitored exits.	Compulsory sign-in logs across all gates for staff, contractors, and students on trip exits.
Safety & Hazard Mitigation	Lack of explicit warnings regarding trespassers and unauthorized substance usage in public-facing zones.	Installation of official warning boards; immediate escalation of violations to local law enforcement.

3 INSTITUTIONAL DIRECTIVES & KEY BENCHMARKS

95%	> 85%	35-45 m
MANDATORY ATTENDANCE	WHATSAPP PHOTO TARGET	DAILY STUDENT PHYSICAL ACTIVITY

Sports Development & Permanent Team Model

An analysis of student performance in recent sports competitions revealed outstanding results from **Pudu Vasantham** and **Pudu Punal**. Pudu Vasantham achieved superior prize counts by applying structured training techniques and forming dedicated student teams.

- **Mandatory Implementation:** All institutions must replicate Pudu Vasantham's model by actively playing with students and establishing *Permanent Sports Teams*.
- **Target Submissions:** Incharges must submit clear target percentage projections for prize increases ahead of the upcoming half-yearly competitions.

4 ADMINISTRATIVE & OPERATIONAL COMPLIANCE

Attendance & Feeding India Policy

- **Standard Target:** Student attendance must strictly remain at **95% or higher**.
- **Fee Warning:** If attendance drops below 95%, student tuition fees will not be cleared, and parents must be explicitly informed.
- **Institutional Penalties:**
  - **Below 95%:** several action with be taken
  - **Below 90%:** Weekly special provision withheld for the branch.

Strict Monthly Budget Controls

Fixed monthly financial ceilings have been set across all branches for five primary operational heads:

- Electricity Bill (EB) & Fuel
- Vegetable & Food Grocery Provisions
- Auto & Local Transportation
- Meat Provisions
- Medical Expenses

Overrun Policy: Any amount spent beyond the allocated budget ceiling will be deducted directly from the Incharge's salary.

5 ACCOUNTS & SPONSOR DEPARTMENT PROTOCOLS

- **Strict Billing Mandate:** Memos and Estimate bills are strictly prohibited. All official vendor bills must be entered into the accounting register and countersigned by the **Chief Co-ordinator**.
- **Case Studies & Absenteeism:** Student case studies must be updated consistently without delay. If a child is absent during consolidation, record updates must be finalized immediately upon their return.
- **Dropout Management & Sponsor Relations:** Dropout student lists must be updated continuously. For mid-term dropouts, Chief Wardens are directly responsible for executing sponsor communication, delivering thank-you/gift letters, and taking official distribution photographs.

6. FACILITY MANAGEMENT & SUPPORT STAFF REVIEWS

A. Watchmen Protocols & Entrance Security

Branch / Lead	Positive Operational Practices	Corrective Directives & Action Items
Pudu Irudhayam	Campus cleaned from 5:00 AM up to the main gate/water tank; trash collected and safely incinerated outside gate; maintains gate logbook.	Staff previously passed without signing. **All staff must sign in/out.** Group headcount for school/college trips must be logged.
Pudu Punal (Ms. Diana)	Receives student items from parents at gate with proper name tags; promptly alerts wardens and notifies management during Govt visits.	Parents arriving intoxicated create hesitation. **Install Police Signboard:** *"No Alcohol/Drugs Zone. Violators reported to Police."*

B. Kitchen & Cook Protocols

Branch & Incharge	Current Performance	Mandatory Guidelines
Pudu Irudhayam (Ms. Binila)	Kitchen and boiler area kept extremely clean; cooks work cheerfully without complaint under extra work. Commended by Brother.	**Food Tasting Rule:** Brother or designated Incharge MUST taste and approve cooked food daily prior to serving.
Pudu Vasantham (Ms. Dhanarn / Mary)	Good food quality and clean environment. Frequent personal leaves noted.	Discourage frequent leave. Implement written **Cook Guidelines** and obtain signed acknowledgements.
Pudu Punal (Ms. Kokila)	Food preparation running smoothly across daily routines.	**Hygiene Directive:** Cutting vegetables on the floor is banned. Use **aluminum trays** over plastic floor sheets.

C. Sweepers & Sanitation Management

Branch & Responsible Staff	Performance Issues / Observations	Management Resolution
Pudu Irudhayam (Ms. B. Akila)	Incomplete cleaning work, frequent unannounced absences, and argumentative behavior when corrected.	Current sweeper terminated at end of month. **New sweeper starts October.** Ms. Akila must inspect daily and send photo proof of clean toilets.
Pudu Punal (Ms. Divya Devakumari)	Maintains high standards of sanitation and hygiene consistently; attentive care.	Maintain weekly reviews with sweeper to sustain existing clean standards.

7. FORMAL STAFF RESOLUTIONS

OFFICIAL BINDING RESOLUTION & COMMITMENT

We, the undersigned staff members and incharges of *Pudu Irudhayam*, *Pudu Vasantham*, and *Pudu Punal*, hereby solemnly resolve to strictly execute and abide by the following operational mandates:

1. **Structured Daily Child Schedule:** We resolve to implement a compulsory 35–45 minute daily activity block for all children, alternating between sports training and campus gardening under a published timetable to eliminate idleness and build discipline.
2. **Attendance & Educational Welfare:** We commit to maintaining student attendance above the 95% threshold across all units and ensuring parents are fully informed regarding attendance obligations tied to fee sponsorship and meal privileges.
3. **Financial Discipline & Budget Restrictions:** We acknowledge and agree that expenditure across Electricity, Vegetables, Auto, Meat, and Medical heads must not exceed approved monthly budgets. Any unauthorized overruns will be personally indemnified by respective incharges. Memos/estimates are permanently banned.
4. **Security & Premises Safety:** We resolve to enforce 1 00% register logging at entrance gates for all staff and visitors. We will strictly enforce zero-tolerance for alcohol/tobacco near premises via official police warning displays.
5. **Sanitation & Food Hygiene Standards:** We resolve to conduct weekly cook/sweeper meetings, enforce hygienic aluminum tray prep for vegetables, ensure daily pre-meal food tasting, and submit daily digital photo proof of sanitized restrooms.
6. **Operational Transparency & Media Compliance:** We resolve to maintain over 85% compliance in daily activity reporting via designated WhatsApp channels, accepting that staff increments and special gifts are directly linked to performance compliance.

Staff Training Photo Album
September 2026

Executive Director input session



Account & sponsor department review



Department wise discussion





Department wise discussion





Department wise Presentation







Staff Resolution and Final Approval by the Executive Director








Thank You