

OFFICE ORDER

Start/Stop/Keep - Emp. Interactions - Official Process

15th Sept, 2021

Start/Stop/Keep Discussion

What is to be discussed

Start	What new things should we start for employees, students and parents?
Stop	What is that we are doing currently, that is posing as a problem? So we should stop it
Keep	What is that we are doing the best as compared to our competitors and we should continue doing

Time	10-20 mins
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Team Name	To be done by	No. of Interactions (Fortnightly)	Total Interactions in month	Remarks
Pre-Primary	Sumita Biswas	2	4	
Primary	Sandhya Swain	2	4	
Secondary	Shalendra Ganda	2	4	
Sr. Secondary	Rajesh Padhy	2	4	
Co-Acads	Jhinukdutta Ray	2	4	
HR	Sandeep Dash	2	4	<i>For HR, 4 employees can be anyone in the org.</i>
Admin	Deepak Mishra	2	4	<i>Include all support staff in this discussion as well</i>
Accounts	Sandipan Hui	2	4	
Branding	Rudra Panda	1	2	
Dig. Marketing	Dinesh Mohanty	2	4	
IT	Smruti Swain	1	2	<i>You can talk to other employees, from an IT perspective as well</i>

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Hostel	Chitta Das	2	4	
Admissions	Priyanka Sinha	2	4	
Alpha	Aman Rouniyar	1	2	<i>Talk to different employees, understand their challenges in process and from a product perspective</i>

The process to be followed

Step-1	Schedule a meeting with someone you get to interact with the least
Step-2	Ask them to prepare and come with pointers for Start/Stop/Keep the discussion
Step-3	Discuss with them, make pointers and fill up the Google Form elaborately
Google Form	https://forms.gle/P7yk18aM3RjrxZ1K7
Compilation	Monthly basis - By Soumya Pradhan (Final Reporting, Reminders and Point Extraction)

Effective Start Sept 16th onwards

Note

1. Sulata Saha & Suprava Mohanty have temporarily not been given this responsibility owing to their academic & co-academic work commitments
2. For the month of September, we would expect only half the interactions for the month of September.
3. While filling the Google Form, Fill the highlight points clearly and don't use short-hand writings

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