

EON Education's Organizational Process for Tutors

1. Tutor should sign the agreement letter with EON Education before starting the tutoring assignment
2. Once the tutor starts taking class, exam should be conducted every week and same should be updated to EON Education
3. Tutor should participate in all the relevant trainings conducted by EON Education
4. Regular Time Sheet should be filled. The time sheet software will help us track the number of classes taken. Every tutor will be given the login id for the time sheet software. If the tutor finds it difficult to fill the time sheet, tutor should take help from the technical staffs in EON Education
5. The tutor needs to ensure that if the tutor has taken leave or is planning to take leave, same should be promptly informed to the EON Education. Before every salary, it is compulsory for the tutors to give the correct picture of leaves taken and classes conducted.
6. Tutor may not leave the job at the time of student's examination
7. Tutor should also fill in the daily attendance log sheet which the tutor will be provided at the time of joining EON Education.
8. Tutor should not receive the payment from CLIENT. EON education will make payment at the end of every tutoring month
9. Tutor should not discuss any financial issues or pay related topics with the client
10. Tutor shall adhere to the following rules during the class:
 - a. Mobile phone should not be used
 - b. Tutor should not read newspaper/any other book (not related to student's study) while the student is being taught
 - c. For every class, the tutor should due diligently prepare before taking the class
 - d. Tutor should be very punctual in the class.

EON Education's General Teaching Rules

1. Ask student to read the note book and answer without seeing. Student also should be able to write the answers without seeing.
2. Regularly check the diary of the student. Many schools in Bangalore give a diary to the student. These diaries have information about the Home Work and other remarks. Tutor should take relevant inputs from the diary and make the practice sessions more effective.
3. Help the child in regular studies. Take out time for at least two subjects in a day. Work more on those subjects, in which you feel the child is weaker than support in other subjects as well.
4. Do not leave any subject for more than 2-3 days. Every subject should be taken up for study at least in every alternate day. The important and difficult ones may be taken up every day.
5. Devote at least 2 hours for tuition. Instruct student to take another 2 hours on his/her own. But let the student not cut down too much on his/her sleep and enjoyment. Take out a bit of time for relaxing and entertaining also.
6. Let the student take one short break of 5-10 minutes during a continuous stretch of 2 hrs. of study. This will help in maintaining the interest.
7. Be in touch with the previous year's papers, sample papers etc. Keep on looking what has been the pattern of exam and what type of questions are generally asked. Also refer to their model answers. This will help you help the student better.
8. Whenever the student gives test in school and obtains marks, just go through their answer sheet seriously and see where marks have been deducted and how can the errors be avoided next time.
9. At the end of the year, do at least 8-10 model test papers for each subject. This will help a lot.
10. Never belittle a student. Ensure that you provide motivation and positive outlook to help student succeed academically.