1. Our contract agreement is sacrosanct between us and our endeavour should be to follow it completely without any violation, especially in terms of timelines which is key to our engagement. Timelines are the essence of this engagement and should be abided in all situations to make the engagement long-term and successful. Please refer to clause 6 of the said agreement in this respect which should not be violated.
2. Whatever timelines we mention while giving in the work order should be abided by without fail.
3. In case the team is stuck in understanding any process, flow, or logic and considering that the given task will take longer than the mentioned time then it must be discussed first with proper reason. However, no additional timelines can be paid afterwards without fixing a specific timeline before the start of the work and once finally fixed it should be adhered to by all means. Any deviations in the timeline have to be approved first before the start of the work. Later on, it can't be considered.
4. RKA expects full productivity and efficiency in the work from this day onwards to make the engagements and projects successful for all.
5. Our documented process and approach should be followed by the team meticulously with no variation in it.
6. From now onwards along with the timeline we will also be mentioning the deadline date to complete the Project as per the timeline given for the task which also should be adhered to. In order to meet the deadline in case you have to involve additional resources then please do so, so that the speed & scale of the work can be achieved which will be key to success for MISS & R.K Associates.

PROCESS TO BE FOLLOWED FOR KEEPING CHANGE RECORDS:
1. Maintain Change Logs in a separate Folder (Change Logs Record) and subfolder Project-wise.
2. Create Log Files that Work in Order and within that PointWise. The nomenclature to be used for creating the File Name is "Work Order No._Change Date"
3. Keep a record of Old code and New code lines highlighting the changes that have been done with "file name" and "line number" on which the change is done.
4. A separate changelog file has to be maintained project-wise having the following parameters (S.No. | Change Date | File Name | File Path | Changes Done in Line | Work Order No.)

PROCESS TO BE FOLLOWED FOR KEEPING PROJECT DOCUMENTS AND DATA:
1. 1. All Project documents are to be properly and safely kept in separate folders in the following manner:
   a. Please create a Master Folder MISS-RKA Engagement
   b. Under it maintain the following folder:
      i. Project Contract Engagement
      ii. Project documents
      iii. Change Logs Folder

PROCESS TO BE FOLLOWED WHILE DOING ANY CHANGES ON LIVE SERVER:
1. Always first take a backup of the current file with the nomenclature: File Name_change date_WO No. (Change Date = Date on which file backup is taken, WO No. = Work Order Number against which file change is required).
2. No file change should be done in haste or hurry without first taking a backup of the original file, even if it is a small single-parameter change.
3. While making any changes to the existing file please follow the following process:
   a. Don't remove any code line but only comment on it.
   b. Please put the following details before the Code lines that require to be commented: Old Code_commented date_WO No. (Commented Date = Date on which lines are commented, WO No. = Work Order Number against which code change is done)
   c. Please put the following line before the Code lines which is entered as new: New Code_change date_WO No. (Change Date = Date on which code lines are put, WO No. = Work Order Number against which code change is done)