

Date : \_\_\_\_\_

01-11-2024

**ASHWIN ANANTA PANBUDE**

AT.POST BELA,

SUB.DIS.UMRED

Dis.Nagpur

Nagpur. 441108

Dear ASHWIN ANANTA PANBUDE,

We are pleased to extend an offer to you to join **DISHA COMPUTER INSTITUTE** as a Faculty, effective **01-11-2024**. Your role as a teacher is pivotal in shaping the future of our students, and we believe your expertise and passion for education will make a significant contribution to our institution.

This letter outlines the terms and conditions of your employment, as well as the rules and regulations you are expected are given below :

**1. Position and Reporting Structure:**

Your role as a Computer Teacher will be integral to our Institute's educational mission. You will report to Your Branch Manager.

**2. Employment Type:**

Your employment with Disha Computer Institute is on a Part-Time basis. You are being hired as a Permanent teacher.

**3. Compensation:**

Your Monthly salary will be **4000/-**, paid on a Every Month 10th to 15th.

**4. Working Hours:**

Your working hours are **01:00 PM to 08:00 PM, with 7 hours per day**. You will be expected to be present during regular Institute hours and participate in faculty meetings and professional development as required.

## **5. Academic Calendar:**

You are expected to follow the Institute academic calendar, including teaching hours, grading periods, and any additional duties related to Institute events and activities.

## **6. Code of Conduct:**

Teachers at Disha Computer Institute are expected to maintain the highest standards of professionalism and ethics. This includes:

- Respecting students, colleagues, and parents.
- Adhering to the Institute's curriculum and teaching standards.
- Maintaining the confidentiality of student and Institute information.
- Abiding by the school's policies on attendance, punctuality, and dress code, if applicable.

## **8. Termination:**

Your employment with Disha Computer Institute is at-will, meaning either party can terminate the employment relationship with or without cause and with or without notice.

## **9. Leaves:**

- Do not leave job before 12 months.
- If you leave job before 12 month 1 month salary will be deducted.
- 3 days late mark will deduct 1 day salary.
- Leave required 7 days before leave application should be given.

Please review this letter carefully and acknowledge your acceptance by signing and returning it to the Institute.

We are excited to welcome you to the Disha Computer Institute community and believe that your passion for education will have a positive impact on our students' lives.

Sincerely,

Ashwin A. Panbhuie.  
Employee Signature

