

TERMS AND CONDITIONS OF EMPLOYMENT Teacher/Faculty

This is the written statement of the main terms and conditions of employment which is given to you by your employer, the Governing Body of **First Prize Institute**, in accordance with the *Employment Rights*. This statement together with the policies and procedures adopted by the Governing Body constitute your contract of employment with the Institute.

<i>name of employee</i>	1	>>NAME<<
<i>name of employer</i>	2	First prize Institute
<i>employer's address</i>	3	B-167 talwandi kota (raj.)
<i>commencement</i>	4	Your employment with First prize begins on >>DATE<<.
<i>continuous employment</i>	5	<p>For the purposes of determining statutory entitlements, your period of continuous employment begins with the date of commencement of employment with First Prize except where:</p> <ul style="list-style-type: none">• periods of previous service with Local Authorities, related employers, and the Governing Bodies of maintained voluntary aided Institutes are allowed to count as continuous employment for specified purposes in the Institutes Teacher/Facultys' Pay and Conditions Document• you are made redundant, in which circumstances continuous periods of service with Local Authorities and certain other specific employers may be aggregated with service at First Prize for the purposes of calculating redundancy payment• you have statutory continuity of employment
<i>title of post</i>	6.1	You are employed as a Teacher/Faculty.
	6.2	and as >>Promoted Post<<. (or delete)
<i>duration of contract</i>	7	Your employment is permanent subject to notice.
	7	Your employment is for a fixed term and expires on >>DATE<<. Your employment is for a fixed term because >>REASON<<.
	7	Your employment is temporary and is expected to continue for >>PERIOD OF LIKELY DURATION<<. You are employed to cover a maternity leave and the termination of your employment will depend on the decision to return to work of the Institute concerned.

<i>duties</i>	<p>8.1 You are to exercise the ministry and professional duties of a Teacher/Faculty in the Institute under the directions of the First Prize and under the immediate directions of the Director and in accordance with the following documents and their amendments from time to time:</p> <ul style="list-style-type: none"> • the Education Acts and any associated regulations • the conditions of employment prescribed in the Institute Teacher/Facultys' Pay and Conditions Document • the agreement and the Instrument of Frist Prize . • Institute building and location. Academic session, working hours and holidays etc. will be as per norms of the Directorate of First Prize Institute, kota. The deployed faculty will teach the above subject to the students as per prescribed syllabus. The Contractor will be entitled to one day's Casual Leave per month which is to be availed within and up to the period of contract. However, the leave shall be availed with prior sanction of the director. No other leave, whatsoever, will be admissible. <p>8.2 You are expected to be conscientious and loyal to the aims and objectives of the Institute.</p> <p>8.3 You will not be expected to refrain from any outside activity (whether paid or unpaid) unless, in the reasonable opinion of the Institute, such activity would interfere with the efficient discharge of your duties.</p> <p>8.4 You are to have regard to the character of the Institute and not to do anything in any way detrimental or prejudicial to that character and the interests of the Institute.</p>
<i>place of work</i>	<p>9 You are employed to work at the Institute premises at such other premises used by the INSTITUTE within INDIA and its environs at the direction of the DIRECTOR.</p>
<i>remuneration</i>	<p>10.1 Your salary shall be determined in accordance with the provisions in the Institute Teacher/Facultys' Pay and Conditions Document as amended from time to time.</p> <p>10.2 Your salary is calculated on the pay slips. You are currently on point >>MPS SCALE/POINT<<.</p> <p>10.3 Your current salary is >>rs<< per annum. >>x 0.Xfte for part time<<</p> <p>10.4 Your salary will be paid by monthly bank credit in arrears in accordance with the Institue Teacher/Facultys' Pay and Conditions Document. If you do not have a bank account, it is a requirement of this employment that you open one. Any remittance of salary that you may receive must be treated as payment on account and subject at all times to adjustment to the exact amount due under the terms of the Teacher/Facultys' Pay and Conditions Act applicable to you as a Teacher/Faculty, either by subsequent adjustment of salary or else by repayment to the Institute on demand.</p>

10.5 Your salary will be reviewed annually.

10.6 In addition, the Institute shall Charge your annual General Teaching Council fee.

hours of work 11.1 Your hours of work shall be in accord with the provisions of the Institute Teacher/Facultys' Pay and Conditions Document (as amended from time to time).

	11.2	This post in which you are employed is >>full time<<. part time (0.X fte).
<i>holidays and leave of absence</i>	12.1	Subject to the working time provisions of the Institute Teacher/Facultys' Pay and Conditions Document, holidays coincide with periods of Institute closure and public holidays, details of which will be notified by the Director from time to time.
	12.2	You will be paid full salary during these closure periods, unless you are in receipt of less than full salary arising from the application of the sick pay scheme, maternity scheme etc.
<i>absence from work</i>	13.1	You are expected to absent yourself from work only for a serious reason and with the prior approval of the Director unless the absence is unforeseen or immediate.
	13.2	If, for any reason, you are unable to come to work, you are to contact the Institue before 8.00am on the first day of your absence and each subsequent day.
<i>sickness absence</i>	14	Arrangements for sickness absence and pay are contained in the Institutes' Sickness Absence Policy, a copy of which is available on request. The Policy shall comply with the relevant provisions of the Burgundy Book from time to time in force.
<i>maternity leave</i>	15	Arrangements for maternity leave and pay are contained in the Institutes' Maternity Leave Policy, a copy of which is available on request.
<i>paternity leave</i>	16	Arrangements for paternity leave and pay are contained in the Institutes' Paternity Leave Policy, a copy of which is available on request.
	17	Profit sharing ratio will be divided in 75:25 between First Prize & Teacher/Faculty in which 50 % pay initially and 25% after 40 month to Teacher/Faculty.
	17.1	All class conduct at frist prize career Institute Building. Complete all mention syllabus on time .Teacher/Faculty will not do any other work in the area of 2.5 km radius and will not open any institute. Non compliance of institute regulation as per agreement penalty may be charge.
<i>trade union membership</i>	18.1	You have the right to join a trade union or professional association and to take part in its activities including seeking and holding office provided this does not interfere unduly with the carrying out of your normal duties.
	18.2	You have the right to choose not to belong to a trade union or professional association.
<i>discipline procedure</i>	19	The disciplinary policy, procedures and rules which apply to you are set out in the Institutes Disciplinary Policy, a copy of which is available on request. The Institute retains the right to amend and alter this document from time to time and will publish any revision.
<i>grievance procedure</i>	20	The grievance policy, procedures and rules which apply to you are set out in the Institutes Grievance Policy, a copy of which is available on request. The Governing Body retains the right to amend and alter this document from time to time and will publish any revision.
<i>capability procedure</i>	21	The Governing Body expects your work as a Teacher/Faculty to be of a consistently high standard. The Governors accept, however, that where a Teacher/Faculty is showing signs of not being capable of performing the

duties required of

him/her, disciplinary procedures may not be an appropriate response. In such cases, the Institute will implement the Capability Procedure, a copy of which is available on request.

<i>Newly Qualified Teacher/Facultys</i>	22.1	If you are a newly qualified Teacher/Faculty, your employment is subject to the satisfactory completion of an induction period in accordance with the Education (Induction Arrangements for Institute Teacher/Facultys) and any provisions of the current Institute Teacher/Facultys' Pay and Conditions Document.	
	22.2	If you fail to complete the induction period satisfactorily, your contract of employment will be terminated and the usual periods of notice will not apply. You will no longer be eligible to be employed as a Teacher/Faculty in a maintained Institute. In the event of an appeal, there are restrictions on the duties that newly qualified Teacher/Facultys may perform.	
<i>termination of contract</i>	23.1	You may terminate your employment by giving the Institute written notice at least one months before the end of term in the autumn and spring terms.	
	23.2	The Institute terms shall be deemed to end on December 31 st (autumn term), April 30 th (spring term) and August 31 st (summer term).	
	23.3	The Institute may terminate your contract of employment by giving you written notice as follows:	
		if you have up to eight years service	in the autumn or spring terms, two months; in the summer term, three months
		nine years service	in the autumn or spring terms, nine weeks; in the summer term, three months
		ten years service	in the autumn or spring terms, ten weeks; in the summer term, three months
		eleven years service	in the autumn or spring terms, eleven weeks; in the summer term, three months
		twelve or more years service	twelve weeks
<i>commencement</i>	24	Your appointment is conditional upon a satisfactory disclosure being obtained from the Criminal Records Bureau now and in the future in relation to your suitability for working with children.	
<i>interpretation</i>	25	In this statement, the expressions shall have the meaning assigned to them in the appendix below.	

Signed

on behalf of the First Prize, Director

Teacher/Faculty
