



Contract Offer

Dear Mr. Anupam Sen,

Our hiring team at Anodiam was excited to meet and get to know you over our past few interactions. It is my great pleasure to offer you a position at Anodiam in the role of Head of Commerce. This fixed-term contract position will start on 01/September/2023 and continue till 31/December/2024. You shall be given subsequent notification if your contract with us, will roll over further.

On behalf of our human resources team, let me invite you to our induction session on the 27/August/2023, Sunday, at 3:00pm, at our office address "Anodiam, N-1/25, Patuli, Kol 94".

Please find the detail terms and conditions of this contract in annexure overleaf. Keep enlightening the lives of your students!

Thanks, regards and congratulations!

Mr. Anirban Chakrabarty
C.E.O.

Date: 24/August/2023

Place: Kolkata

Acceptance: I hereby declare that I have gone through the detailed terms and conditions of this contract offer from Anodiam and completely accept the same in full. I consent Anodiam to make payments for my service at the end of each month through electronic transfers into my following bank account:

Full Name (As per Bank Account): _____

Bank Name: _____

Account Number: _____

IFSC Code: _____

Candidate Signature: _____

Date: _____/_____/_____

Place: _____



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Annexure I: Terms & Conditions

1. **Roles and responsibilities:** As the Head of Commerce at Anodiam your roles and responsibilities will be as follows:
 - You shall remain responsible for mentoring and directing all teachers in the Commerce department for the following:
 - Ensuring highest quality standards in education delivery
 - Strategizing and realizing business growth of your department
 - Resolving all impediments towards above
 - You shall be teaching in classes allocated to you. Being part of our extremely quality focused institution, you are expected to provide educational services of the highest quality standards.
 - You shall be planning, creating and maintaining study materials and contents which will be provided to our students through the Anodiam app.
2. **Anodiam Policies:** As the Head of Commerce at Anodiam you need to abide by the follows policies:
 - Service Quality:
https://drive.google.com/file/d/1G_r3FHlBkvW_MlRk1pjXnWaGsl7cuwu9/view?usp=drive_link
 - Duty of Care:
https://drive.google.com/file/d/1hfySZSaXL6i4bUkUEeti6EmXvrap2TSS/view?usp=drive_link
 - General Norms:
https://drive.google.com/file/d/1py8g-ml1CZNGLnQhjhyVZzBF_Oci3lG3/view?usp=drive_link
 - Contract Renewal & Termination:
https://drive.google.com/file/d/1zDsPqdytCvrsidFRuwlRwIOcDfiSvVhz/view?usp=drive_link
 - Holidays and Leaves:
https://drive.google.com/file/d/15fp6MCw9pUoM4jl6p09Xdi6DMpdGX6Ky/view?usp=drive_link
 - Privacy & Security:
https://drive.google.com/file/d/1E236lx8Rxe3Rk1MN-Fz1MyyRX-9S3YQj/view?usp=drive_link
 - Work Health & Safety:
https://drive.google.com/file/d/1hE466SmEsnU4FuPvb_zQBslMyWluEaFG/view?usp=drive_link

You will be briefed about the same in your induction. Further, you may seek constant help & guidance from respective managers in this regard.
3. **Identification Proof:** You are required to submit a soft copy of your **Aadhaar Card** as your identification proof.



Annexture II: Payout Details

Mentoring Fees: As the Head of Commerce, at Anodiam, you shall receive mentoring fees in INR (₹), according to the following tentative chart, on every month, for each class, having the respective number of students. Actual accounts may vary depending upon the classes you actually mentor, post management approval.

Course Name	Student Strength			
	50 Plus	20 Plus	10 Plus	5 Plus
ISC - XII – Accounting	1998	999	500	250
ISC - XII - Commercial Study	1332	666	333	167
ISC - XII – Economics	1998	999	500	250
ISC - XII - Business Studies	1332	666	333	167
ISC - XII - Maths (Comm)	1998	999	500	250
ISC - XI – Accounting	1998	999	500	250
ISC - XI - Commercial Study	1332	666	333	167
ISC - XI – Economics	1998	999	500	250
ISC - XI - Business Studies	1332	666	333	167
ISC - XI - Maths (Comm)	1998	999	500	250
ICSE - X - Commercial Study	932	466	233	117
ICSE - X – Economics	932	466	233	117
ICSE - IX - Commercial Study	932	466	233	117
ICSE - IX – Economics	932	466	233	117
WB - XII – Accounting	1998	999	500	250
WB - XII - Business Studies	1332	666	333	167
WB - XII - Costing & Taxation	1998	999	500	250
WB - XII - Business Law	1998	999	500	250
WB - XII - Maths (Comm)	1998	999	500	250
WB - XII – Stats	1998	999	500	250
WB - XII – Economics	1998	999	500	250
WB - XII - Eco Geography	1332	666	333	167
WB - XI – Accounting	1998	999	500	250
WB - XI - Business Studies	1332	666	333	167
WB - XI - Costing & Taxation	1998	999	500	250
WB - XI - Business Law	1998	999	500	250
WB - XI - Maths (Comm)	1998	999	500	250
WB - XI – Stats	1998	999	500	250
WB - XI – Economics	1998	999	500	250
WB - XI - Eco Geography	1332	666	333	167
WB - X - Book Keeping	733	366	183	92
WB - X - Business Studies	733	366	183	92
WB - IX - Book Keeping	733	366	183	92
WB - IX - Business Studies	733	366	183	92



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CBSE - XII – Accounting	1998	999	500	250
CBSE - XII – Economics	1998	999	500	250
CBSE - XII - Business Studies	1332	666	333	167
CBSE - XII - Info Practices	1998	999	500	250
CBSE - XII - Legal Studies	1998	999	500	250
CBSE - XII - Maths (Comm)	1998	999	500	250
CBSE - XI – Accounting	1998	999	500	250
CBSE - XI – Economics	1998	999	500	250
CBSE - XI - Business Studies	1332	666	333	167
CBSE - XI - Info Practices	1998	999	500	250
CBSE - XI - Legal Studies	1998	999	500	250
CBSE - XI - Maths (Comm)	1998	999	500	250
B.Com. (H) - Adv Accounting I	1598	799	400	200
B.Com. (H) - Adv Accounting II	1598	799	400	200
B.Com. (H) - Adv Accounting III	1598	799	400	200
B.Com. (H) - Cost & Management Accounting I	1598	799	400	200
B.Com. (H) - Cost & Management Accounting II	1598	799	400	200
B.Com. (H) - In/Direct Tax I	1598	799	400	200
B.Com. (H) - In/Direct Tax II	1598	799	400	200
B.Com. (H) - Financial Management	1598	799	400	200
B.Com. (H) - Financial Report & Statements	1598	799	400	200
B.Com. (H) - Audit & Assurance	1598	799	400	200
B.Com. - Micro Economics	1332	666	333	167
B.Com. - Macro Economics	1332	666	333	167
B.Com. - Development Eco	1332	666	333	167
B.Com. - Business Management I	1332	666	333	167
B.Com. - Business Management II	1332	666	333	167
B.Com. – HRM	1332	666	333	167
B.Com. - Business Mathematics	1332	666	333	167
B.Com. - Business Statistics	1332	666	333	167
B.Com. - Business Law	1332	666	333	167
B.Com. - Company Law	1332	666	333	167
B.Com. – Entrepreneurship	1332	666	333	167
B.Com. - Environmental Studies	1332	666	333	167
B.Com. - Business Comm	1332	666	333	167
B.Com. - E-Commerce	1332	666	333	167
B.Com. - IT App in Business	1332	666	333	167
B.Com. - Comp Ac & Tax e-Filing	1332	666	333	167
B.B.A. – English	1332	666	333	167
B.B.A. - Business Comm	1332	666	333	167
B.B.A. - Essentials of Math	1332	666	333	167
B.B.A. - Essentials of Stats	1332	666	333	167



B.B.A. - Advanced Math & Stats	1332	666	333	167
B.B.A. - Computer Applications	1332	666	333	167
B.B.A. - Micro Economics	1332	666	333	167
B.B.A. - Macro Economics	1332	666	333	167
B.B.A. - Organizational Behavior	1332	666	333	167
B.B.A. - Social Structure & Ethics	1332	666	333	167
B.B.A. - Principles of Management	1332	666	333	167
B.B.A. - Managerial Economics	1332	666	333	167
B.B.A. - Business Laws	1332	666	333	167
B.B.A. - Financial Accounting	1332	666	333	167
B.B.A. - Environment Studies	1332	666	333	167
B.B.A. - Prod & Materials Management	1332	666	333	167
B.B.A. - Management Info System	1332	666	333	167
B.B.A. - Cost Accounting	1332	666	333	167
B.B.A. - Marketing Management	1332	666	333	167
B.B.A. – HRM	1332	666	333	167
B.B.A. - Financial Management	1332	666	333	167
B.B.A. - Sales & Distribution Management	1332	666	333	167
B.B.A. - HR Development	1332	666	333	167
B.B.A. - Entrepreneurship Dev	1332	666	333	167
B.B.A. - Research Methodology	1332	666	333	167
B.B.A. - Management Accounting	1332	666	333	167
B.B.A. - Advertisement & Sales Promotion	1332	666	333	167
B.B.A. - Industrial Relations	1332	666	333	167
B.B.A. - Public Service Management	1332	666	333	167
B.B.A. - Project and Viva	1332	666	333	167
C.A. – Foundation	3330	1665	833	416
C.A. – Intermediate	4440	2220	1110	555
C.A. – Final	5550	2775	1388	694
C.M.A. – Foundation	3330	1665	833	416
C.M.A. – Intermediate	4440	2220	1110	555
C.M.A. - Final	5550	2775	1388	694
C.S. – Foundation	3330	1665	833	416
C.S. – Intermediate	4440	2220	1110	555
C.S. – Final	5550	2775	1388	694
C.F.A. - L-1	5550	2775	1388	694
C.F.A. - L-2	6660	3330	1665	833
C.F.A. - L-3	7770	3885	1943	971
Spoken English	1332	666	333	167
Advanced Grooming	1332	666	333	167
Classroom2Boardroom	666	333	167	83
Employee to Manager	1332	666	333	167



Executive Training	2664	1332	666	333
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Table-1: Mentoring fees in ₹: Head for Commerce

Tuition fees: As the Head of Commerce, at Anodiam, you shall receive tuition fees in INR (₹), according to the following tentative chart, on every month, for each class, having the respective number of students. Actual accounts may vary depending upon the classes you actually teach, post management approval.

Course Name	Student Strength			
	50 Plus	20 Plus	10 Plus	5 Plus
ISC - XII – Accounting	19800	9900	4950	2475
ISC - XI – Accounting	19800	9900	4950	2475
WB - XII – Accounting	19800	9900	4950	2475
WB - XI – Accounting	19800	9900	4950	2475
WB - X - Book Keeping	7260	3630	1815	908
WB - IX - Book Keeping	7260	3630	1815	908
CBSE - XII – Accounting	19800	9900	4950	2475
CBSE - XI - Accounting	19800	9900	4950	2475
B.Com. (H) - Adv Accounting I	15840	7920	3960	1980
B.Com. (H) - Adv Accounting II	15840	7920	3960	1980
B.Com. (H) - Adv Accounting III	15840	7920	3960	1980
B.Com. (H) - Cost & Management Accounting I	15840	7920	3960	1980
B.Com. (H) - Cost & Management Accounting II	15840	7920	3960	1980
B.Com. (H) - Financial Management	15840	7920	3960	1980
B.Com. (H) - Financial Report & Statements	15840	7920	3960	1980
B.Com. (H) - Audit & Assurance	15840	7920	3960	1980
B.Com. – Entrepreneurship	13200	6600	3300	1650
B.Com. - Comp Ac & Tax e-Filing	13200	6600	3300	1650
B.B.A. - Financial Accounting	13200	6600	3300	1650
B.B.A. - Cost Accounting	13200	6600	3300	1650
B.B.A. - Financial Management	13200	6600	3300	1650
B.B.A. - Entrepreneurship Dev	13200	6600	3300	1650
B.B.A. - Research Methodology	13200	6600	3300	1650
B.B.A. - Management Accounting	13200	6600	3300	1650
B.B.A. - Project and Viva	13200	6600	3300	1650
C.A. – Foundation	33000	16500	8250	4125
C.A. – Intermediate	44000	22000	11000	5500
C.A. – Final	55000	27500	13750	6875
C.M.A. – Foundation	33000	16500	8250	4125
C.M.A. - Intermediate	44000	22000	11000	5500
C.M.A. - Final	55000	27500	13750	6875
C.S. – Foundation	33000	16500	8250	4125
C.S. – Intermediate	44000	22000	11000	5500



C.S. – Final	55000	27500	13750	6875
C.F.A. - L-1	55000	27500	13750	6875
C.F.A. - L-2	66000	33000	16500	8250
C.F.A. - L-3	77000	38500	19250	9625
Advanced Grooming	13200	6600	3300	1650
Classroom2Boardroom	6600	3300	1650	825
Employee to Manager	13200	6600	3300	1650
Executive Training	26400	13200	6600	3300

Table-2: Tuition fees in ₹: Head for Commerce

Income Tax Deduction Considerations: The above payout figures are after payment of G.S.T. Income tax will not be deducted at source. You are personally responsible for your own Income Tax payment and submission of your Income Tax returns on your consolidated earnings after every financial year.



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