**Offer of Contract**

Dear Ms. Xy Wxy,

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 the position at Anodiam in the role of ­­­­­­­\_Head of\_School\_Physics\_. This fixed-term contract position will start on 01/August/2023 and continue till 31/December/2023 or further.

Your compensations and benefits are explained below. Further below, are the policies and terms and conditions of this contract for you to abide by:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Name** | **Lectures** | | **50 or more students** | **20 to 49 students** | **10 to 19 students** | **5 to 9 students** |
| **Lectures/ Week** | **Hours/ Lecture** |
| IIT Preparation Crash Course – Mathematics | 2 | 2 | 26133 | 13067 | 6533 | 3267 |
| All Boards – Class XII – Mathematics | 2 | 2 | 19600 | 9800 | 4900 | 2450 |
| All Boards – Class XI – Mathematics | 2 | 2 | 19600 | 9800 | 4900 | 2450 |
| ISC – Class XII Commerce Stream – Mathematics | 1 | 2 | 19600 | 9800 | 4900 | 2450 |
| ISC – Class XI Commerce Stream – Mathematics | 1 | 2 | 19600 | 9800 | 4900 | 2450 |
| ICSE – Class X – Mathematics | 1 | 2 | 9156 | 4578 | 2289 | 1146 |
| ICSE – Class IX – Mathematics | 1 | 2 | 9156 | 4578 | 2289 | 1146 |
| ICSE – Class VIII – Mathematics | 1 | 2 | 8484 | 4242 | 2121 | 1060 |
| WB Board – Class XII Commerce Stream – Mathematics | 1 | 2 | 19600 | 9800 | 4900 | 2450 |
| WB Board – Class XI Commerce Stream – Mathematics | 1 | 2 | 19600 | 9800 | 4900 | 2450 |
| West Bengal Board – Class X – Mathematics | 1 | 2 | 8484 | 4242 | 2121 | 1060 |
| West Bengal Board – Class IX – Mathematics | 1 | 2 | 8484 | 4242 | 2121 | 1060 |
| West Bengal Board – Class VIII – Mathematics | 1 | 2 | 7840 | 3920 | 1960 | 980 |
| CBSE – Class XII Commerce Stream – Mathematics | 1 | 2 | 19600 | 9800 | 4900 | 2450 |
| CBSE – Class XI Commerce Stream – Mathematics | 1 | 2 | 19600 | 9800 | 4900 | 2450 |
| CBSE – Class X – Mathematics | 1 | 2 | 9156 | 4578 | 2289 | 1146 |
| CBSE – Class IX – Mathematics | 1 | 2 | 9156 | 4578 | 2289 | 1146 |
| CBSE – Class VIII – Mathematics | 1 | 2 | 8484 | 4242 | 2121 | 1060 |

Table-1: Compensation and benefit illustration for Head of School Mathematics, Anodiam

**Terms and conditions of contract:**

1. **Duty Address and Timing:** You will be required to teach for the above tuition classes at Anodiam Patuli coaching center located at the below address:

**N-1/25 Kunal Road**

**Patuli**

**Kolkata 700084**

Your class timings will depend upon your availability during the week, discreetly discussed and agreed upon with Anodiam’s Admin team. You shall therefore take all the classes allocated to you as per the roster, starting and finishing at precise times allocated. We at Anodiam respect punctuality as one of our core values and do expect the same from all of our staff members and contract teachers.

1. **Associated Responsibilities:** As a teacher at Anodiam you will have the following responsibilities towards your students:
2. **Modules:**
3. **Mock Tests:** You shall be required to perform periodic progress assessment of your students by setting up question papers, conducting tests, correcting answer papers and providing constructive feedbacks. The frequency, periodicity and dates of such tests may be decided and directed to you by the academic authorities at Anodiam.
4. **Guardian-Teacher Meetings:** As a teacher at Anodiam you will need to conduct regular meetings with the responsible guardians of your students and provide them analytic information about the behavior, performance, prospect and other relevant information about the respective student. The frequency, periodicity and dates of such meetings may be decided and directed to you by the academic authorities at Anodiam or as requested by any individual responsible Guardian.

Thanks, regards and congratulations!

Keep enlightening our students!

**Mr. Anirban Chakrabarty**

**C.E.O.**



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

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Offer acceptance:**

I hereby accept the offer from Anodiam and accept

Candidate: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate: (Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_