**Offer of Contract**

Dear Ms. Sujata Bhattacharya,

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 Science, High School Curriculum\_. This fixed-term contract position will start on 01/August/2023 and continue till 31/December/2023 or further.

Your compensation and benefits per month, for each class, having the respective number of students are explained below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Name** | **Lectures** | | **Payment (₹) for 50 or more students** | **Payment (₹) for 20 to 49 students** | **Payment (₹) for 10 to 19 students** | **Payment (₹) for 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

Anodiam will make payments for your service at the end of each month through electronic bank transfers into your bank account. Your account details for the same purpose are as follows:

No payments can be made in cash money is handled strictly electronically at Anodiam for safety, security and sanity purposes.

The above figures are after payment of G.S.T. Though, income tax will not be deducted at source. You are personally responsible for your own Income Tax payment on your consolidated earnings.

Following are the terms and conditions of this contract for you to abide by:

1. **Duty Address and Timing:** You will be required to teach the above tuition classes at the 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 the 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, besides delivering the classroom lectures, you will also have these responsibilities toward your students:
2. **Modules:** at Anodiam, you shall be required to provide your students with soft copies of modules containing class notes, mnemonics, bullet points, diagrams and important notes for every topic or chapter you teach. Though you are responsible to develop and distribute those modules yourself, you may take any required assistance and guidance from our Academic, Admin or Design teams. These modules need to be academically error-free and properly formatted as per Anodiam standards. Most importantly these modules need to be of the highest academic standards and add value to the learnings of your students.

Therefore, all the modules require to be exclusively approved by both Academic and Admin teams before distribution. **It is strictly not allowed to distribute any unapproved module to the students at Anodiam**

1. **Mock Tests:** You shall be required to perform periodic progress assessments of your students by setting up question papers, conducting tests, correcting answer papers and providing constructive feedback. The frequency, periodicity and dates of such tests may be decided and directed to you by the academic authorities at Anodiam.
2. **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 with 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.
3. **Quality of Service and Ethics:** Our mission at Anodiam is to enlighten the lives of our students through the highest quality educational services. Hence you are ethically bound by the below service quality standards:
4. **Core Anodiam Values:** At Anodiam we believe in noble and teacher-appropriate values like empathy, support and appreciation. We are absolute believers in professional and ethical practices like:
   * No cane policy
   * No punishment
   * No rudeness or scolding
   * No red ink

Any violation of such practices may lead to immediate termination of this contract.

1. **Feedback-Based Quality:** As a quality-focused organization, we collect regular feedback ratings from all stakeholders. This includes ratings about teachers from students, guardians, colleagues and other stakeholders. In case of any feedback below the expected quality standard, our human resources team will get in touch with you for immediate mitigation. In the case of consecutive such below-expected feedback, your contract may be terminated
2. **General Discipline:** At Anodiam all stakeholders focus solely on the highest standards of education. Your personal behavior and appearances at all times must be conducive to the same.

* As responsible individuals, we know how to dress up elegantly and in a dignified manner for an educational institution. Any inelegant fashion that distracts attention is strictly prohibited.
* Smoking, chewing gum, tobacco or betel in any form is strictly prohibited inside the institution and deprecated in the vicinity.
* Any loud, irresponsible or reckless behavior of any nature will not be accepted. It may lead to strict actions including immediate cancellation of this contract.

1. **Non-Disclosure Agreement:** By accepting this offer you implicitly agree to protect all intellectual properties, educational information and personal information of all stakeholders of Anodiam at all times.
   * All contents of Anodiam created by you or not, are subject to copyright protection. You are not allowed to distribute, copy or utilize by any means, for your personal benefit or otherwise, any such content in full or part.
   * You are not allowed to share any personal information including contact numbers, photographs, names or any details about any stakeholder of Anodiam or any of its organizational information with any external parties at any time for your personal benefit or otherwise.
   * All content created by you for Anodiam must be free from plagiarization. Anodiam will not take any responsibility for copyright violations or piracy of content by you from any third parties.
   * Data is of utmost importance to us at Anodiam. Strict legal actions will be taken against any deliberate or irresponsible attempt towards data theft or data leakage.
2. **Holidays, Day-offs and Miscellaneous:** Ods:

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_