**Offer of Contract**

Dear Ms. Debolina 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 the position at Anodiam in the role of ­­­­­­­Head of Arts. 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 a 2-hour long induction session on the \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_, 202\_\_\_ at \_\_\_\_\_:\_\_\_\_\_ \_\_\_\_\_\_, at our office address “Orion Nebula, L-1, Anodiam, N-1/25 Kunal Road, Patuli, Kol 94”

Please find 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: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Offer acceptance:**

I hereby declare that I have gone through the detailed terms and conditions of this contract offer from Anodiam and completely accept same in full.

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

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

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

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

**Annexture I: General Roles and Responsibilities**

1. **Primary Responsibilities:**

* As the ­­­­­­­Head of Arts, at Anodiam, you shall remain responsible for mentoring and directing all other teachers in your respective department for the following:
  + Ensuring highest quality standards in education delivery
  + Strategizing and realizing business growth of your department
  + Resolving all impediments against the above
* As ­­­­­­­Head of Arts at Anodiam, you shall be teaching in classes allocated to you by the academic authorities at Anodiam. Being part of our extremely quality focused institution, you are expected to provide educational services of the highest quality standards.

1. **Associated Responsibilities:**
2. **Study Material Creation:** Through our Edtech App, you shall be required to provide all your students with soft copies of study materials or modules containing class notes, mnemonics, bullet points, diagrams, practice tests, sample answers and important notes etc. for every subject, topic or chapter that you teach. These need to be of the highest quality academic standards and add value to the learnings of your students. Therefore, all study materials **strictly require to be exclusively approved by both academic and admin authorities** **before distribution**. Assistance, support, guidance and quality control feedback from your academic team may prove to be of your help!
3. **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.
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 with analytic information about the behavior, performance, prospect and other relevant information about respective students.
5. **Quality of Service:**
6. **Core Anodiam Values:** At Anodiam we believe in noble and teacher-appropriate values like **empathy**, **support** and **appreciation**. As part of our duty of care, we are absolute believers in professional and ethical practices like:
   * No cane policy. No punishment, rudeness, scolding or red ink in class.
   * No religious, caste, provincial prejudice.
   * No sexism or sexual preference related discrimination.
   * No political discussion in class.

Any violation of such practices will be handled strictly, including reporting to law enforcement agencies or immediate termination of this contract or both.

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.
* Consumption or Arriving at Anodiam premises under the influence of alcohol, drug or any mind-altering substances is strictly prohibited and will result in immediate disciplinary action including cancelation of this contract.
* Indulging in any immoral or sexually explicit activity is strictly prohibited and will result in immediate disciplinary action including cancelation of this contract.
* 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, financial and personal information of all stakeholders of Anodiam at all times.
   * Your payout related information is confidential. You are not allowed to share such information with others at any time. Any violation will lead to immediate termination of your contract.
   * All study materials or educational contents at Anodiam, created by you or otherwise, are subject to copyright protection. You are not allowed to distribute, copy, sell or utilize by any means, for your personal benefit or otherwise, any such content in full or part. Any violation will lead to immediate termination of this contract and strict legal action.
   * 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 plagiarizing. 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 attempt or irresponsible slipup towards data theft or data leakage.
2. **Miscellaneous Policies:**
3. **Public Holidays:** The institute will remain closed on public holidays listed on the notice board.
4. **Day Offs:** Unplanned leaves are not appreciated. Try to plan leaves early with a lead time of at least 2 weeks. You are supposed to take compensatory classes against your leaves within 2 weeks. You will not get paid for any planned or unplanned leave that you do not compensate your students for, within 2 weeks.
5. **Inevitable Circumstances:** In case of natural disasters, public strikes or lockdowns etc., you need to take compensatory classes within 2 weeks of the event. Otherwise, you will not be paid for the classes missed.
6. **Anodiam Amenities:** Anodiam is keen on providing the best amenities and infrastructure for you to perform at your best. In case, you need any further help or assistance, please feel free to talk to the Centre Manager or your Academic Head. Remember, our motto is to provide education that enlightens!

* Centre Manager can approve all items including books and instruments etc. costing less than ₹500/-
* For items costing more, you need approval from your Academic Head.
* You are expected to handle all of Anodiam’s properties, facilities, amenities and items with proper care and responsibility.
* Our facilities are completely covered under CCTV surveillance. The footage will be preserved for a considerable amount of time and will be handed over to legal authorities as evidence for any untoward event or offense.
* Our building has proper signage and you are expected to abide by all of them. Disregarding signage may result in a punishable offense.
* There is ample street-side parking available in the vicinity. No parking of bicycles, motorbikes or other vehicles is allowed inside the premises. Also, Anodiam is not responsible for any damage or theft of vehicles or bicycles parked outside.

1. **Contract Separation/Termination:** This contract will implicitly roll over the next years after 31/Dec/2024 for periods no less than 12 months exactly.

* In case you plan to discontinue the contract yourself, you are required to give us written notice for one month at least. You will be required to give proper handover to your substitute, along with carrying out your regular responsibilities during the notice period.
* In case, we do not have enough students for you or your performance stays below the required levels even after intervention by a manager once, your contract may be terminated with a month’s notice. You will be required to give proper handover to your substitute, along with carrying out your regular responsibilities during the notice period.
* In case, your contract is terminated as part of any untoward disciplinary action by Anodiam authorities against you, you are required to leave the premises forever, with immediate effect within 5 minutes. Failing to abide by, this will result in strict legal actions.

**Annexture II: Payout Details**

The below 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.

**Department Mentoring Fees:** As the ­­­­­­­Head of Arts at Anodiam, you shall receive the department mentoring fees, mentioned in the following chart, on every month, for each class, having the respective number of students:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Payment (₹) for 50 or more students** | **Payment (₹) for 20 to 49 students** | **Payment (₹) for 10 to 19 students** | **Payment (₹) for 5 to 9 students** |
| **ISC - XII - Geography** | 1332 | 666 | 333 | 167 |
| **ISC - XII - Psychology** | 1332 | 666 | 333 | 167 |
| **ISC - XI - Geography** | 1332 | 666 | 333 | 167 |
| **ISC - XI - Psychology** | 1332 | 666 | 333 | 167 |
| **ICSE - X - Geography** | 932 | 466 | 233 | 117 |
| **ICSE - IX - Geography** | 932 | 466 | 233 | 117 |
| **ICSE - VIII - Geography** | 866 | 433 | 216 | 108 |
| **WB - XII - Geography** | 1332 | 666 | 333 | 167 |
| **WB - XII - Psychology** | 1332 | 666 | 333 | 167 |
| **WB - XI - Geography** | 1332 | 666 | 333 | 167 |
| **WB - XI - Psychology** | 1332 | 666 | 333 | 167 |
| **CBSE - XII - Geography** | 1332 | 666 | 333 | 167 |
| **WB - XII - Psychology** | 1332 | 666 | 333 | 167 |
| **CBSE - XI - Geography** | 1332 | 666 | 333 | 167 |
| **WB - XI - Psychology** | 1332 | 666 | 333 | 167 |
| **IELTS** | 3996 | 1998 | 999 | 500 |
| **TOEFL** | 3996 | 1998 | 999 | 500 |
| **PTE** | 3996 | 1998 | 999 | 500 |
| **GRE** | 3996 | 1998 | 999 | 500 |

Table-1: Payout illustration of department mentoring fees: head for Commerce, Anodiam

**Tuition fees:** As a ­­­­­­­Head of Arts at Anodiam, you shall receive the tuition fees, mentioned in the following chart, on every month, for each class, having the respective number of students:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| **ISC - XII - Geography** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **ISC - XII - Psychology** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **ISC - XI - Geography** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **ISC - XI - Psychology** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **ICSE - X - Geography** | 1 | 2 | 9240 | 4620 | 2310 | 1155 |
| **ICSE - IX - Geography** | 1 | 2 | 9240 | 4620 | 2310 | 1155 |
| **ICSE - VIII - Geography** | 1 | 2 | 8580 | 4290 | 2145 | 1073 |
| **WB - XII - Geography** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **WB - XII - Psychology** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **WB - XI - Geography** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **WB - XI - Psychology** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **CBSE - XII - Geography** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **WB - XII - Psychology** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **CBSE - XI - Geography** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **WB - XI - Psychology** | 1 | 2 | 13200 | 6600 | 3300 | 1650 |
| **IELTS** | 1 | 2 | 39600 | 19800 | 9900 | 4950 |
| **TOEFL** | 1 | 2 | 39600 | 19800 | 9900 | 4950 |
| **PTE** | 1 | 2 | 39600 | 19800 | 9900 | 4950 |
| **GRE** | 1 | 2 | 39600 | 19800 | 9900 | 4950 |

Table-1: Payout illustration for tuition fees: faculty of Arts, Anodiam

**Study Material Fees:** As a ­­­­­­­Head of Arts at Anodiam, you shall receive study material fees amounting to a total sum mentioned below. Also mentioned in the following chart, is the amount you will receive on every month, for each class, having the respective number of students, until the total amount of study material fees is paid to you:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Total Study Material Fees (₹)** | **Monthly Payment (₹)** | | |
| **50 or more students** | **20 or more students** | **10 or more students** |
| **ISC - XII - Geography** | 50000 | 2400 | 1200 | 600 |
| **ISC - XII - Psychology** | 50000 | 2400 | 1200 | 600 |
| **ISC - XI - Geography** | 50000 | 2400 | 1200 | 600 |
| **ISC - XI - Psychology** | 50000 | 2400 | 1200 | 600 |
| **ICSE - X - Geography** | 35000 | 1680 | 840 | 420 |
| **ICSE - IX - Geography** | 35000 | 1680 | 840 | 420 |
| **ICSE - VIII - Geography** | 32500 | 1560 | 780 | 390 |
| **WB - XII - Geography** | 50000 | 2400 | 1200 | 600 |
| **WB - XII - Psychology** | 50000 | 2400 | 1200 | 600 |
| **WB - XI - Geography** | 50000 | 2400 | 1200 | 600 |
| **WB - XI - Psychology** | 50000 | 2400 | 1200 | 600 |
| **CBSE - XII - Geography** | 50000 | 2400 | 1200 | 600 |
| **WB - XII - Psychology** | 50000 | 2400 | 1200 | 600 |
| **CBSE - XI - Geography** | 50000 | 2400 | 1200 | 600 |
| **WB - XI - Psychology** | 50000 | 2400 | 1200 | 600 |
| **IELTS** | 25000 | 7200 | 3600 | 1800 |
| **TOEFL** | 25000 | 7200 | 3600 | 1800 |
| **PTE** | 25000 | 7200 | 3600 | 1800 |
| **GRE** | 25000 | 7200 | 3600 | 1800 |

**Mandatory Electronic Money Handling:** No payments can be made in cash. Money is handled strictly electronically at Anodiam for safety, security and sanity purposes.

**Beneficiary Details:** 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.

Full Name (As per Bank Account): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IFSC Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_