**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 Department (HOD) of Science. This fixed-term contract position will start on 01/August/2023 and continue till 31/December/2024. or further.

After completion of your contract period, you can be offered a new contract depending on management decision.

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:

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

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

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

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

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.

You will report to CEO Mr Anirban Chakraborty.

Any change related to your reporting manager will be notified to you by letter or email.

**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 classes at the Anodiam Patuli coaching center located at the below address:

**N-1/25 Kunal Road**

**Patuli**

**Kolkata 700094**

Type **Anodiam** on Google Maps App

Your class timings will depend upon your availability during the week, discreetly discussed and agreed upon with Anodiam’s HR 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 HOD at Anodiam, besides delivering the classroom lectures, you will also have these responsibilities toward your students and institute:
2. **Business Development:** As HOD you need to develop business of your department. You need to plan out for expansion and betterment of business of your department.
3. **Faculty Interview:** As HOD you need to take interviews of faculties as and when required.
4. **Faculty Training:** As HOD you need to give adequate training to faculties from time to time as and when required.
5. **Faculty Responsibilities:** All faculties of your department will report to you.

You need to evaluate and report to management about the performance of faculties as and when required.

1. Your responsibilities might change in future which will be notified by management by letter or email as and when required.
2. Apart from above responsibilities you will have same role as faculty which are mentioned below.
3. **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. At Anodiam we respect the privacy of payout related information. You will never share your payout details with other faculties. If you do so and management gets proof then management will take necessary action and even termination of your contract is possible.
5. **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
   * No hatred discussion/debate related to Religion/Caste
   * No hatred discussion related to provincialism
   * No sexual preference views
   * No prejudice
   * No hatred discussions related to politics

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.
* 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 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. **Miscellaneous Policies:**

**Public Holidays:** Following are the scheduled Public Holidays for the years 2023 and 2024, on which the center will remain closed. We will compensate for these off days on occasions that will have more weekly classes in any given calendar month.

* + 1. Independence Day: 15/Aug/2023 – Tuesday
    2. Durga Puja, Saptami: 21/Oct/2023 – Saturday
    3. Durga Puja, Astami: 22/Oct/2023 – Sunday
    4. Durga Puja, Nabami: 23/Oct/2023 – Monday
    5. Dashera: 24/Oct/2023 – Tuesday
    6. Diwali: 12/Nov/2023 – Sunday
    7. Christmas: 25/Dec/2023 – Monday
    8. New Year’s Eve: 31/Dec/2023 – Sunday
    9. New Year’s Day: 01/Jan/2024 – Monday
    10. Republic Day: 26/Jan/2024 – Friday
    11. Saraswati Puja: 14/Feb/2024 – Wednesday
    12. Doljatra/Holi: 25/Mar/2024 – Monday
    13. Eid-ul-Fitr: 10/Apr/2024 – Wednesday
    14. Workers' Day: 01/May/2024 – Wednesday
    15. Independence Day: 15/Aug/2023 – Thursday
    16. Durga Puja, Saptami: 10/Oct/2023 – Thursday
    17. Durga Puja, Astami: 11/Oct/2023 – Friday
    18. Durga Puja, Nabami: 12/Oct/2023 – Saturday
    19. Dashera: 13/Oct/2023 – Sunday
    20. Diwali: 01/Nov/2023 – Friday
    21. Christmas: 25/Dec/2023 – Wednesday
    22. New Year’s Eve: 31/Dec/2023 – Tuesday

**Public Holidays:** Our institute will be closed on public holidays which are listed on Anodiam Notice Board.Any change related to holidays will be notified by the management and a new notice will be displayed on the notice board.

**Day Offs:** We do not appreciate unplanned leaves at all. On occasions that you really need to take a day off, please plan it early and give us a lead time of at least 2 weeks to plan for compensatory classes for the students. We appreciate that you give us a longer lead time for your planned vacations, please. In case you would be able to plan compensatory classes well ahead and organize them within 2 weeks from your day off, your payment will not be affected. Otherwise, you won’t be getting paid for any planned or unplanned leave that you do not compensate your students, for.

**Inevitable Circumstances:** In case of inevitable events or circumstances like natural disasters, public strikes or lockdowns etc., you need to plan and take compensatory classes within 4 weeks of the event. Otherwise, you will not be paid for the classes missed.

**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 Admin Manager or your Department Head. Remember, our motto is to provide education that enlightens!

* Admin Managers can approve all items including books and instruments etc. costing less than ₹500/-
* For items costing more, you may need approval from your department head as well.
* 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.

**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, 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.
* 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.

Keep on enlightening the lives of your students!

Thanks, regards and congratulations!

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_