**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!

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

**Annexture 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.

1. **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_r3FHIbKvW_MIrk1pjXnWaGsI7cuwu9/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_Oci3IG3/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/15fp6MCw9pUoM4jJ6p09Xdi6DMpdGX6Ky/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.

1. **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 |
| **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 |

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.