

Kalaiselvan.R

16th May 2023

Chennai

Dear Kalaiselvan.R,

With reference to your discussion with us, we are pleased to welcome you as Instructor for Wizklub Futurz Program. You will be deployed in the schools to deliver the program.

Annual CTC : **Rs. 453000/-**
Base Location : Chennai
Start date of Employment : 8/11/2022

The duration and type of assignment are contingent upon the needs of the management subject to achievement of the Goals and Objectives of the business. The information below explains the details of terms and conditions of your employment.

In this capacity, you will be allocated a school / more than one school and you will be delivering Wizklub programs inside the school premises. You shall coordinate with the Program Manager Wizklub and the School coordinator / Principal

Roles & Responsibilities / Outcome expected from Instructor

- Conduct Wizklub programs as per the design and schedule.
- Single point of contact(SPOC) from Wizklub at the school
- You will be the SPOC for the Wizklub Lab
- You will be responsible for furnishing attendance / any other needs as desired by Wizklub

The details of the roles and responsibilities and the rules and regulations will a part of service agreement.

Delivery

At the School assigned, we believe in Delivery with an Outcome

A.Compliance

- Punctuality: Instructor is expected to adhere to the school timetable.
- Ensuring delivery of the session as per the duration in the school timetable
- You are required to update session attendance in the school attendance records as well as in the Wizklub portal / Google sheets
- You are required to complete Wizklub instructor training for YPDP and HOTS before the start of the program. You may also need to undergo more training which would be announced later.
- Ensuring that all sessions are conducted as per schedule without cancellation. In case of an emergency, sessions can be rescheduled in consultation with the school and updating the Wizklub Program Management Team.
- Providing L1 support(Basic troubleshooting) for the Wizklub Lab in the school
- Conduct Workshops as per the discussion with the Wizklub team
- Conduct assessments as per the needs of the school and Wizklub
- Conduct project exhibition inside the school as per the Delivery Calendar

B. Completion

You would be responsible for ensuring completion of sessions as per the session plan and student efficacy. For ensuring higher student efficacy, it is important that students complete the following (Essentials).

- Workouts
- Assignment
- Puzzles
- Projects

C. Outcome:

Effective classroom delivery with Completion of the above Essentials is the foundation of Wizklub Programs and instructors are expected to inculcate this in their daily routine.

D.Assets

Company shall provide a hardware kit during the training .Annexure for the same will be shared after the joining.

Time Commitment:

You are required to be available as per the below schedule to take the classes. Monday to Saturday (8 hours of work / school time, whichever is higher)

Many schools may have Saturday as half day / holiday. In such a scenario, the Instructor will be working online with the Learning and Development team.

Leave Policy:

The instructor is expected to align as per the school academic calendar .The instructor can avail the following during the school vacation time in consultation with the Wizklub Delivery team.

Medical Leave – 6 days (one Calendar year)

Casual Leave (CL) – 12 days (one Calendar year)

The schools may have their own academic calendar with a published vacation period / Examination period. The WizKlub instructor is expected to comply with the above leave period (6 medical and 12 CL), and the school vacation period will be utilized for internal training and development.

Salary Break up:

Name : Kalaiselvan.R		
Designation: Instructor		
Salary Structure	Monthly	Annual
Basic Salary	15700	188400
HRA	12560	150720
Flexi Basket	3140	37680
Fixed Pay	31400	376800
Employee Contribution to PF	1800	21600
Employers Contribution to PF	1800	21600
Gross Pay	35000	420000
Performance Based Variable Pay*	2750	33000
Total Cost to Company (TCTC)Rupees	37750	453000

*Details of performance based variable pay will be shared in the service agreement

Please note: If you have opted for travel within State / across India, the traveling and stay allowance would be additional and would be shared once you join.

Confidentiality:

You shall keep the company information confidential during your engagement with the company. You shall also use your best endeavors to prevent the publication, disclosure or use of any such confidential information and acknowledge that such confidential information shall remain the exclusive property of the company.

The IP (Intellectual property) for any work done individually or collectively would belong to Wizklub.



Conflict of Interest:

You shall not engage in any other assignment/business during your tenure with Wizklub.

Termination:

The Instructor can resign from the position by giving written notice of 90 days. In case the performance is consistently poor and/or behavioral issues reported employment will be terminated without giving any prior notice. You are required to formally communicate your acceptance of this Offer within two days of receipt of this Letter, failing which this Offer would be considered withdrawn.

You are requested to please sign your acceptance of this letter by signing and returning to us the duplicate copy of this letter

Best wishes,

Swarup Vijn

Sr. Vice President

ACCEPTANCE:

I accept the above-mentioned terms and conditions.

Name: Kalaiselvan R

DOJ: 11-Aug-2023

Signature:

A rectangular box containing a handwritten signature in blue ink. The signature appears to be "Kalaiselvan R" followed by a horizontal line and the date "23/05/2023".

Place: Chennai

Date: 23-May-2023