

Appointment Letter

Date: 01 July 2025

To,

[Employee Name]

[Address]

Subject: Appointment for the position of Floor Manager

Dear [Employee Name],

We are pleased to offer you the position of Floor Manager at Ultimate Institute of Technologies, Mohali. After evaluating your profile and performance during the selection process, we are confident that you will be a valuable addition to our team.

Your appointment will be subject to the following terms and conditions:

1. Designation:

You are appointed as Floor Manager.

2. Place of Posting:

Your initial place of posting will be at our Mohali Branch, but you may be transferred to any other branch/location as per organizational needs.

3. Date of Joining:

Your date of joining will be 01 July 2025.

4. Working Hours:

Your regular working hours will be from 10:00 AM to 7:00 PM, Monday to Saturday. Sunday will be a weekly off unless otherwise informed due to special institute requirements.

5. Salary:

Your salary and allowances will be as discussed during the interview. The detailed Salary Structure will be shared with you separately.

6. Probation Period:

You will be on a probation period of 3 months, starting from your date of joining. Your performance will be evaluated for confirmation.

7. Job Responsibilities:

As a Floor Manager, your key duties will include (but not limited to):

- Managing and supervising daily floor operations.
- Coordinating between students, faculty, and management for smooth batch execution.
- Handling student queries, complaints, and feedback.
- Maintaining discipline, punctuality, and decorum on the premises.
- Taking full responsibility for the maintenance, safety, and upkeep of all institute property including furniture, computers, projectors, lab equipment, and all infrastructure-related assets.
- Monitoring classroom cleanliness, infrastructure readiness, and student discipline.

- Keeping stock and maintenance records of consumables and institute materials.
- Coordinating with vendors for repair and maintenance works.
- Organizing and assisting in institute events, seminars, and other activities.
- Timely reporting of floor activities, issues, and updates to the Center Manager / Management.
- Any other duties assigned by the management.

8. Leave Policy:

You will be entitled to leave as per the Ultimate Institute Leave Policy, details of which will be shared with you.

9. Code of Conduct:

You are expected to maintain discipline, honesty, punctuality, and professionalism at all times.

10. Prohibition on Gifts, Commission & Dual Employment:

While working with Ultimate Institute of Technologies, you are strictly prohibited from:

- Accepting any gifts, commissions, cash, or any kind of benefit from any student, vendor, agency, company, or individual for personal gain.
- Engaging in any kind of part-time or full-time job, business, freelancing, or working for any other company or firm, without prior written permission from the institute management.
- Any violation of this clause will be treated as a serious breach of trust and will lead to immediate termination of your employment and may involve legal action if necessary.

11. Termination / Notice Period:

- During probation: Either party can terminate this employment with 7 days written notice or salary in

lieu thereof.

- After confirmation: 30 days notice or salary in lieu thereof will be required from either side.

12. Confidentiality:

During the course of your employment with Ultimate Institute of Technologies, you will have access to confidential information, including but not limited to student data, business processes, operational strategies, fee structures, marketing plans, vendor details, and internal policies.

You are strictly required to maintain complete confidentiality of all such information during your employment and even after the termination of your employment.

Any unauthorized sharing, leakage, duplication, or misuse of confidential information, whether intentional or accidental, will be treated as a serious violation and may lead to immediate termination of your employment and strict legal action as per applicable laws.

The institute reserves the right to initiate disciplinary proceedings and/or file a legal case against you for any breach of confidentiality.

We welcome you to the Ultimate Institute of Technologies family and look forward to a successful association.

Please sign and return a copy of this letter as your acceptance.

Wishing you all the best for your new role!

For Ultimate Institute of Technologies

Authorized Signatory

Ultimate Institute of Technologies

Employee Acceptance:

I hereby accept the terms and conditions mentioned in this appointment letter.

Employee Name: _____

Employee Signature: _____

Date: _____