



**SHRI VIDYA JYOTI HIGH SCHOOL DIVA (E)**  
**(ENGLISH MEDIUM)**

**PRE - PRIMARY, PRIMARY & SECONDARY**

Office Address: Ground Floor, Narayan Complex, Mumbradevi Colony Road, Near Diva Post  
OFFICE Shree Samarth Nagar. Diva (E), Thane - 400612  
Call: 8879394750 / 9920843581 Email :- Shrividyajyotihighschool@gmail.com

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**RULES AND REGULATIONS FOR THE TEACHER'S STAFF**

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**EMPLOYMENT AGREEMENT**

THIS AGREEMENT START ON **1 JUNE**, ..... AND END ON **30T**

**APRIL**..... This EMPLOYMENT AGREEMENT is made and executed

at..... This.....day of..... in the Christian year. BEETWEEN .having its

registered office at..... hereinafter referred to as "THE EMPLOYER"

(which expression shall, unless it be repugnant to the contexed or meaning

thereof be deemed to mean and include his heirs, legal representative and

assigns) of the **ONE PART**;

**AND** ,of..... Indian Inhabitant, residing at. hereinafter referred to as

"EMPLOYEE" (which expression shall, unless it be repugnant to the

contexed or meaning thereof be deemed to mean and include his heirs,

legal representative and assigns) of the **OTHER PART**;

**1. START DATE 1.1**

Your employment will begin no later than.....

**2. JOB TITLE**

2.1 Your job title.....is You may be required to undertake

other reasonable duties from time to time.

### **3. LOCATION**

3.1 Your Work Location will be..... We may, at our discretion, required you to work or transfer to another office, branch or department within reasonable travelling distance of your exiting workplace or your residence.

### **4. HOURE OF WORK**

4.1 Your normal work hours will be..... .hours per day. Our working week runs from Monday to Sunday. Your manager will allocate your working days and timings. 4.2 We have the right to very the number of hours, days and timings which you work in order to meet the need of the business you are working in. If this happens you will be given reasonable notice.

4.3 You will be required to work the hours necessary to fulfill the responsibilities of your role. Our role does not qualify for any direct and/or indirect overtime payment for any additional hours worked.

### **5. PAY AND BENEFITS**

5.1 Total Fixed Pay and Annual Gross Remuneration.

### **6. HOLIDAYS (LEAVE)**

6.1 Our holidays year run from.....to..... All holidays must be agreed in advance with your manager. Your total annual leave entitlement will be 30 days covering both Privilege Leave days and Casual Leave days.

## **7. CONFIDENTIALITY**

7.1 Except in the proper performance of your duties, you will not either during your employment or at any time afterward use or communicate to any person and during your employment you will use your best endeavors to prevent the disclosure of any information which comes to your knowledge during the course of your employment being of confidential nature concerning the business of the School or of any of the parents, customers, suppliers or any other person having any kind of dealing with the School.

## **LEAVING OUR EMPLOYMENT**

### **8. PERIOD OF NOTICE**

8.1. We reserve the right to make a payment in lieu of such notice in respect of the Total Fixed pay only.

### **9. CODE OF CONDUCT**

9.1 You are bound by the code of conduct of the Institute, We may implement our disciplinary procedure, failure to institute with the code of conduct in certain circumstances which could amount in gross misconduct on your part leading to dismissal and pecuniary penalty can be imposed.

### **10. STAFF DEALING RULES**

10.1 You must comply with the staff dealing rules and should familiarize yourself with them by reading the Institute rules and any relevant divisional guidance.

## **11. ABSENCE**

11.1 If you are sick or absent for some other reason which was not intimated in advance you must inform your manager within half an hour of normal start time. If your absence is due to sickness, you should follow the sickness absence procedure. You will find full details from your manager.

## **12. DRESS CODE**

12.1

## **13. LIQUIDATED DAMAGES / INDEMNITY**

1.1 The Employee acknowledges that substantial cost and time shall be invested by the Employer and any discontinuance of the employment before the expiry of the said Agreement period term would unfairly prejudice the Employer, in consideration of the amount and time the Employee undertakes not to leave the service of the Employer, for the reason whatsoever, for a minimum period of **ONE YEAR**.

1.2 In case the Employee for any reason, leaves the services of the Employer before the said period of **ONE YEAR**, then he shall be forthwith pay a Three month salary being indemnification of the loss to the Employer. Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving order from the Employer and at the same time Employer has full right to initiate appropriate legal proceedings against the Employee.

**14. JOINING INSTRUCTION**

13.1

**15. GOVERNING LAW**

14.1 the interpretation and enforcement of this contract shall be governed by and constructed in all respect in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the court at..... alone.

**YOUR TRULY**

**DATE** \_\_\_\_\_

**MR./MRS./MISS** \_\_\_\_\_

**(EMPLOYEE NAME)**

**(EMPLOYEE ADDRESS)** \_\_\_\_\_

\_\_\_\_\_

# **PRANIT EDUCATION & KALA VIKAS TRUST**

Office Address: Siddhivinayak Society Plot No. 64. Room no. 23 Mhada Colony, Savarkar  
Nagar, Thane (west) 400606

Call: 9833703280 / 8169137486 Email :- pranittrust14@gmail.com

No. PL/CIT (Exempt.)/Tech/12AA/PuneRg/231/369/2016-17/5011

No.PN/CIT(Exempt.)/Tech/80G/643/2016-17/677

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- School will be start working from 26th May 2017
- Joining period is 26th May to 30th April. No one can leave the job in this period. Our student study is important for us. If you leave your job in this period, management are not pay your salary.
- If you have selected for the post you have to submit 2 Original Copy of your certificate.
- If you want to take leave Please submit the written application of the purpose.
- It is compulsory to present in the school on proper time.
- If you are three-day late in a month your one day absentee we count.
- Monday & Saturday is a compulsory present otherwise your Sunday's payment will be deducted.
- It is compulsory to wear school apron.
- There is no provision of any Diwali Bonus and any other Extra allowances.
- It is not allowed to use Mobile in the school time.
- If you are damaged or lost school property, you may have to pay the replacement or repair costs.
- If you Misbehavior / Money scam / Damage Property in the school, Management without notice Terminate.

### **TRUSTY SIGNATURE**

### **SIGNATURE OF APPLICANTE**

Always do what you believe to be best for your students. They should always be your number one priority. Think, How does this benefit my students?

Never bring your personal problems or issues into the classroom. Leave them at home.

Be open and willing to learn at all times. Teaching is a journey that will provide many opportunities to learn. You should strive to improve your teaching each and every day, even when you've been in the classroom for years.

Be tactful and understanding with children, co-workers, parents and school patrons

Take the time to get to know your students. Find out what they like to do and include their interests in your lessons. Establish a rapport and connection with them, and you will find that engaging them in your lessons becomes easier.