



Kidzee Confidential  
Ref: Kidzee/2020-2021/CC-C2/KZ-N-5

01st June, 2021

**Mrs. Riya Panwar**  
Kidzee SUS - Pune

Dear Mrs. Riya,

Congratulations! We are pleased to offer you position of Assistant **Class Teacher(for Nr,Jr,Sr class )** with effect from 15<sup>th</sup> JUNE, 2021.

We take this opportunity to welcome you to Kidzee Sus Family.

### **The details of your compensation as below:**

Annual Compensation would be: 1,08,000/- PA (Online/Offline Class-room sessions)

### **Code of Conduct:**

- a. The School may require you, to perform any other administrative,supervisory, other functions and you will be bound to carry out such functions.
- b. Your individual remuneration is purely a matter between yourself and the School and has been arrived at on the basis of your, skills, specific background and professional merit. Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.
- c. You shall maintain proper discipline and dignity of your office/school and so shall deal with all matters.
- d. You shall maintain and keep in your safe custody such as school belongings, and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
- e. You shall inform the School of any changes in your personal data within 3 days of the occurrence of such change.

f. You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the School /any of its personnel are not responsible for the same.

g. You shall not apply for any other job outside without the prior written permission from the Management. In response to this communication of appointment you are required to confirm your acceptance by signing the duplicate copy of this order.

## **Responsibilities**

a. In view of your position and organization, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will observe working hours as communicated to you by your superiors from time to time depending on the exigencies of work. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have adverse impact on the reputation/image and business of our school, whether directly or indirectly.

## **Termination:**

a. Your services are liable to be terminated, if you are medically unfit to carry out your duties.

b. The School reserves the right to relieve you from your services in case of business slowdown or if the School decides to downsize work force due to unforeseen circumstances. You will be liable for termination from service by the School without notice if: a. Any declaration given by you or testimonials furnished by you to the School proves to be false, or,

b. You are found to have willfully suppressed any material information, or,

c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or,

d. You are found to have indulged in financial irregularities; or

e. You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the School.

f. You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non performance and if any disciplinary action is taken against you. On communication of the termination/resignation of your employment with the School, you will immediately give up to the School before you are relieved, all documents of the School including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items. In the event that you want to terminate your employment with the School, you be will required to give a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent of the concerned client and your superior and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period. This minimum notice of one month cannot be adjusted with payment in lieu of notice period or adjusted against the Privilege Leave.

8. Yourself liable to damages and costs arising out of breach of such confidentiality. This appointment is made on the understanding that all the information given by you are correct, true and complete. If it is found at any time that the information given by you is not correct/true/complete, this appointment may be withdrawn or may be terminated at any time after you have taken up employment with us.

Please note that you are governed by all Rules and Regulations of the School, which are in force from time to time, and the School shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.

We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.

Warm Regards and Best Wishes,

A handwritten signature in cursive script, appearing to read "Sunil Bhosale", with a horizontal line underneath it.

Sunil Bhosale  
Director, Kidzee Sus, Pune