



THE FOUNDATION ACADEMY

An English Medium School

The Journey of a new Beginning..

Letter of Intent (“LOI”)

Dear Debanjali Tripathy,

With reference to your interview on 19th February, 2023 we are pleased to inform that your appointment is confirmed as a class teacher of The Foundation Academy with the effective date from 3rd March 2023. All the Terms and conditions with other benefits, the details of which are set forth in Annexure to this letter.

We cordially welcome you on behalf of all the teaching and administration staff of school. Now you are also part of our system and, We hope that you will achieve the targets of our school by dint of hard work. Remember first nine months are probationary period and after meeting all the expectation Designated Authority will issue the Confirmation Letter for permanent Staff. Please submit self attested copy of your academic certificate, experience certificate, voter card, pan card, aadhar card and two copy passport size photo. Hope that you will obey all the rule and regulations.

We would request you to go through the **LOI**, and sign on all the pages of one copy of this letter and submit in school by 3rd March, 2023.

Best wishes for your future.

Thanking you,
School Managing Committee

Avijit Das



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ANNEXURE A

ROLES & RESPONSIBILITY :

1. Teach Bengali subject in Primary Section
2. Establishing a better standard of knowledge in Bengali literature in school.
3. Taking some periods for other classes only in absence of other teachers on leave.
4. Day Boarding Tuition classes

SALARY:

- a. Basic Salary - INR8000/- per month

INCREMENT :

Employee may receive once in a academic year,generally in March. This amount will be decided as per the performance of each employee for that particular year.



ANNEXURE B

LEAVE POLICY:

As per CBSE rules the staff salary will be released before 10th every month. Last working day of the month will be the last date to regularize the leave record. Any application coming after that date will not be considered and leave / salary may get deducted. To regularize it, the staff has to apply in leave application form to get Designated Authority approval. Leave will be calculated from March to February. Procedure and entitlement of leaves will be as follows.

- a. Grant of Leave shall depend on the exigencies of the institution and shall be at the discretion of the Head / Designated Authority.
- b. Except in un-avoidable circumstances application of leave shall be made in writing in advance a letter or phone message should reach the Head / Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying leave does not mean sanction until and unless it is sanctioned and signed by the designated authority.
- c. Leave of absence without intimating to the office/concerned authorities may lead to salary deduction even if the employee has leave to his/her balance.
- d. Teaching staff will be entitled for 12 days casual leave. Half day casual leave may be taken. In case of any half day working, and one is absent on that particular day, one day casual leave will be counted.
- e. For all faculties, working extra days/ hours due to workshop, sports day practice, camps, retreats etc is part of their mandatory role. Hence this cannot be used as compensation for missed working days.
- f. A maximum of 30 days can be accumulated. Only 20 days leave can be taken at a stretch. During school working days, maximum of 7 working days of CL can be granted.
- g. Longer CL granted only during vacation. – Durga Puja, Christmas and Summer
- h. A phone call or a message is required if you have taken an unexpected leave. If the leave is prolonged due to certain unavoidable circumstances and no information is given then there is a loss of pay or even a loss of job at the discretion of the management.
- i. Female employees will get maternity leave for 3 months with pay after confirmation. 3 months leave will have to be taken consecutively including holidays and vacations+ 1 more month in continuation can be taken which will be without pay. This leave will be sanctioned for staff members who require it for natural / adoptive parenthood.
- j. The above privilege is meant for up to two children only.
- k. Male employees will get 10 days paternity leave with pay after confirmation.

PROBATION :

- a. Except in case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of **NINE MONTHS** from the date of his/her joining the duties. The period of probation may be extended by the Managing Committee by a further period of three month(total one year), based on the performance.
- b. If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one month's notice in writing incase employee is failing to present during notice then he/she need to pay one month's salary to Managing Committee.

CONFIRMATION :

- a. If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period, provided he/she fulfils the other requisite conditions.
- b. Respective Designated Authority have to sign a confidential recommendation form for confirmation of the employee.This form is a confidential note forwarded by Managing Committee. One copy goes into the Employee's personal file.

TERMINATION OF EMPLOYMENT :

Any Employee may be terminated from the services by the Management on the following grounds.

- a. Performance is below expectation
- b. Closure of the School
- c. Abolition or Reduction of Post
- d. Reduction in Manpower
- e. Physical and Mental disability to carry out the normal duties.
- f. Closure of course studies
- g. Fall in number of Pupils resulting in reduction of establishment.
- h. Reduction in number of class divisions due to reduction of number of students and division
- i. Misappropriation of school funds / accounts / violation of other kind
- j. If any information or documents furnished are found to be incorrect or not genuine, employee will be liable to be terminated.
- k. On violation of code of conduct, termination will be done after holding domestic inquiry and on the basis of report of the Enquiry Officer.