



विना तु नृत्य शास्त्रेण चित्रसूत्रम् सुदुर्विदम्

Tel : 022-2620 6326
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Nalanda Dance Research Centre's Nalanda Nritya Kala Mahavidyalaya

Plot A-7 / 1; N.S.Road No.10, J.V.P.D. Scheme, Vile Parle (West), Mumbai, Maharashtra 400049, India

Chairman : Dr. Narendra Jadhav

Education Director : Dr. (Smt.) Kanak Rele

Principal : Dr. (Smt.) Uma Rele

24th September 2021

Appointment Letter

To,
Shri.Ankur Ballal,

We are glad to inform you that you have been appointed as a Visiting Faculty in Nalanda Dance Research Centre's Nalanda Nritya Kala Mahavidyalaya for Practicals of Odissi at Certificate Course Level from this Academic Year 2021-2022 onwards.

The remuneration for your lectures will be in accordance with the lectures taken.

Thanking you

Regards,

Yours Sincerely,

U.R. Rele

Dr.(Smt.) Uma Rele
Principal

Nalanda Nritya Kala Mahavidyalaya





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Chairman : Dr. Narendra Jadhav

Education Director : Dr. (Smt.) Kanak Rele

Principal : Dr. (Smt.) Uma Rele

Date: - 8th July 2023

Appointment Letter

Dear Shri. Taamohar Biswas,

We are pleased to inform you that you have been appointed as Visiting Faculty in Nalanda Nritya Kala Mahavidyalaya. We are sure our institute and students will be benefitted with your profound knowledge in the field of Teaching.

Regards,

Yours Sincerely,

U.R. Rele

Dr. (Smt.) Uma Rele
Principal

Nalanda Nritya Kala Mahavidyalaya



OMKAR EDUCATIONAL TRUST
P-74, NEAR MAMTA HOSPITAL, MIDC, Dombivli (East)

Name : Ms. Rutika Dilip Galbale (Mob.8291237820)
Qualification : Dip.(Bharatnatyam), T.Y.(Pursuing)
D.O.B : 05.03.1997
Add : 8,Gauri Shankar Soc.,Pendse Nagar , Dombivli -E
Subject : Appointment as a Dance Teacher

DATE: 5.07.2023

OFFER OF APPOINTMENT

Dear Ms. Rutika,

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment as a Dance Teacher at (**OMKAR SCHOOL**) w.e.f. **6th July 2023 to 30th April 2024** as per the following terms and conditions.

1. You will be on probation for a period of one year, in the first instance, from the date of your joining duty. This period of probation will be liable to be extended by another period of one year at the sole discretion of the school management. Unless an order in writing confirming your service is issued by the school, you will not be deemed to have been confirmed in the service but you shall continue as a probationer.
2. During the period of probation or any extension thereof, you may resign from the services after giving one month notice or one month salary thereof.
3. During your probation period of any extension thereof, your monthly salary will be **Rs.18,000/-** per month in Indian rupees.
4. On Confirmation of your services by the school you will be entitled to the benefits as available to confirmed employees according to rules and regulations.
5. You shall be governed by the Rules and Regulation\ Service agreement-code of conduct of the school which are in force from time to time and also through office circulars issued in this behalf. You may go through the copy of the same before signing the duplicate appointment letter, in token of acceptance of the terms thereof.

Private and Confidential
June 21, 2023

Shefali Uday Wadekar
India

Re: [Offer Letter](#)

Dear Shefali,

We are pleased to offer you the position of **Dance Instructor** with us here at IAID Qatar, where we hope you will enjoy your role and make a significant contribution to the success of the business. Your employment will commence on or before 29 June 2023. However, your official joining date may vary due to any unforeseen situations and will be based on the date when you start working under the Academy's sponsorship. You will be based in our branch in Qatar.

Position

Dance Instructor - The Academy is offering you an *open* contract; in this position you will report to the Acting Centre Manager (in the absence of Centre Manager) and the Artistic Director. Your official hours of work will be 8 hours/day. Please note that your official timings may change depending on the actual need of the academy. You will be entitled to one (1) day off a week (Friday) or any other weekday specified by the Management.

Important job responsibilities for this position include the following:

- Instructors in general are expected to use their artistic skills along with interactive educational methods to provide a rich and enjoyable classroom experience to all their students. At IAID, they have to implement related syllabus in close coordination with the Artistic Director that will help students explore, develop and strengthen their love for the Performing and Visual Arts. Courses in the Academy are lined up for students at all levels of experience from beginner to advance.
- For courses with international affiliations (Art, dance & music), Instructors are required to implement the handbooks defined for each level as well as recommend students for examinations and accordingly provide excellent training for the same.

Roles and Responsibilities:

- To adhere and implement the purpose of the role as mentioned above.
- To implement the approved Academy's annual business and operations goals / objectives in close coordination with the reporting Manager.

 **LONDON**

CeeGee House, College Rd,
Harrow Weald HA3 6EF,
London, United Kingdom

+44 (0)20 3500 2335
info@iaidonline.co.uk

 **DOHA**

D-Ring Road, Al-Hilal Street,
Al-Tadamon Signal
Doha, Qatar

+974 4441 1234 / 5586 0644
enquire@iaidonline.org

SME Excellence Awards : Top SME in Qatar



- To provide excellent training via group lessons/classes.
- Direct structured learning experiences and monitor their quality results.
- To instigate and develop an innovative and inclusive approach to the Performing & Visual Arts that will stimulate all students to engage and achieve their full potential.
- To implement a creative curriculum across the Performing and Visual Arts and ensure the delivery of high-quality training at all times.
- To closely coordinate with the Centre Manager with all day-to-day related tasks and concerns (if any) and the Artistic Director (creative related) on all matters connected with the delivery of the concerned courses/programs.
- To liaise on timetable planning and other curriculum update / coordination.
- To participate in the development of new courses (if required) and ensure the effective implementation of an existing Performing / Visual Arts curriculum.
- Administer and approves skills test of new students prior to Admission in the Academy.
- Assess training effectiveness via preparation of Quarterly Progress Reports to ensure incorporation of taught skills.
- Encourage and inspire students to attend their classes on a regular basis. Regularly monitor student attendance and accordingly inform the Centre Manager regarding their progress.
- Monitor student's discontinuation (if any) and implement pro-active measures to ensure this will be avoided in close coordination with the Centre Manager.
- Periodically evaluate ongoing programs to ensure that they reflect any changes/ developments.
- To prepare individual and group reports and use report on relevant summative data.
- Design and implement student related performances or activities that would showcase their talents and skills.
- Participate in staff meetings, parent meetings (if any), and events as part of the Academy.
- Administering the required process / coordination during Skills Test, Course management and delivery, student management and related procedures, required process in the IAID Online System, actual examinations as conducted by the concerned international affiliations to name a few.
- Other adhoc job functions as required by the Management based on the existing requirements of the Academy.

It is also being expected from everyone working for the Academy to work with full commitment as well as maintain the Academy's image and goodwill at all times. More importantly, considering Qatar is an Islamic country, all Academy's Staff are required to respect and understand the country's set of rules, cultural background, traditions and way of life.

It is also expected by IAID Staff to follow all given instructions or policies set by the Academy. Discipline and Safety of all staff is primarily the main concern of the Academy. It is also important to always maintain respect and a harmonious environment within the organization amongst staff, clients and related business affiliates.

Basic orientation and training will be provided to you in the initial months introducing you to the daily functioning and understanding of the Academy's actual operations. More importantly, you are expected to be familiar with the Academy's Centre Operations, attend and facilitate (if required) official meetings, assist or be a part of Academy's internal/external events, develop and implement workshops and be flexible in your scope of work and timings during your contract with IAID.

Probation

A six-month Probationary Period will apply to this role. During this time, you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory completion of the Probationary Period.

Should you fail to perform the work as expected the probation period maybe terminated by giving a 3 days' notice.

It is important to note that IAID Instructor or staff is not allowed to take up part-time jobs with any other organization or conduct private tuitions as per the Qatar Labour Laws.

Remuneration

Your annual remuneration will be QAR 92,080.00, please refer to Annexure 1 (breakdown) which includes Basic Salary, all allowances, reimbursements of expenses, perquisites, Statutory stipulated benefits, and all other benefits, as per the Company's rules in force from time to time.

The monthly salary is scheduled to be paid on the 10th of each month. In the event the 10th of the month falls on a non-working day (holiday or weekend) the salary will be paid by the Academy on the next working day (also considered as the official banking day).

Training

Upon joining the Academy, you shall undergo a detailed training for which you will be required to sign a training agreement.

Entitlements

Transportation/Shared Accommodation

Transportation allowance (for work purposes only) and shared accommodation allowance will be provided for you by the Academy.

Annual Leave

You are entitled to 21 days annual leave per year of service, you are eligible to avail leave once in a year and will be given to and fro tickets or allowance equivalent to same once every year as per the company policy. Schedule of the annual leave is subject to Management's approved staff vacation schedule per year.

Overtime

Your job is task based and you are required to complete all task at hand within the normal working hours. If required, you will be entitled for an overtime subject to prior Management approval.

Gratuity

You will be entitled to 21 days (per year of service) of annual gratuity upon successful completion of the contract.

Hours of Work

Your official hours of work will be 8 hours/day. Please note that your official timings may change depending on the actual need of the academy.

Prior to signing this document, kindly ensure that you have already coordinated / submitted a copy of the documents mentioned in Annexure 2.

Medical

You will be entitled for a medical benefit upon regularization (through Qatar's Health program with tie-up with a leading medical institution)

Target Start Date

Your required start date is being targeted on or before 29 June 2023.

Note:

- This offer letter is subject to the approval of your work visa in Qatar.
- After you have accepted the offer and/or before your actual start date in Qatar, should you decide not to proceed with your application, you will be liable to compensate the Academy for all relocation expenses incurred for you until the date that we are officially informed regarding the same.

On the date of joining, you can approach the Finance Department for an advance of Qrs. 1,000/- if need be for your initial expenses. This amount will be deducted in 2 equal monthly instalments starting the succeeding month.

Other Important Points

During the period of your employment, you may terminate your contract at any time by giving a 90 days' notice in writing, subject to completion of your exit formalities which includes verification of the full and final settlement from the concerned Governing Authorities in Qatar, successful handover of duties, responsibilities and knowledge transfer. Should the notice not be served by you for reasons unknown, you will compensate the Academy in lieu of the same. The Academy may terminate your contract by giving you a 30 days' notice or basic salary in lieu. All general policies of the academy will be applicable to you as any other sponsored employee.

The company may terminate your employment at any time without notice if:

- you are guilty of serious misconduct, wilful disobedience, habitual neglect of duties, absenteeism, insubordination, revealing secrets of the establishment, engaging in trade union activities, when Second Party violates customs, traditions, and laws of Qatar.
- you are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company property and shoulder the required repatriation expenses.

Privacy

You are required to observe and uphold all the Company's privacy policies and procedures as implemented from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Company Policy

IAID has in place a number of company policies and procedures. You are required to comply with these company policies and procedures. A failure to comply with these policies may result in disciplinary action being taken against you.

These policies will be discussed in detail once you are already on board with IAID.

Non-competition / Confidentiality of Information

During your employment you may become aware of information relating to the business of IAID, including but not limited to client lists, trade secrets, and client details / pricing structures.

Confidential information, including client lists, course syllabus, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of IAID. You shall not, either during or after your employment, without the prior consent of IAID, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

In the event of contract termination with the Academy, you are not allowed to directly or indirectly compete with the services being offered by IAID (in markets where IAID already exist). Similarly, you are not in any way allowed to interact, approach or train IAID students.

Furthermore, as a part of IAID's Admin and Teaching staff, you shall not own, manage, operate, consult, or be employed in a business substantially similar to, or competitive with, the present business of IAID (training centres, schools etc.) or such other business activity in which the Academy may substantially engage during the term of your employment. Failure to do so may be subject for legal action. These include the opportunity to approach, partner and employ with any of the Academy's prevalent affiliations, business associates, vendors, or clients collaborating directly or indirectly with the Academy during or until one year post your employment.

Welcome and Acceptance

Shefali Uday Wadekar, we would like to take this opportunity to welcome you to IAID and wish you a long and rewarding career with us.

Yours sincerely,



Authorised Signatory

I, **Shefali Uday Wadekar**, accept the terms and conditions of this contract.

Signed: _____

Dated: _____

A copy is provided for your records.



ST. XAVIER'S INTERNATIONAL SCHOOL

Indian Education, International Approach

Date: 5th July, 2023.

To,

Ms. Pampa Dutta.
906/A, Niraj Riviera, Shirish,
Jhulelal Chowk, Goderaj Hill,
Kalyan West.
421301.

Dear Ms. Pampa Dutta,

Sub: Letter of Appointment

With reference to your application and the subsequent interviews you have had with us, we are pleased to offer you an appointment as "Primary & Secondary Section (Assistant Teacher)" with **St. Xavier's International School** w.e.f 1st July, 2023 and subject to the following terms and conditions:

1. You will receive an all-inclusive consolidated monthly salary of Rs. 35,000/- (Rupees Thirty-Five Thousand only), subject to statutory deductions of Income Tax, Profession Tax etc.
2. You are also required to produce the original degrees and other certificates including Birth Certificate, for verification (along with photocopies) at the earliest.
3. You will report to the Principal, **St. Xavier's International School** and/or any other Management Representative as may be directed from time to time, and are supposed to give an update of your status of work done on a daily basis. Your appointment will be temporary up to the end of the current academic year 2023- 2024.



ST. XAVIER'S INTERNATIONAL SCHOOL

Indian Education, International Approach

4. **Your job responsibilities will include teaching to Primary & Secondary Students or any other Class as may be directed by the Management. You will also be responsible for various other functions and duties as assigned to you by the management from time to time. You are required to do the examination work of the School as well as the examination conducted by the ICSE/CBSE board and or any other work that may be assigned to you by the Principal and / or the Management of the School.**
5. **You will be governed by the Schools rules and regulations that will be enforced at the time of your appointment and also that may be promulgated by the Management, Statutes, Ordinances, Courts of Law, from time to time and will be liable for disciplinary action in case of any violation of aforesaid rules. Your Office timings would be from 7.30 A.M. to 4.00 P.M. and extendible beyond 4.00 P.M. based on volume of timelined work. The Management also reserves it right to transfer you to any of its Educational Institution being run under the umbrella of St. Xavier's International School or its parent Trust.**
6. **You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate to interested or other persons, whosoever, any information relating to the School's (or its associated educational institutions) technical knowhow, educational practices or any other information of a confidential nature.**
7. **You will not carry out, either directly or indirectly, any activities (during the period of your association with St. Xavier's International School) which are carried out or are related to activities being carried out by St. Xavier's International School. If you are found to be violating this clause, you will be liable to penalised.**
8. **You shall keep in strict confidence all data, documents, letters and other records of the school given to you from time to time for the purposes of enabling you to carry out the work. You shall not make copies thereof or handover the same to any third party without the prior permission of the school's Management.**
9. **At the end of the tenure with the School you shall handover all material belonging to the School or its associated institutions or its students which would include all or any of the aforesaid items here in above mentioned.**



ST. XAVIER'S INTERNATIONAL SCHOOL

Indian Education, International Approach

10. During the tenure of your association with the School you shall not, without prior written permission of the School's management, transfer or encumber in any manner whatsoever the technical/graphic designs / educational material and / or software related thereto.
11. The appointment may be terminated at any time by either party, by giving 3 month's prior notice in writing or 3 month's salary in lieu of such notice.
12. This appointment is made on the basis of information provided by you in the application and also at the time of interview. If it proves untrue/incorrect any time, the school reserves its right to take appropriate action.

We congratulate you on your appointment and wish you a long career with us. We assure that you will have a great journey and get our full support for your professional growth and development.

Kindly sign the duplicate copy of this letter as a token of acceptance of your appointment on the terms and conditions mentioned above and welcome you to our School, **St. Xavier's International School**.

For ST. XAVIER'S INTERNATIONAL SCHOOL

PRINCIPAL

MS. NEELIMA GUNTUPALLI
PRINCIPAL

ST. XAVIER'S INTERNATIONAL SCHOOL
Adharwadi Road, Off. Bhagirathi Nagar,
Kolivli, Kalyan (W)-421301.

