



ATHENA ACADEMY

Where Each & Every Student Matters
Under Athena Minerva Socio-Educational Trust

Ref: AAB/APPTT/2023/204

Date :8/05/2023

Letter of Appointment

Subject to discharge anytime without notice and without assigning any reasons thereof, **NIBEDITA SHARMA** has been appointed on purely temporary basis as **ADDITIONAL TEACHER-CUM-OFFICE ASSISTANT** in Athena Academy, Barpeta Town for the period from **1st May, 2023 to 29th February, 2024** in the negotiated pay and allowances on the following terms and conditions:

1. The above-named incumbent will be granted casual leave for 12 days in a year but not more than 2 days in a month after application is submitted to the school authority and approval received in this regard.
2. If the above-named incumbent remains absent for more than 2 days in a particular month, the incumbent will have to give a convincing explanation to the school authority regarding the reason of absence. Moreover, the incumbent's pay will be cut for each day of absence after the grant of 2 days of casual leave in that particular month and the calculated amount will be deducted from the incumbent's salary for that month.
3. If the above-named incumbent remains absent continuously for more than 10 days (including 2 days of casual leave) in a month except for medical ground or any other serious grounds which must be found to be genuine in the eyes of the school authority, the incumbent will be immediately terminated from the job.
4. If the above-named incumbent wants to leave the job, the incumbent must inform the school authority about it in writing at least two months earlier. If the incumbent does not do so, the incumbent will have to pay the school authority, before quitting the school, the same amount of money as that of the incumbent's salary for two months at that particular time.
5. If the above-named incumbent takes less than 12 days of casual leave in a year, pay for each of the remaining days will be added to the incumbent's salary for the month of February.
6. Salaries of all the incumbents of the school will increase every year depending on their performances and increase in the number of students.
7. If the above-named incumbent does not discharge the assigned duties punctually and sincerely and does not act according to the UNDERTAKING given at the time of joining this service, disciplinary action will be taken against the incumbent.


Secretary, SMC
Secretary

School Management Committee
Athena Academy, Barpeta

Copy to :

- 1) The President & the Managing Trustee, Athena Minerva Socio-Educational Trust.
- 2) Office Guard file.



ATHENA ACADEMY

Where Each & Every Student Matters
Under Athena Minerva Socio-Educational Trust

Ref: AAB/APPTT/2024/238

Date :06/4/2024

Letter of Appointment

Subject to discharge anytime without notice and without assigning any reasons thereof, **NIBEDITA SHARMA**, on the recommendation of the Academic Advisor, has been appointed on purely temporary basis as **ACCOUNTANT-CUM-ADDITIONAL TEACHER** in Athena Academy, Barpeta Town for the period from **1st April, 2024 to 28th February, 2025** in the negotiated pay and allowances on the following terms and conditions:

1. The above-named incumbent will do her works and duties as an accountant-cum-additional teacher in consultation and under the guidance of the Academic Advisor.
2. The above-named incumbent will speak only English in the school premises not only with her students but also with her colleagues except caregivers and office staffers.
3. The above-named incumbent will not under any circumstances punish her students physically or harass them mentally.
4. The above-named incumbent will always comply with the instructions of the Academic Advisor, the Secretary of SMC, the Trustees, the Academic Head, the Principal, the Vice-Principal, the School Monitor as well as the Heads of Pre-Primary, Lower Primary and Upper Primary Sections.
5. The above-named incumbent will deal with any subject (that's in alignment with her educational qualification) allotted to her for classroom transaction with utmost sincerity and in the best possible manner.
6. The above-named incumbent will visit the houses of the allotted students twice in an academic year at her own expense either alone or with her colleague as per her convenience in line with the guidelines set by the Academic Advisor.
7. Since Athena Academy is a relatively new school, the above-named incumbent will always promote the school in every possible manner on social media like Facebook and WhatsApp.
8. The above-named incumbent will always reach school in time and classroom on time.
9. The above-named incumbent will attend the academic meetings held in every Saturday morning without fail.
10. The above-named incumbent will always act in accordance with the school's constitution/code of conduct.
11. The above-named incumbent will be granted casual leave for 12 days in a year but not more than 2 days in a month after application is submitted to the school authority and approval received in this regard.

Contd.....2