



SHREE BASAVA EDUCATION TRUST

BASAVA INTERNATIONAL SCHOOL

NEW CAMPUS TALIKOTI ROAD, MUDDEBIHAL - 586212

E-mail Id: basavainternationalschool2016@gmail.com

Website: www.basavainternationalschool24.org

Mobile: +91 8951618138

Ref: SBET/BIS/2024 – 25/118

Date:01/06/2024

Appointment Letter

With reference to his/her application & Interview with **Mr. Ramesh Yanamashetti** is hereby informed that he is appointed as SPECIAL EDUCATOR/TEACHER in Shree Basava Education Trust (R), **BASAVA INTERNATIONAL SCHOOL MUDDEBIHAL** on the following terms & conditions.

1. Teacher will be on probation for a period of one academic year. His/Her work will then be reviewed and found satisfactory, he/she will be confirmed, and otherwise his probationary period will be extended for a period of six months. During the second probation period, if his/her work and conduct are not found satisfactory, his/her services will be terminated without giving any notice.
2. Teacher shall avail only the casual leave during the probation period as per the rules and regulations of the Institution.
3. Teacher shall work as a full time staff in the Institution and shall perform the duties as per the norms of the CBSE/State board instructions and guidelines of the Management.
4. Teacher shall not leave the Institute in the middle of the semester.
5. Teacher shall strictly adhere to the rules and regulations of the institution and his performance of duty shall be subject to satisfaction of the Management.
6. Teacher shall give minimum three months advance notice or intimation in writing to the management in the event of resignation or forfeit three months salary If the there is Genuine Reason.
7. Teacher will be paid Salary on 10th of every month – **25000/Month.**
8. The Management reserves the right to terminate or suspend the employee at any time if not found satisfactory on the performance of duty or violation to any of the institution rules or the terms of the appointment order.
9. Teacher's appointment is subject to the approval by the Chairman of the Institution.
10. Teachers shall abide by the decision of the selection committee appointed by the Management in fixation of salary at the time of interview.
11. Teachers shall participate in all curricular, extracurricular and co-curricular activities of the School.
12. Teachers shall submit the original certificates to the Principal at the time of joining. He/She should join his/her duty immediately informing to the Principal.
13. This order is effect from -01/06/2024.

General Rules and Regulation of the School for Teachers -

1. Teacher should report everyday within 9.00 am (Biometrix).
2. Teacher should write year plan before the syllabus starts.
3. Teacher should write daily plan, daily and keep on principal's table before 9.00 am daily and collect at 5.00 pm.
4. Teacher should prepare students for assembly activities (housewise) before 2 days.
5. Teacher is responsible for the students to attend morning and evening Assembly with discipline.
6. Teacher should attend evening assembly along with your students.
7. Teacher should check Home work during class hours. Homework should be corrected during 4.00 to 5.00 pm only.
8. All ladies staff should wear saree compulsorily from Monday to Friday and Salwar Kamiz on Saturdays. Gents staff should wear formals from Monday to Friday and Sports dress on Saturdays.
9. Teacher should submit soft copy of question papers 1 week prior to exams and check the number of copies one day prior to exam.
10. No leaves will be issued during Exams, cultural activities and functions of school.
11. Leave form should be submitted one day prior to principal and no leaves will be sanctioned on phone calls and messages, in such cases those leaves will be considered as LWP or CL.
12. Compulsory all should speak in English and make students to speak in English.
13. Teacher should do the assigned task neatly, perfectly and also maintain file under the guidance of coordinator and principal.
14. Monthly 1 meeting will be held on 4th Saturday after class hours i.e. 2.00 to 4.00 pm.
15. As a class teacher all should attend phone calls of parents between – 6.00 to 7.30 pm after school hours, if necessary or else reply in messages.
16. In school hours no time will be given for personal work.
17. Use of phone for personal work is prohibited in school hours.
18. Every Saturday in between 2.00 to 4.00 pm as a class teacher should call to parents and ask about child's performance.
19. Compulsory every 15 days 1 class test should be conducted, correct and file the paper.
20. Every work will be supervised by Management or Principal and Co-Ordinator.

Prof. Shivakumar Harlapur
Chairman
BIS, MBL

Declaration -

I, read and understood the above instructions and I solemnly agree and follow the instructions to the best of my knowledge, I will not indulge in any task, which may harm the institution in any form.

Signature of the Candidate

To,

Mr. Ramesh Yanamashetti

FWC's to the Principal, Basava International School, Muddebihal for information and he/she is requested to report the joining on 01/06/2024 to this office.