

**Terms & conditions of Service in Sweet Memories School, Panchgani.**

The following terms and conditions of Service will be applicable to all employees of Sweet Memories School, Panchgani.

1. Initial appointment in Sweet Memories School, Panchgani. will be on probation for a period of two year. The period of probation of the employee can be extended by one more year, at the discretion of the Management.
2. If the work and conduct of the Employee, during the period of probation or extended period of probation is not found satisfactory, his/her service are liable to be terminated before the expiry period of the probation without assigning any reason.
3. Employee of Sweet Memories School, Panchgani shall be eligible for Provident Fund Benefits as adopted by the school from time to time and prescribed under the P.F. rules. Other benefits, if any shall be admissible as approved by the School Management Committee from time to time.
4. After satisfactory completion of his/her probation period, the Employee shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation as the case may be. The sole judge of the satisfactory completion of probation will be the SMC of the school.
5. Employee shall during her/his service under appointment be eligible, subject to the exigencies of the school, to such leave as is admissible under the School Rules in force from time to time; the leave is not claimable as a matter of right but may be granted at the discretion of the Principal/Manager/Chairman/SMC of the school as per rules of the school in this regard.
6. Employee shall not leave the station (city) without having first obtained the written permission of the authorized officer of the said school.
7. Unless the service of Employee is terminated as hereinafter provided, he/she shall continue in the employment of the school till her/she attains the age of superannuation as per CBSE rules, when he/she shall retire.
8. On retirement or otherwise the job, except in the cause of resignation, after satisfactory completion of service as prescribed by the SMC the Employee shall be entitled to the other benefits like gratuity/medical etc. as and when approved by the Management.

9. During the service of Employee will be liable to disciplinary action in accordance with the Rules and Regulations framed by the school from time to time even with retrospective effect, for any act of insubordination, intemperance or other misconduct. or the commission of an act, which constitutes a criminal offence or any breach or non-performance of duties, or breach of any provisions of any rules pertaining to his/her conduct in the school.
10. The SMC of the said school may terminate the service of the Employee giving three months notice in writing in the case of a confirmed employee or one months notice in the case of a temporary employee or an employee on probation, or by paying a sum equivalent to two months salary or one months salary (as the case may be) which the Employee is then drawing. Similarly, if the employee wants to relinquish his/her job, he/she shall be required to give two months notice in writing if he/she is permanent or one months notice in writing if he/she is temporary or on probation; or deposit three months/one months salary as the case may be lieu thereof.
11. The employee will apply her/him self honestly, diligently and efficiently under the orders and instructions of the SMC/Principal/Manager under whom he/she shall be placed as teacher/employee in the school and he/she shall discharge all duties pertaining to that office and/or which are necessary to be done in his/her capacity as aforesaid and will make himself/herself in all respect, generally, as useful as may be required of him/her and shall always act in paramount interest of the institution.
12. The Employee will confirm to all rules and regulations in force in the school and shall carry out of all such orders and directions as he/she shall, from time to time, receive from the SMC/Principal or any of the authorized members of the staff.
13. The Employee shall not apply or appear for interview etc. for any job outside the school including private coaching without information the authorized officer of the school. If he/she has already applied before joining this school, it will be his/her duty to inform the authorized officer/Principal at the time of interview/appointment.
14. The Employee shall devote his/her whole time duties assigned and shall not on his/her own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of his/her school duties as assigned or be otherwise prejudicial to the interests of the school.

15. The Employee will not on any pretence absent himself/herself from duties without first having obtained the permission of the Principal or in the case of sickness or accident, without forwarding the medical certificate to the satisfaction of the Principal.
16. Any dispute arising out of or relating to this appointment including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration to any person to be nominated by the Chairman of Society running in the school M. P. Nandu Charitable Trust in the present case and decision of the arbitrator shall binding on both the parties.
17. As the most important condition of employment the Employee will abide by the “Code of Conduct” of the school in the case of violation thereof, Employees may be terminated at the discretion of the management.
18. The School Managing Committee reserves the right to transfer the employee to any other institution run/managed by the Trust.
19. Employee will abide by the school timings as decided by the Management/Principal from time to time.
20. Employee will always endeavour to abide by the aforesaid terms and condition of service in Sweet Memories School, Panchgani & its education code.

As a token of agreeing with and accepting the aforesaid Terms & Conditions of Service in Sweet Memories School, Panchgani, the employee would put his/her signature here under and shall abide by them.

Signature of (Employee) with date

Name : .....

Signature (Witness)

Name : .....