



Terms of employment / code of conduct: Basic Terms

01. The Instructor/ Teacher cannot take private tuitions in Navi Mumbai.
02. The Instructor/ Teacher not allowed to be rude with the students
03. The Instructor/ Teacher cannot abuse the student in any manner.
04. The Instructor/ Teacher is required to be regular in attendance.
05. You should not leave the classroom , when students are present.
06. You cannot disclose the office internal matter to outsider/ students, under any circumstances.
07. The Instructor/ Teacher should maintain the list of Students with contact nos.
08. The Instructor/ Teacher should inform of absenteeism to Mgt & Students in advance by at least 3 days. Leave without information would be counted as 2 absents & would lead to negative marking.
09. Mutual Casual leave adjustments are allowed between staff - but Mgt should be informed.
10. 3 late absents of more than 10 minutes - taken as One Leave. Reach before 11.10am and After 12 noon – every Late mark is counted as Half Day.
11. Leave on Saturdays / Sundays - not allowed. Thus Saturday / Sunday absents would be counted as 2 leaves/ absents per day.
12. The Instructor/ Teacher should not use indecent language/ behaviour/ dressing in the class. As the teachers attitude influences the students a lot. The negative attitude can also damage the Academy's Goodwill.
13. All grievances should be shared directly / immediately with the management, so that it can be resolved without delay.
14. The Instructor/ Teacher will consider the place as holy place - any vulgar comment, act, proposing to students for love affair etc will be considered as an offence- and strict criminal action may be taken against them.
15. Leave without information would be counted as 2 absents & would lead to negative marking.
16. Irregular attendance will not be tolerated.
17. Teaching is a respectable professional - its dignity should be maintained.
18. If you leave the job without prior notice & working - the salary for the Notice period (Absenteeism) will be deducted from your dues. (Min 30 attendance days for full timers)

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