

Consolidated list of full time teachers during the assessment period of last five year

Sl. No.	Year	Name of the full time teacher	Designation	Joining Year	If not continuing in the institution, mention year of	Gender	Qualification
1	2017-18	Dr. Gyandeo Mani Tripathi	Principal	2012		M	Ph.D.
2	2017-18	Ajay Kumar Singh	Assistant Professor	2013		M	M.A.-M.Ed., UGC-NET
3	2017-18	Harindra Kumar Singh Yadav	Assistant Professor	2014	2017	M	M.A., M.Ed.
4	2017-18	Satyaprakash Mishra	Assistant Professor	2014	2020	M	M.A.-M.Ed., UGC-NET
5	2017-18	Ajit Kumar	Assistant Professor	2015	2018	M	M.P.A.
6	2017-18	Vibhuti Kumar Singh	Assistant Professor	2016	2018	M	M.A., M.Ed.
7	2017-18	Rekha Kumari	Assistant Professor	2016		F	M.A.-M.Ed., UGC-NET
8	2017-18	Raj Kumar Roy	Assistant Professor	2017		M	M.Sc.-M.Ed.
9	2017-18	Anna Kumari	Assistant Professor	2017	2019	F	M.F.A.
10	2017-18	Rabi Kumar Roy	Assistant Professor	2017	2020	M	M.A.-M.Ed.
11	2017-18	Priya Singh	Assistant Professor	2017	2022	F	M.A.-M.Ed., UGC-NET
12	2017-18	Shailesh Kumar	Assistant Professor	2017	2022	M	M.P.Ed., UGC-NET
13	2017-18	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
Sl. No.	Year	Name of the full time teacher	Designation	Joining Year	If not continuing in the institution, mention year of	Gender	Qualification
1	2018-19	Dr. Gyandeo Mani Tripathi	Principal	2012		M	Ph.D.
2	2018-19	Ajay Kumar Singh	Assistant Professor	2013		M	M.A.-M.Ed., UGC-NET
3	2018-19	Rekha Kumari	Assistant Professor	2016		F	M.A.-M.Ed., UGC-NET
4	2018-19	Satyaprakash Mishra	Assistant Professor	2014	2020	M	M.A.-M.Ed., UGC-NET
5	2018-19	Ajit Kumar	Assistant Professor	2015	2018	M	M.P.A.
6	2018-19	Vibhuti Kumar Singh	Assistant Professor	2016	2018	M	M.A., M.Ed.
7	2018-19	Raj Kumar Roy	Assistant Professor	2017		M	M.Sc.-M.Ed.
8	2018-19	Anna Kumari	Assistant Professor	2017	2019	F	M.F.A.
9	2018-19	Rabi Kumar Roy	Assistant Professor	2017	2020	M	M.A.-M.Ed.
10	2018-19	Priya Singh	Assistant Professor	2017	2022	F	M.A.-M.Ed., UGC-NET
11	2018-19	Shailesh Kumar	Assistant Professor	2017	2022	M	M.P.Ed., UGC-NET
12	2018-19	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
13	2018-19	Ankit Kumar	Assistant Professor	2018	2020	M	M.A.-M.Ed., UGC-NET
14	2018-19	Swati Mishra	Assistant Professor	2018		F	M.A.-M.Ed., UGC-NET
Sl. No.	Year	Name of the full time teacher	Designation	Joining Year	If not continuing in the institution, mention year of	Gender	Qualification
1	2019-20	Dr. Gyandeo Mani Tripathi	Principal	2012		M	Ph.D.

2	2019-20	Ajay Kumar Singh	Assistant Professor	2013		M	M.A.-M.Ed., UGC-NET
3	2019-20	Rekha Kumari	Assistant Professor	2016		F	M.A.-M.Ed., UGC-NET
4	2019-20	Satyaprakash Mishra	Assistant Professor	2014	2020	M	M.A.-M.Ed., UGC-NET
5	2019-20	Raj Kumar Roy	Assistant Professor	2017		M	M.Sc.-M.Ed.
6	2019-20	Anna Kumari	Assistant Professor	2017	2019	F	M.F.A.
7	2019-20	Rabi Kumar Roy	Assistant Professor	2017	2020	M	M.A.-M.Ed.
8	2019-20	Priya Singh	Assistant Professor	2017	2022	F	M.A.-M.Ed., UGC-NET
9	2019-20	Shailesh Kumar	Assistant Professor	2017	2022	M	M.P.Ed., UGC-NET
10	2019-20	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
11	2019-20	Ankit Kumar	Assistant Professor	2018	2020	M	M.A.-M.Ed., UGC-NET
12	2019-20	Swati Mishra	Assistant Professor	2018		F	M.A.-M.Ed., UGC-NET
13	2019-20	Pavan Kumar Panday	Assistant Professor	2019		M	M.A.-M.Ed., UGC-NET
Sl. No.	Year	Name of the full time teacher	Designation	Joining Year	If not continuing in the institution, mention year of	Gender	Qualification
1	2020-21	Dr. Gyandeo Mani Tripathi	Principal	2012		M	Ph.D.
2	2020-21	Ajay Kumar Singh	Assistant Professor	2013		M	M.A.-M.Ed., UGC-NET
3	2020-21	Rekha Kumari	Assistant Professor	2016		F	M.A.-M.Ed., UGC-NET
4	2020-21	Satyaprakash Mishra	Assistant Professor	2014	2020	M	M.A.-M.Ed., UGC-NET
5	2020-21	Raj Kumar Roy	Assistant Professor	2017		M	M.Sc.-M.Ed.
6	2020-21	Rabi Kumar Roy	Assistant Professor	2017	2020	M	M.A.-M.Ed.
7	2020-21	Priya Singh	Assistant Professor	2017	2022	F	M.A.-M.Ed., UGC-NET
8	2020-21	Shailesh Kumar	Assistant Professor	2017	2022	M	M.P.Ed., UGC-NET
9	2020-21	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
10	2020-21	Ankit Kumar	Assistant Professor	2018	2020	M	M.A.-M.Ed., UGC-NET
11	2020-21	Swati Mishra	Assistant Professor	2018		F	M.A.-M.Ed., UGC-NET
12	2020-21	Pavan Kumar Panday	Assistant Professor	2019		M	M.A.-M.Ed., UGC-NET
13	2020-21	Ankita Verma	Assistant Professor	2020	2021	F	M.F.A.
14	2020-21	Hiralal Roy	Assistant Professor	2020		M	M.A. Drama
Sl. No.	Year	Name of the full time teacher	Designation	Joining Year	If not continuing in the institution, mention year of	Gender	Qualification
1	2021-22	Dr. Gyandeo Mani Tripathi	Principal	2012		M	Ph.D.
2	2021-22	Ajay Kumar Singh	Assistant Professor	2013		M	M.A.-M.Ed., UGC-NET
3	2021-22	Rekha Kumari	Assistant Professor	2016		F	M.A.-M.Ed., UGC-NET
4	2021-22	Raj Kumar Roy	Assistant Professor	2017		M	M.Sc.-M.Ed.
5	2021-22	Priya Singh	Assistant Professor	2017	2022	F	M.A.-M.Ed., UGC-NET
6	2021-22	Shailesh Kumar	Assistant Professor	2017	2022	M	M.P.Ed., UGC-NET

7	2021-22	Swati Mishra	Assistant Professor	2018		F	M.A.-M.Ed., UGC-NET
8	2021-22	Pavan Kumar Panday	Assistant Professor	2019		M	M.A.-M.Ed., UGC-NET
9	2021-22	Ankita Verma	Assistant Professor	2020	2021	F	M.F.A.
10	2021-22	Hiralal Roy	Assistant Professor	2020		M	M.A. Drama
11	2021-22	Sonu Kumar	Assistant Professor	2021		M	B.Tech., M.Ed., UGC-NET
12	2021-22	Lal Kumar Singh	Assistant Professor	2021		M	M.Sc.-M.Ed., UGC-NET
13	2021-22	Govardhan Yadav	Assistant Professor	2021		M	M.A.-M.Ed., Ph.D.
14	2021-22	Asmita	Assistant Professor	2021		F	M.A.-M.Ed., UGC-NET
15	2021-22	Vandana Singh	Assistant Professor	2021		F	M.A.-M.Ed., UGC-NET
16	2021-22	Ritu Rani	Assistant Professor	2021		F	M.F.A.

DR. GYANDEO MANI TRIPATHI

18.05.2023
PRINCIPAL
MAITREYA COLLEGE OF EDUCATION
MANAGEMENT HALIPUR, BIHAR

Signature

Maitreya College of Education & Management

Shaping Education

To,
Ajay Kumar Singh
S/o- Dr. Mani Ram Singh
56/1 Ravindrapuri postabazar
Gharipur, U.P.
Pin-233001.

Date: 20/03/2013

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of the **Assistant Professor for Social Science (Economics)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining, i.e. **Oct. 01, 2013**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



4. Compensation

- a) Subject to the following provisions of this Agreement, during the Employment Period the Employee shall be compensated for his/her services as follows;
- b) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- c) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- d) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- e) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- **Contributory Provident Fund**

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- **Payment of Gratuity**

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- **Group Insurance Policy**

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

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7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the noble professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies, training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

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11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox B.Ed. Degree
- Xerox M.Ed. Degree
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


20.09.2013

(Dr. Gyandeo Mani Tripathi)
Principal (B.Ed.)
Maitreya College of Education and Management, Hajipur (Bihar).

Received

20-9-2013

Maitreya College of Education & Management

Affiliated to Aryabhata Knowledge University, Patna *Shaping Education*

Ref. No.: MCEM/B.Ed.- 159/16

Date: - 26.10.2015

To,
Ajit Kumar
C/o Anjani Kumar Singh
Tarkeshwar Path
Saalimpur Ara
Kadamkuan
Patna-800003

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 26.10.2015. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The **Maitreya College of Education and Management, Hajipur (Bihar)**).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- Group Insurance Policy

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.



- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Signature)
26.10.2015

(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).



Maitreya College of Education & Management

Shaping Education

Ref. No.: M.C.E.M./B.Ed./340//18

Date: 11/04/2018

To,
Ankit Kumar
S/O Dr. Mukul Kumar Sinha
Laidarwaza Geeta,
Babu Road,
Munger,
Bihar-811201

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Foundation)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining i.e. **1st August, 2018**. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion believe that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
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4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
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5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

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- Group Insurance Policy

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9. Termination and Notice Period for Resignation

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
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13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.


Yours faithfully,


11.07.2018

(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).

will join from
"12 Aug 2018"

11/07/18

Maitreya College of Education & Management

Affiliated to Aryabhata Knowledge University, Patna

Shaping Education
Date: - 21-12-2019

Ref. No :- M.C.E.M./B.Ed./103(I)

To,

Ankita Verma
d/o Harendra Prasad
Vill.-Methwalia, Post-Chanchaura,
Dist.- Saran.
Bihar-841414

Offer-cum-Appointment Letter

- 1 With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Art & Craft) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

- 2 **Probation Period**

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 21st January, 2020. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

14. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



21.12.2019

Affiliated to Aryabhata Knowledge University, Patna

15. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- 1 Compensation will be made as per the NCTE/ Affiliating University/ State/ UGC norms
- 2 He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- 3 He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- 4 Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

16. Benefits

- Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The **Maitreya College of Education and Management, Hajipur (Bihar)**).

- Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- Group Insurance Policy.

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

17. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

18. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as per Rule 5.2 of the Employee Manual.



बिनायेव
21.12.2019

Affiliated to Aryabhata Knowledge University, Patna

19. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

20. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

21. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

22. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

23. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet.



अमानत
21.12.2019

Affiliated to Aryabhatta Knowledge University, Patna

- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Degree.
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization.
- Xerox Last Three Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID.

24. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,



21.12.2019

(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).




21.12.2019

I Can Join after 15th of January

Maitreya College of Education & Management

Shaping Education

Ref. No.: M.C.E.M./B.Ed./54/17/001

Date: - 6/04/2017

To,

Anna Kumari

D/o Kamta Singh Yadav

Road no.-4, Mithapur new bus stand,

Kankarbag, Patna,

Bihar-800020

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Fine Arts)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 03rd May 2017. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Anna Kumari

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



Amma Kani

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.



Amra K

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.


12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
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- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


06.04.2017

(Dr. Gyandeo Mani Tripathi)
Principal
Maitreya College of Education and Management, Hajipur (Bihar).







MCEM

o/c



Maitreya College of Education & Management

Shaping Education

Ref. No.: M.C.E.M./B.Ed./103A/17

Date: - 05.08.2017

To,
Archana Srivastava
W/O Er. Arun Kumar
House No.: 102 (1st Floor), Sector-F
P.C. Colony, Kankarbagh, Patna
Bihar, Pin-800020

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Mathematics)** in the **Maitreya College of Education and Management, Hajipur (Bihar)** as only one application has yet been received for the captioned post. **Initially your appointment is for three (3) months purely on Ad hoc basis.** This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
2. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

3. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**

- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

4. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The **Maitreya College of Education and Management, Hajipur (Bihar)**).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- Group Insurance Policy

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

5. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

6. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

7. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes

arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

8. Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

9. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

10. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

11. Enclosures


- Resume
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- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips

- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

12. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


05.08.2017

(Dr. Gyandeo Mani Tripathi)
Principal

Maitreya College of Education and Management, Hajipur (Bihar).

Received.
I will joined after
20th August 2017
Anshu Srivastava
5/8/17

Maitreya College of Education & Management

Affiliated to Aryabhata Knowledge University, Patna *Shaping Education*

Ref. No.: M.C.E.M./B.Ed./16

Date: - 02-02-2021

To,

Asmita
d/o Shri Mahavir Tripathi
Flat No. 303, Manorama Shambhu Shree Apartment,
HP Petrol Pump Lane, Sadaqat Ashram,
Kurji, Patna-800010

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Perspective of Education)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 1st March, 2021. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Affiliated to Aryabhata Knowledge University, Patna

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms
- b) He/she shall receive an annual salary; payable in monthly installments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
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- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund.

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- Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursment Policy

The employee shall be entitled to claim re-imbursment for all authorized travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursment Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behavior shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

Affiliated to Aryabhatta Knowledge University, Patna

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

Affiliated to Aryabhata Knowledge University, Patna


12. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate.
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization.
- Xerox Last Three Month's Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID, PAN & Aadhar.

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


23.02.2021
Dr. Gyandev Mani Tripathi,
Principal,

Maitreya College of Education and Management, Hajipur (Bihar).

Copy Received & Accepted

Amish
02/02/2021



Maitreya College of Education & Management

Affiliated to Aryabhata Knowledge University, Patna

Shaping Education

Ref. No.: M.C.E.M./B.Ed./18

Date: - 02-02-2021

To,

Dr. Govardhan Yadav
s/o Late Fakir Yadav
At.- Pithwatol, Post Usrahi,
Via-Jaynagar, Dist.-Madhubani,
Bihar-847226

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Pedagogy of Social Science-II, Geography)** in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 1st March, 2021. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Affiliated to Aryabhatta Knowledge University, Patna

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly installments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursment Policy

The employee shall be entitled to claim re-imbursment for all authorized travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursment Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behavior shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

Affiliated to Aryabhata Knowledge University, Patna

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/ Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

Affiliated to Aryabhata Knowledge University, Patna


12. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- Xerox B.Ed. Mark sheet and Certificate.
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- Xerox Last Three Month's Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof.
- Xerox Government recognized Photo-ID, PAN & Aadhar.

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


02.02.2021
Dr. Gyandeo Mani Tripathi,
Principal,

Maitreya College of Education and Management, Hajipur (Bihar).

one copy received
— goursdhan yadav
02.02.2021

To,

Dr. Gyandeo Mani Tripathi,
S/o- Srikanth Mani Tripathi
'Hridayakanti', Gokul Path (Nala Paar)
North Patel Nagar, Patna-800024

Date: 05.06.2012

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of the **Principal** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. **Probation Period**

- The appointed Employee shall be on probation period of one year from the date of joining. *Till 15, 2012.* The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion believe that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. **Performance of Duties and Bi-Annual Performance Review**

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be

assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.

- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

- a) Subject to the following provisions of this Agreement, during the Employment Period the Employee shall be compensated for his/her services as follows:
- b) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- c) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- d) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- e) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum upto an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer **The Maitreya College of Education and Management, Hajipur (Bihar)**.

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- Group Insurance Policy

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the noble professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons there for if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee

shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
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- Xerox 12th Marksheet
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- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully


Hemant Kumar

Chairman

Maitreya College of Education and Management (MCEM), Hajipur (Bihar).

अपनी हस्ताक्षर के साथ आज 15.06.2012 के
प्रचारार्थ से प्रचारार्थ (बी. एड.) के पत्र पर मोहरान दे रहा हूँ।

मानने योग्य निपटारी 4
15.06.2012
M. C. E. M., हाजीपुर।

Maitreya College of Education & Management

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. :- M.C.E.M./B.Ed./103(II)

Shaping Education

Date: 21-12-2019

To,

Hiralal Roy
c/o N.P. Verma,
Bahadurpur, Gumati Road No.-13/C
Rajendra Nagar, Patna
Bihar-800016

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Performing Arts)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period



- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. **21st January 2020**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and ~~highlighted~~ bi-annually.



[Signature]
21.12.2019

Affiliated to Aryabhata Knowledge University, Patna

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- Compensation will be made as per the NCTE/ Affiliating University/ State/ UGC norms.
- He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The **Maitreya College of Education and Management, Hajipur (Bihar)**).

- Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- Group Insurance Policy.

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.



21.12.2019

Affiliated to Aryabhata Knowledge University, Patna

8 Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9 Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10 Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-pursual of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11 General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12 Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.



माननीय
21.12.2019

Affiliated to Aryabhatta Knowledge University, Patna

- Xerox 12th Mark sheet.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet.
- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Degree.
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
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- Xerox Permanent Address Proof.
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- 13 Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.


Yours faithfully,


21.12.2019

(Dr. Gyandeo Mani Tripathi)
Principal

Maitreya College of Education and Management, Hajipur (Bihar).




21.12.2019



MCEM

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Maitreya College of Education & Management Shaping Education

Ref. No.: -M.C.E.M./B.Ed./14

Date: - 02-02-2021

To,

Lal Kumar Singh
s/o Ganesh Kumar Singh
Vill.-Maksudpur, Hayaghat Gilashpur,
Dist.- Darbhanga,
Bihar-847301

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Pedagogy of Mathematics)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 1st March, 2021. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

[Signature]
02/02/21

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
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- Payment of Gratuity.

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- Group Insurance Policy.

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02/02/21

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10. Employment Bond

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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.


12/10/21


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We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


02.02.2021
Dr. Gyandeo Mani Tripathi,
Principal,
Maitreya College of Education and Management, Hajipur (Bihar)




02/02/21

Maitreya College of Education & Management

Shaping Education

Ref No.: MCEM/BE/57(r)

Date: - 30-06-2019

To,

Pavan Kumar Panday
s/o Bhairavnath Pandey
Vi---Pipara Usuri, Post-Madhuban,
Dist.- Mau.
UP-221603

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Pedagogy of Hindi)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. **19th July, 2019**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

जातिता
30.06.19

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from

[Signature] 2
30.06.19

such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.


30.06.19


12. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet.
- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Degree.
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization.
- Xerox Last Three Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID.

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


30.06.2019


(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).

मैं पवन कुमार पाण्डेय प्रपत्र की रकम प्रति प्रस्तुत किया।
संस्थान में मैं अपनी सेवा 18/07/19 से पश्चात प्रारम्भ
करूंगा।

धन्यवाद


18/07/2019

Maitreya College of Education & Management

Shaping Education

Ref. No.: M.C.E.M./B.Ed./54/17/003

Date: - 6/04/2017

To,
Priya Singh
D/O Vijay Kumar Singh
Villi + PO - Anauni,
P.S.-Khanpur,
Dist.-Ghazipur,
U.P.-233221

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Foundation)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f **20th April 2017**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Priya Singh

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

Praveen Singh



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.



for signature

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

गान्धेय
06.04.2017

(Dr. Gyandee Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).



receive

06.04.2017

Sanjay Singh

Affiliated to Aryabhata Knowledge University, Patna

Ref. No.: MCEM/B.Ed.- 188/16

Date: - 28.11.2016

To
Rabi Kr. Roy
S/O- Rameswar Ray
Vill- Areraj
P.O- Areraj
Distt- E. Champaran

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (In English)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. **Probation Period**

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 28.11.2016. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. **Performance of Duties and Bi-Annual Performance Review**

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.

The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



Rabi Kumar Roy
28/11/16

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The **Maitreya College of Education and Management, Hajipur (Bihar)**).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- Group Insurance Policy

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



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28/11/16
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7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
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11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, Employee shall be terminated without any notice or compensation in lieu thereof.



Ravi Kumar Roy
28/11/16

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

[Signature]
28.11.2016

Received.

(Dr. Gyandeo Mani Tripathi)
Principal (B.Ed.)
Maitreya College of Education and Management, Hajipur (Bihar).

Raj Kumar Roy
28/11/16.



Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna *Shaping Education*

Ref. No.: MCEM/B.Ed.-007/17

Date: -06.01.2017

To,
Raj Kumar Rai
C/o Baleshwar Rai
Vill- Barva Bahvara,
PO - Bidupur
Dist. - Vaishali

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. **06th January 2017**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Raj Kumar Rai
06.01.17

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
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5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

Raj Kumar Ray
06.01.17

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

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- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

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11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.

Raj Kumar
06.01.17

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

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- Xerox 12th Marksheet
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We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

DR. GYANDEO MANI TRIPATHI

[Signature]
06.01.2017
PRINCIPAL
MAITREYA COLLEGE OF EDUCATION AND
MANAGEMENT, HAJIPUR, BIHAR

Principal

Maitreya College of Education and Management, Hajipur (Bihar).

[Signature]
06.01.17

MAITREYA COLLEGE OF EDUCATION & MANAGEMENT
Shaping Education

Affiliated to Aryabhata Knowledge University, Patna

Ref. No.: MCEM/B.Ed. - 182/16

Date: 28.11.2016

To
REKHA KUMARI
W/O- J.S. Chaudhary
Add.-K-202, P.C. Colony, Kankarbagh
Hanuman Nagar, Patna

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (In Foundation)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
2. Probation Period
 - The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 28.11.2016. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
 - The permanent appointment of the Employee shall be subject to expected standard performance.
3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



Rekha Kumari
28-11-16

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbusement Policy

The employee shall be entitled to claim re-imbusement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbusement Policy laid down in the Employee Manual.



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.



Rekha Kumari
3
28-11-16

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
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- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

गुणदेव
28.11.2016

(Dr. Gyandeo Mani Tripathi)
Principal (B.Ed.)

Maitreya College of Education and Management, Hajipur (Bihar).

मैं सिरभान में अपना भोगदान देने
के लिए तैयार हूँ।

Rukha Kumari
28-11-16



Maitreya College of Education & Management

Affiliated to Aryabhata Knowledge University, Patna *Shaping Education*

Ref. No.: M.C.E.M./B.Ed./19

Date: - 02-02-2021

To,

Ritu Rani
D/O Bhagwan Lal Thakur
Hospital Road, Hajipur,
Vaishali,
Bihar-844101

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Fine Arts)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining i.e. 10th March, 2021. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Affiliated to Aryabhatta Knowledge University, Patna

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly installments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- **Contributory Provident Fund.**

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (**The Maitreya College of Education and Management, Hajipur (Bihar)**).

- **Payment of Gratuity.**

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar)**, as required by the Act.

- **Group Insurance Policy.**

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorized travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staff, Management, etc. The behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behavior shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

Affiliated to Aryabhata Knowledge University, Patna

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur, Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

Affiliated to Aryabhata Knowledge University, Patna

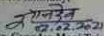
12. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate.
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization.
- Xerox Last Three Month's Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof.
- Xerox Government recognized Photo-ID, PAN & Aadhar.

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution in our Institution.


Yours faithfully,


Dr. Gyandee Mani Tripathi,
Principal,

Maitreya College of Education and Management, Hajipur (Bihar).



One copy
received


05/02/2024

Maitreya College of Education & Management

Shaping Education

Ref. No:- MCEM-65/14

Date:- 02/07/2014

To,

Satya Prakash Mishra
S/o- Sharad Chandra Mishra
H.No- 4/459, Avas vikas colony,
Yojna-3, Jhushi Allahabad,
U.P., Pin-211019

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of the **Assistant Professor for History (Social Science)** in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining, i.e. July, 02, 2014. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

S.P. Mishra

2/7/2014

4. Compensation

The Employee shall be compensated for his/her services as follows:

Pay Band	15600
AGP(grade Pay)	6000
Medical	200
CTA	1000
HRA @ 10 %	2160
Payment	24960

Subject to the following provisions of this Agreement, during the Employment Period as follows:-

- Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act

- Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.



6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the noble professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

S.P. Mishra
27/2/2014



11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
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- Xerox 12th Marksheet
- Xerox Graduation 1st, 2nd, 3rd year Marksheet
- Xerox B.Ed. Degree
- Xerox M.Ed. Degree
- Xerox Post-Graduation Degree
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- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID.

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


02.07.2014

(Dr. Gyandeo Mani Tripathi)
Principal (B.Ed.)
Maitreya College of Education and Management, Hajipur (Bihar).



S.P. Mishra
2/7/2014

Maitreya College of Education & Management

Shaping Education

Ref. No.: M.C.E.M./B.Ed./ 54/17/002

Date: - 6/04/2017

To,

Shailesh Kumar Singh
S/O Surya Kumar Singh
Vill + PO - Bhikhichura,
Dist.-Ghazipur,
U.P.-232332

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Health and Physical Education)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 20th April 2017. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The **Maitreya College of Education and Management, Hajipur (Bihar).**

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the **Maitreya College of Education and Management, Hajipur (Bihar),** as required by the Act.

- Group Insurance Policy

The permanent employees of the **Maitreya College of Education and Management, Hajipur (Bihar)** shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



Shailashyam

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

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9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The **Maitreya College of Education and Management, Hajipur (Bihar)** sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.



Shailendra

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
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13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

मानदेव
06.04.2017

(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).



Shailash Singh

20/04/2017 ले लेखन में योगदान के लिए उपस्थित हूँ

Shailash Singh
20/4/2017

%

Maitreya College of Education & Management

Shaping Education

Ref. No.: M.C.E.M./B.Ed./15

Date: - 02-02-2021

To,

Sonu Kumar
s/o Machhu Patel
Madhaulharpurchand,
Post Desari, Vaishali,
Bihar-844504

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Perspective of Education & Pedagogy of Mathematics)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
2. Probation Period
 - The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. **1st March, 2021**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation-regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
 - The permanent appointment of the Employee shall be subject to expected standard performance.
3. Performance of Duties and Bi-Annual Performance Review
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 - The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Sonu Kumar
02/02/2021

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

- Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

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The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staff, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from

such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

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- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Maitreya College of Education and Management, Hajipur (Bihar)**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.


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- Resume.
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- Xerox 10th Mark sheet and Certificate.
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13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Maitreya College of Education and Management, Hajipur (Bihar)** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


02.02.2024

Dr. Gyandeo Mani Tripathi,
Principal,
Maitreya College of Education and Management, Hajipur (Bihar).



Maitreya College of Education & Management

Shaping Education

Ref. No. - M.C.E.M/B.E.0757/18

Date: - 11/07/2018

To,
Swati Mishra
D/O Sarvesh Mishra
Old City Court,
Khalasi Tola, Gulzarbagh,
Patna,
Bihar- 800007

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (Foundation)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. **1st August, 2018**. The **Maitreya College of Education and Management, Hajipur (Bihar)** reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Swati
Mishra

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution.**
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

- Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutory requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar)).

- Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

- Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from

Swati Mishra

such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Patna.

9. Termination and Notice Period for Resignation

- a) The Employee may be terminated by the **Maitreya College of Education and Management, Hajipur (Bihar)** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.
- b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

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- Any employee who has been sponsored of this privilege by the **Management of the Institution** shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

Susha Mishra


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We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


11.07.2018

(Dr. Gyandeo Mani Tripathi)
Principal

Maitreya College of Education and Management, Hajipur (Bihar).

Joining w.e.f. 01.08.2018

Swati
Mishra
11/7/18

Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna *Shaping Education*

Ref. No.: M.C.E.M./B.Ed./17

Date: - 02-02-2021

To,

Vandana Singh
d/o Shri Jawahar Singh
Vill.-Sonai, Post Narayanpur,
Dist.- Mirzapur,
UP-231305

Offer-eum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Perspective of Education) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining, i.e. 1st March, 2021. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.

- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.

Affiliated to Aryabhata Knowledge University, Patna

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly installments, on or before 7th of every month subject to such increases as may from time to time be determined by the **Management of the Institution**.
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- Payment of Gratuity.

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Affiliated to Aryabhata Knowledge University, Patna

8. Dispute Settlement

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10. Employment Bond

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Affiliated to Aryabhata Knowledge University, Patna


12. Enclosures

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- Xerox 12th Mark sheet and Certificate.
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We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,


02.02.2021
Dr. Gyandeo Mani Tripathi,
Principal,
Maitreya College of Education and Management, Hajipur (Bihar).

आपका प्रतिक्रिया प्रार्थना


02/02/2021

MAITREYA COLLEGE OF EDUCATION & MANAGEMENT**Shaping Education****Affiliated to Aryabhata Knowledge University, Patna**

Ref. No.: MCEM/B.Ed.- 187/16

Date: - 28.11.2016

To

Vibhuti Kumar Singh
S/O- Ram Binay Singh
Villi- Koila Kund
P.O- Haya Ghat
Distt- Samstipur

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor (In Hindi)** in the **Maitreya College of Education and Management, Hajipur (Bihar)**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 28.11.2016. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

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The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



Signature
28/11/16

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

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विजय कुमार
28/11/11



7. Employee Manual

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Handwritten signature
28/11/16

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We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

गुणदेव
28.11.2016

(Dr. Gyandeo Mani Tripathi)
Principal (B.Ed.)

Maitreya College of Education and Management, Hajipur (Bihar).

हे संस्थान में योगदान देने का भाव है।

महेश मिश्रा
निदेशक
28/11/16

