



DAY-CUM-RESIDENTIAL SCHOOL, PATNA

# TRINITY GLOBAL SCHOOL

CBSE Affiliation No. 330713

## Company Profile

Trinity Global School started its operation in 2015 and got its affiliation in 2017 CBSE Affiliation Number – 330713. TGS has both day and boarding school in Patna. TGS offers state-of-the-art infrastructure to facilitate all round learning.

Campus of the school is of 2.54 acres with built up facility of 80,000 square feet. The facilities of the school comprise of:

- Spacious Classrooms with Projectors
- Rich Library
- Computer Lab
- Composite Lab of Physics, Chemistry and Biology
- Math's Lab
- Cafeteria with a seating capacity of 150 students at a time
- Dedicated area for each of the 12 sports (including swimming pool)
- State of the art Auditorium
- Art and Craft Room
- Music Rooms (Key Board Room/Drums Room/Guitar Room)

## Hostel Facilities

- Dorm with bed, study table, wardrobe
- Separate Luggage Room
- Separate Shoe Lounge to ensure the rooms are dry and clean
- Separate Study rooms for the Hostel Students
- Laundry Facility

**The school currently has 1212 students. The school is up to 11<sup>th</sup> standard and will naturally grow till Grade 12 by next year. The school website is [www.trinityglobalschool.com](http://www.trinityglobalschool.com).**



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## **MISSION**

**To instill values for holistic growth of a child with quality education and physical fitness in a secure and healthy environment, TGS is committed to groom the child in responsible citizens.**

- Quality education through qualified and passionate teachers
- Sports and fine arts facilities of highest standards along with qualified coaches
- Good infrastructure in form of good building and playground

## **VISION**

Nurture and grow every child into a happy, successful and responsible citizen.

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Date:DD/MM/YYYY

## Subject: Appointment Letter

Dear Mr/Ms .....

This has reference to the interview you had with us in connection with your appointment as Teacher in Trinity Global School, Patna. We are glad to offer you an appointment as a Faculty at Trinity Global School from DD/MM/YYYY, on a consolidated remuneration of Rs..... /- (Rupees .....per month).

This offer letter is valid till the ,, when your contribution shall be reviewed by the Management to decide whether your services are to be extended further or not. Also, you may decide to quit your position on serving three month notice or depositing three month's salary in lieu of the three-month notice. If the Management decides to terminate your services for reasons deemed fit by the Management, one month's notice or one month's salary in lieu of one month notice is applicable.

In case you quit within one year of your joining date, all the long holidays (more than a week) will be considered as availed leave.

As per the school rules, you will be entitled only for casual leave (eight days in a year). No other type of leave is admissible. Your working time will be nine hours.

Pursuing any form of higher education, which includes B.ED as well, is not automatically permissible. Prior permission from the management is mandatory.

In case, the above offer is acceptable to you then please return the duplicate copy of appointment after affixing your signature on the same in token of your acceptance and present yourself for duty on .....

(.....)

Call : +91 8114598440, +91 9771415122

Add : New Transport Nagar, Opp. NRL Petrol Pump, Near Zero Mile, N.H. - 30, Patna - 800 007 | email : info@trinityglobalschool.com





A BONDING BETWEEN **TEACHER**, **GUARDIAN**, **STUDENTS**

# TRINITY GLOBAL SCHOOL

DAY CUM-BOARDING SCHOOL

## Confirmation Letter

**Dear Mr/Ms.....,**

We have the pleasure to inform you that your services as a teacher in TGS have been appreciated and you are now being confirmed effective DD/MM/YYYY.

As per the Contract of Service that you have signed, your notice period will be of three months hence forth.

With best wishes,

Yours sincerely,

(.....)

.....



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# TRINITY GLOBAL SCHOOL

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Date:DD/MM/YYYY

## Subject: Termination Letter

Dear Mr/Ms. ....

We are writing this letter to formally notify you that you would not be required to continue as a teacher with Trinity Global School due to.....

.....

This in itself is a disciplinary issue and there by, your position stands terminated w.e.f. ....

Your full and final settlement including your salary of one month in lieu of notice period will be made to you soon,

Please sign and send the scan copy of the same as your acceptance to this letter.

(.....)

.....

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# TRINITY GLOBAL SCHOOL

DAY CUM-BOARDING SCHOOL

## CONTRACT OF SERVICE

An agreement made this day of ..... between Mr/Mrs/Ms..... hereinafter called the teacher/employee of school the Party No. 1 of the one part and the Governing Body of the school (hereinafter called the committee) the Party No.1 of the one part and the Governing Body of the school (hereinafter called the committee) the Party No.2 of the other part. The committee hereby agrees to employ the Party No.1 and the Party No. Hereby agrees to serve as teacher in the school on the following terms and conditions:

1. That Party No. 1<sup>st</sup> employment shall begin from..... He/ She shall be employed in the first instance on probation for a period of one year/on temporary basis and shall be paid a monthly salary of Rs..... (Rupees..... Only) in the scale of pay of Rs. .... plus allowances in accordance with the rates as prescribed by the State/Central Govt. From time to' time and applicable to his case. The period of probation may be extended by the Governing Body for a further period not exceeding one year. The total probationary period shall in no case exceed two years.
2. If the work and conduct of the Party No.1 during the period of probation or extended period of probation is not found satisfactory, the services of Party No.1 are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be Governing Body of the school.
3. After satisfactory completion of his probationary period, the Party No. 1 shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation.
4. Immediately on confirmation, the Party No. 1 shall be entitled to the benefits of Contributory Provident Fund or G.P. Fund in case the scheme of pension exists in the school and shall be governed by the rules of that Fund as in force from time to time.
5. The Party No.1 shall be entitled to the benefit of Medical and other facilities as per school rules.
6. The Party No. 1 shall during his service under this agreement be eligible, subject to the exigencies of the school, to such leave as is admissible under the Government rules from time to time in force, the leave is not claimable as a matter of right but may be granted at the discretion of the Governing Body of the school/Principal of the School as per rules

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DAY CUM-BOARDING SCHOOL

of the school in this regard.

7. The Party No. 1 shall not leave the station without having first obtained the written permission on the authorised officer of the said school.
8. Unless the service of the Party No.1 is terminated as hereinafter provided, he shall continue in the employment of the school till he attains the age of superannuation as per State Govt. Rules, when he shall retire, provided that the committee or any other person authorised by the committee in this behalf may retain his service for a further period as admissible according to rules of the State Education Department for such extensions if the Party' No.1 is fit for such extension and has no mental or physical incapacity which would disentitle her/ him to get such extension. Provided further that the extension shall not exceed one year at a time.
9. On retirement or otherwise relinquishing the job, except in the case of resignation, after satisfactory completion of service as prescribed by the school Gratuity Rules, the Party No. 1 shall be entitled to the benefit of Gratuity under the school rules as in force from time to time.
10. During the service under this AGREEMENT, the Party No. 1 will be liable to disciplinary action in accordance with the Rules and Regulations framed by the school from time to time even with retrospective effect, for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non-performance of duties or any of the provision of those present or of any rules pertaining to the conduct of the school. These rules will normally conform to the Govt. Rules in this behalf.
11. If the Party No. 1 is suspended from duty during investigation into any charge of his conduct mentioned in clause (10) above, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be decided by the committee generally from time to time or at a rate as may be deemed fit. The subsistence allowance shall conform to the Govt. Rules normally.
12. If the Party No. 1 is exonerated from the charge brought against him, he shall be reinstated in his post and shall be paid his salary for the period, if any, during which he was suspended and subsistence allowance already paid will be adjusted.
13. The Governing Body of the said school may terminate the service of the Party No. 1 as provided in Rules 29 Chapter VII of the Affiliation Bye-laws of the Board by giving one





A BONDING BETWEEN **TEACHER**, **GUARDIAN**, **STUDENTS**

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month notice in writing or one-month salary, which the Party No. 1 is then drawing. Similarly, if the Party No.1 wants to relinquish his job, he shall be required to give three months' notice in writing or deposit three months' salary, as he case may be in lieu thereof.

14. The Party No. 1 will apply himself honestly, diligently and efficiently under the order and instructions of the Governing Body/Principal under whom he shall be placed as teacher/employee in the school and he shall discharge all duties pertaining to that office and/or which are necessary to be done in his capacity as aforesaid and will make himself in all respects, generally as useful as may be required of him and shall always act in paramount interest of the institution.
15. The Party No. 1 will conform to all the rules and regulation in force in the school and shall carry out all such order and directions as he shall, from time to time, receive from the Governing Body/Principal or any of the authorised member of the staff.
16. The Party No. 1 shall not apply or appear for interview etc. For any job outside the school without the prior written permission of the authorised officer of the school. If he has already applied before joining this school, it will be his duty to inform the Principal at the time of appointment and seek his written permission, if he is required to appear for interview later on.
17. The Party No. 1 shall devote his whole time to duties assigned and shall not on his own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of his school duties under this agreement or to be otherwise prejudicial to the interest of the school.
18. The Party No. 1 will not on any pretence absent himself from duties without first having obtained the permission of the Principal or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Principal.
19. The committee and the Party No. 1 agree that any dispute arising out of or relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the Chairman of Society running the School and if the arbitrator fails or neglects to act or becomes incapacitated, the Chairman of the society shall nominate any other person to fill the vacancy of arbitrator.





A BONDING BETWEEN TEACHER, GUARDIAN, STUDENTS

# TRINITY GLOBAL SCHOOL

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In witness whereof, the parties hereto set their hands this day ,DD/MM/YYYY first above written.

Signed in the presence of:

1. \_\_\_\_\_ Party No. 1

2. \_\_\_\_\_ Party No. 2

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Add : New Transport Nagar, Opp. NRL Petrol Pump, Near Zero Mile, N.H. - 30, Patna - 800 007 | email : [info@trinityglobalschool.com](mailto:info@trinityglobalschool.com)



**Fee Policy For Employees' Children**

An employee is valuable to its organisation and how much he/she is valued is directly proportional to the support, acceptance, experience and the kind of environment he gets there. And what makes the job even more exciting are the raises and cool perks provided by the organisation. It is not just about the shining package that is offered initially, it's also about the overall happiness and belongingness of the employee.

When it comes to happiness of any employee, children play the most important part. We at TGS care for you and your children and have thus introduced Fee Policy for your children.

Fee Policy For Employees' Children			
#	Heads	Provisions For Rebate for 1st Child	Provisions For Rebate for 2nd Child
1	Registration Fee	0%	0%
2	Admission Fee	50%	25%
3	Tuition Fee	50%	25%
4	Annual Fee	0%	0%
5	Fooding	20%	10%
6	Coaching Fee	0%	0%
7	Transportation	20%	20%

Team TGS



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## Leave Policy 2019

### Teachers : Part Time

Dear All,

With the intention of maintaining a healthy work-life balance, recuperation of health and fulfilling social obligations, the leave policy has been redesigned effective from April 1<sup>st</sup>, 2019.

- **Leaves on major festivals will be adequately given**
- **No provision of leave encashment or carry forward**
- **No half day leave provision**

I have read and understood the leave policy and as an employee of Trinity Global School I, hereby, confirm to adhere the policy.

Name	Signature
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## Leave Policy 2019

### Teachers : Full Time

Dear All,

With the intention of maintaining a healthy work-life balance, recuperation of health and fulfilling social obligations, the leave policy has been redesigned effective from April 1<sup>st</sup>, 2019.

- **Eight casual leaves in a financial year on Prorata basis.**
- **Leave Encashment of remaining casual leaves**
- **Leaves cannot be clubbed with long holidays ( holidays more than four days)**
- **Half Day leave allowed only if approved by Principal**
- **No leaves to be granted for less than half day**
- **If leaves are taken after and before holidays, the entire period will be considered as "Leave"**

I have read and understood the leave policy and as an employee of Trinity Global School I, hereby, confirm to adhere the policy.

<b>Name</b>	<b>Signature</b>
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## Leave Policy 2019

### Non-Teaching Part Time Employees

Dear All,

With the intention of maintaining a healthy work-life balance, recuperation of health and fulfilling social obligations, the leave policy has been redesigned effective from April 1<sup>st</sup>, 2019.

- **Leaves on major festivals will be adequately given**
- **No provision of leave encashment or carry forward**
- **No half day provision**

I have read and understood the leave policy and as an employee of Trinity Global School I, hereby, confirm to adhere the policy.

Name	Signature



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## Leave Policy 2019

### Non-Teaching Full Time Employees

Dear All,

With the intention of maintaining a healthy work-life balance, recuperation of health and fulfilling social obligations, the leave policy has been redesigned effective from April 1<sup>st</sup>, 2019.

- **Twenty Six leaves in a financial year on Prorata basis.**

Break up of twenty six leaves:

Ten days leave has to be planned during summer and winter holidays

Nine Days leave for festivals

Seven days casual leaves

- **Half Day leave allowed only if approved by H.R.**
- **No leaves to be granted for less than half day**

I have read and understood the leave policy and as an employee of Trinity Global School I, hereby, confirm to adhere the policy.

Name	Signature
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## Leave Policy 2019

### Sports Teachers : Full Time

Dear All,

With the intention of maintaining a healthy work-life balance, recuperation of health and fulfilling social obligations, the leave policy has been redesigned effective from April 1<sup>st</sup>, 2019.

- **Thirty Two casual leaves in a financial year on Prorata basis.**
- **Leaves cannot be clubbed with long holidays ( holidays more than four days)**
- **Half Day leave allowed only if approved by Principal**
- **No leaves to be granted for less than half day**
- **If leaves are taken after and before holidays, the entire period will be considered as "Leave"**

I have read and understood the leave policy and as an employee of Trinity Global School I, hereby, confirm to adhere the policy.

<b>Name</b>	<b>Signature</b>
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