



ST. IGNATIUS HIGH SCHOOL

(A UNIT OF THE PHILANTHROPIC SOCIETY OF THE ORTHODOX CHURCH)

JULPIA ROAD, VILL. BAKESWAR, ONGC MORE, P.O. NEPALGUNGE
DIST 24 PARGANAS (S), TEL : 89611 11167 / 91237 93148
E-mail : schoolstignatius@gmail.com

Date 01/04/2024
To
Ms. Sweta Sarkar,
10/42 Netaji Nagar,
Kolkata - 700040.

Renewal of Contractual Appointment for the Post of Assistant Teacher

Dear Madam,

We are pleased to renew your position for the post of Assistant Teacher in the St. Ignatius High School, upon completion of your contractual service on 25th March, 2024.

You will be paid a consolidated salary of Rs. 16,680/-, subject to statutory deductions as may be applicable.
Your contract for the Academic Year 2024-2025 will begin from 01.04.2024 to 25.03.2025.
Your working hours will be from 8.10 a.m. to 3.30 p.m.

You will be required to perform all such duties as are allocated to you by the Head of the Institution and follow all directions given by him/her substitute or any other persons delegated by him/ her with powers to issue directions on his/ her behalf.

In case of emergency, you avail only 12 Casual Leaves for the Academic Session with prior permission of the School Management by filling the Leave Application form.

Important Points :

1. Casual Leave cannot be either **prefixed or affixed** to a holiday or a Sunday. In that case all including holidays either in between or on either side will be considered as Leave without pay.
2. Casual Leave will be forfeited for late arrivals and early departure without a valid reason to school and from school, to be calculated from appointed time at the rate of one day's Casual Leave for every three late arrivals and early departure.
3. Any unauthorized leave of absence shall entail a deduction in the salary at the end of the Academic Session. Leave other than 12 days in a year will be LWP.
4. For Medical Leave, Application letter and Doctor's certificate are required.
5. No Leave can be claimed as a matter of right.

Being a permanent employee, you shall keep yourself available for the service of the school in any Non-Working/Holiday, if your service is required in an emergency.

Despite the confirmation of service, the school authority will be entitled to terminate your service in such situation, which might appear as contradictory to the rules and regulations of the institution.

In case of your quitting the service, you will be required to intimate the school with one month notice excluding the vacation period or a refund of one month salary, in violation of which, the school will not issue the experience certificate and E.P.F. clearance.

Under any extreme situation, if the school authority is constrained to terminate your service a notice period of one month or a payment of one month salary may be allowed subject to the situation and the underlying issues for termination. The decision of the school authority will be final for such situation.

Corporal Punishment to students is forbidden and is considered a major offence. Any fault from your side may entail termination of services.

If you do agree to the above terms and conditions, you are requested to confirm your acceptance on a duplicate copy of this letter.

Yours Sincerely,

St. Ignatius High School

Arati Pramanik
Secretary

Arati Pramanik
Secretary
St. Ignatius High School



Read and Confirmed

.....
(Signature with date)

The West Bengal University of Teachers' Training, Education Planning & Administration

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Aadhaar No



18.12.2020

GRADE CARD

TWO-YEAR BACHELOR OF EDUCATION (B.ED.) 4TH SEMESTER EXAMINATION, 2022

The following is the statement of Grades, Grade Points & Credit Points obtained by **SWETA SARKAR** bearing Roll **190162** No **20082** Registration No. **20-19016-085** of the session **2020-2021** at the B.Ed. 4th Semester Examination, 2022 (held in September 2022) of **PAILAN COLLEGE OF EDUCATION (FORMERLY KNOWN AS PAILAN COLLEGE OF MANAGEMENT & TECHNOLOGY (B.ED. SECTION))**

Course Code	Half	Course Name	Internal Assessment		Ext. Assessment / Semester End Exam		Course/Course-Half Total				Credit Point	
			Full Marks	Grade Secured	Full Marks	Grade Secured	Full Marks	Credit	Marks Obtnd	Grade Secured		Grade Point
Theoretical Courses (TH):												
1.4.6		Gender, School and Society	15	B	35	B	50	2	42	B	9	18
1.4.8B		Knowledge and Curriculum Part - II	15	B	35	D	50	2	36	C	8	16
1.4.10		Creating an Inclusive School	15	B	35	D	50	2	34	D	7	14
1.4.11		Optional Paper: Environmental and Population	15	B	35	C	50	2	37	C	8	16
1.4.EPC3		Critical Understanding of ICT	15	B	35	C	50	2	38	C	8	16
1.4.EPC4		Yoga Education: Self Understanding and Development	15	B	35	C	50	2	39	C	8	16
Total			90		210		300	12	226			96
Engagement with the Field (EWF):												
1.4.6		Gender, School and Society	10	A	15	B	25	1	23	A	10	10
1.4.8B		Knowledge and Curriculum Part - II	10	B	15	A	25	1	22	B	9	9
1.4.10		Creating an Inclusive School	10	A	15	A	25	1	23	A	10	10
1.4.11		Optional Paper: Environmental and Population	10	B	15	B	25	1	20	B	9	9
1.4.EPC3		Critical Understanding of ICT	20	A	30	A	50	2	45	A	10	20
1.4.EPC4		Yoga Education: Self Understanding and Development	20	B	30	B	50	2	41	B	9	18
Total			80		120		200	8	174			76
Semester Total (Theoretical Courses + Engagement with the Field)			170		330		500	20	400			172

Qualifying marks for each course/half (Internal/External assessment) is 40% & Pass marks for each course/half is 50%

Grade & Grade Point Definition				Computation of Credit Point, Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA)		SEMESTER SUMMARY				
Percentage of Marks	Letter Grade	Grade Point	Performance	Credit Point = Grade Point x Credit	SGPA = $\frac{\sum \text{Credit Points}}{\sum \text{Credit}}$	Semester	\sum Credit	\sum Credit Points	SGPA	
90 - 100	A	10	Excellent			CGPA = $\frac{\text{Total Credit Points of all Semesters}}{\text{Total Credits of all Semesters}}$		1st	20	197
80 - 89.99	B	9	Very Good	2nd	20			198	9.90	
70 - 79.99	C	8	Good	3rd	20			197	9.85	
60 - 69.99	D	7	Average	4th	20			172	8.60	
50 - 59.99	E	6	Fair	CUMULATIVE RESULT STATEMENT OF B.ED. PROGRAMME						
Below 50	F	0	Failed			RESULT				
Q = Qualifying marks (40% to below 50%). NQ = Not Qualified (Below 40% marks). AB = Absent				Total Credit	Total Marks	Overall % of Marks Obtained	PASSED			
				80	2000	90.45	CGPA = 9.55			

Date of Publication of Result : 29-11-2022

(See Reverse)

A. Phatak
Controller of Examinations