

UNDERTAKING OF DUTIES AND RESPONSIBILITIES

I..... Hereby declare that I am ready to follow and undertake the rules, regulations, responsibilities and duties of my job as Communicative English teacher under ALL INDIA PRIVATE SCHOOLS ASSOCIATION (AIPSA), New Delhi, in the member schools as per the terms and conditions given below.

Terms and Conditions:

- Submit original documents for verification and will be returned.
- Prepare Weekly / Monthly lesson plan.
- Submit daily report.
- Take any online/offline classes whenever entrusted by the association apart from school duties.
- Provide feedback to the association after observing the classroom atmosphere.
- Build trusting relationship with students, parents and other staffs.
- Identify students according to their interest and prepare lesson plan.
- Organize classroom activities lectures and course work on time
- Conduct online/offline parenting and teacher training program if invited by any schools under **AIPSA**.
- Salary will be paid via AIPSA by the schools involved.

I do agree to quit/leave the job if I am not eligible and violate any of the rules of the Association. I do understand that my appointment will be confirmed only after completing two weeks free training successfully.

Name & signature of the candidate.