



Non-Collegiate Women's Education Board (NCWEB) Teachers' Undertaking

I.....D/S/ of

Address.....

.....Phone No.....

Mobile No.....Email ID.....

NCWEB Teaching Center.....

Contact No/Landline No of College.....

Adhoc Panel No.....CategoryDepartment.....

(Please attach self-attested photocopy of the relevant documents)

I am responsible for the correctness of the information given above.

Signature

I hereby undertake to abide by the following conditions:

1. The NCWEB teacher should not be in any full time employment of Regular/Adhoc basis in any College/Institution presently.
2. For a NCWEB guest teacher, guest additional teaching assignment(s) elsewhere on **same teaching day(s)** as NCWEB is not permissible.
3. NCWEB guest teacher must report 10 minutes before the commencement of the class on the assigned teaching days.
4. NCWEB guest teacher is required to sign on the attendance register both at arrival and at the time of departure and mention the exact time.
5. NCWEB guest teacher must mark the attendance as 1,2,3,... on the attendance sheet or follow any other alternate attendance mechanism communicated by the NCWEB Office.
6. NCWEB guest teacher must prepare semester/term-wise attendance and display in their respective class/notice board.
7. NCWEB guest teacher must conduct/provide at least two class assignments of total 25 marks for the purpose of internal assessment. (Choice Based Credit System)
8. NCWEB guest teacher must conduct/provide at least two class assignments of total 25 marks for the purpose of internal assignment. (Annual Mode).
9. NCWEB guest teacher is not allowed to adjust classes on personal/mutual basis.
10. NCWEB guest teacher is not allowed to take more than 2 leaves in a semester and not more than 5 leaves in an academic year. NCWEB guest teacher must try to compensate any leave taken by him/her during the academic year for the benefit of students.
11. If a NCWEB guest teacher is unable to take a class under any circumstances, he/she must inform both TICs and NCWEB Director at least a day before.
12. NCWEB guest teacher is required to assist in all duties of (i) Teaching, (ii) Counseling, (iii) Invigilation, (iv) Examination/Evaluation assigned.
13. NCWEB guest teacher must participate in all Social, Sports, ECA and Academic Programs conducted by the NCWEB.
14. NCWEB guest teacher must submit his/her Claim Bill within 30 days of the end of term/semester.
15. NCWEB Office instructions are to be followed strictly by the NCWEB guest teacher.
16. A copy of the PAN CARD is to be submitted to the NCWEB office.

Date.....

Signature

Name.....