

L.R.G. PUBLIC SCHOOL

Be Virtuous

Affiliated to
Central Board of Secondary Education, New Delhi
Aff. No. : 130602



Date : 15/08/22

Ref: LRGPS / AP/34/2021-22

Date: 15, August, 2021

TO

Ms. Sahithi Mannar
Kirikera, Hindupur,
Ananthapur Dist,
Andhra Pradesh

Dear Sir,

Sub: APPOINTMENT AS COUNSELOR / HEALTH & WELLNESS TEACHER

With reference to your application and the subsequent interview we had with you, the trust is pleased to appoint you as Counselor / Health & Wellness Teacher in L.R.G PUBLIC SCHOOL, Kirikera Hindupur. You are requested to report to duty on or before 18, August 2021

SERVICE CONDITIONS:

1. You are appointed Counselor / Health & Wellness on Voluntary basis with effect from the date of joining.
3. You shall be governed by the rules and regulations of the school Management.
4. You are expected to execute your duty as per the service contract and other agreements prescribed by the school management from time to time.
5. You shall carry out all lawful orders given to you from time to time by the Management of such other persons as may be authorized by them and shall carry out such duties as may be assigned to you.

Bharadwaj

PRINCIPAL

Principal
L.R.G. Public School

[Signature]

Secretary & Correspondent
L.R.G. Public School
KIRIKERA - 515 211

📍 Beside Post Office, Kirikera, Hindupur - 515 211

☎ 08556-247540, 9533311011

✉ lrgpublicschool@gmail.com

🌐 www.lrgpschool.com

Sahithi Mannar Tirumala Bukkapatnam

D/o:- T.B Bharathi

sahithimannartb@gmail.com

9966973062

WORK EXPERIENCE

- **Trainee Associate - Medical Coding - AGS Health**

May 2017 - December 2017

1) Timely coding of diagnoses and procedures for inpatient and outpatient accounts, using ICD-10, CPT-4, and HCPCS coding classification systems, to meet billing system requirements.

- **Assistant Quality Manager - Vurimi Savithamma Hospital**

May 2019 - March 2020

1) Monitoring and updating policies and seeing that the process is going as per the NABH standards and periodic assessment of every department.

2) To improve the effectiveness of the Emergency Department by reducing the LOS of patients by preparing a standard protocol with TAT for each and every step and by using Six Sigma Analysis; this helped to increase the productivity of the Emergency Department by 4% in a span of one month.

3) Prepared Standard Operating Procedure (SOP) for the Radiology Department.

4) Prepared an internal audit checklist for Blood Bank NABH accreditation.

- **Peer Counselor - Volunteering - FindHope**

March 2020 - September 2021

1) To provide an empathetic, non-judgmental place and help the clients deal with whatever is troubling them.

- **Business Development Manager - YourDOST**

November 2020 - August 2021

1) Monitoring a team of 4 to 6 interns.

2) Identify key players and generate interest.

3) Understanding client needs and offering solutions and support.

4) Answering potential client questions and follow-up with clients.

5) Pitching to initial clients.

6) Maintaining a database of prospective client information.

7) Working closely with the marketing and content team to come up with content that is sent to clients.

8) Acts as a bridge between the sales team and clients.

9) Working closely with the Accounting Team to raise invoices in time.

10) Arrange business meetings with prospective clients.

11) Keep records of sales, revenue, invoices, etc.

12) Provide trustworthy feedback and after-sales support.

- **Counselor and Lead Generation Head - Infiheal**

September 2021 - March 2022

1) Counseling clients with issues like stress management, time management, mild anxiety

and depression, OCD etc.

2) Develop a product that is concentrated on grief and relationship issues.

3) Identify key players and generate interest.

4) Help in building a model that caters to the needs of the clients and differentiates the organization from all the competitors.

- **Visiting Counselor - Volunteering - LRG Public School**

August 2021 - Till Date

- **Mental Health Counselor - Progressive Foundation**

March 2022 - Till Date

- **Heyy Helper - Heyy**

April 2022 - Till Date

INTERNSHIP

- **Intern - Medical Operations and Quality - Fortis Hospital - Bannerghatta Road**

February 2019 - April 2019

1) To minimize the unplanned early admission to the intensive care unit among patients who are admitted to Wards through the Emergency Department under the guidance of the senior manager of medical operation management.

- **Psychology Intern - Fortis Healthcare**

July 2020

- **Clinical Psychology Intern -Cognizavest**

June 2020 to July 2020

CERTIFICATION

- Lean Six Sigma Green and Black Belt Certification.
- Certified NLP Practitioner; Life Coach; Hypnosis Practitioner; NLP Coach.
- REBT Training Program – Basic and Advanced, By: - Dr. Debbie Joffe Ellis.

EDUCATION

- **Diploma in Art Therapy**

Year of Completion - 2022

Asha The Hope

- **Queer Affirmative Counselling Practice Course**

Year of Completion - 2022

Mariwala Health

- **MA in Clinical Psychology**

Year of Completion – 2021

IGNOU – Delhi

A Grade

- **Masters in Hospital Administration (MHA)**

Year of Completion - May 2021

ICFAI, Tripura

A Grade

- **Bachelor of Science (B.Sc.)**

Genetics Microbiology And Chemistry

Year of Completion: 2017

Bhavan's Vivekananda Degree College

Osmania University

68.9%

SKILLS

- Communication and interpersonal skills
- Critical thinking and analytical skills
- Goal setting and prioritizing
- Leadership and teamwork skills

SPECIALIZATION

- ·Kuchipudi Dancer with many awards and performances across India.

PROJECT

- Preparation of wine from different fruit substrates and chemical analysis present and estimation of the amount of Alcohol; Reducing Sugars; Vitamin C and Tannin content in wine.

PAPER PUBLICATION

https://www.researchgate.net/publication/320869745_Nutrition_Open_Science_Publications

AREAS OF INTEREST

- Reading books.
- Volunteer work or community work.
- Penning down my thoughts.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date

April 1st, 2022

Sahithi Mannar.

Term End Exam Results - June 2021

• Status as on March 25, 2022

Indira Gandhi National Open University

(For information only)

Thursday, May 19, 2022 5:22:32 PM

The Status is indicative only & cannot be used as a substitute for the grades which are sent by SED.

Results are incomplete. More results yet to follow

Enrolment Number: 194027864

Program: MAPC

Course Code	Marks/Grade	Max Marks	Month Year	Date of updation on website	Remarks
MPCE011	25	50	0621	30/9/21	
MPCE012	31	50	0621	30/9/21	
MPCE013	31	50	0621	30/9/21	

Disclaimer: This electronically generated information does not have any legal validity

Not with standing the result published/declared, any case of UFM(Unfairmeans) if found will make such result null and void.

[Back](#)

Updated invitation: MAPC Project Viva-Voce is scheduled on MPCE016/MPCE036 ... @ Sat May 14 10:30am - Sun May 15, 2022 5am (IST) (mannarsweety@gmail.com) [Inbox x](#)



mapcsynopsishyd@gmail.com

Thu, May 12, 3:53 PM (7 days ago)



to me, sneha.khelani, krishnabhargavikb, christinashikha46, naagasri, nishant7chat, donthapravallika25, iqbal.bushra19, saiteja.kosuri, tgv.saraswathi, rani.mascarenhas, vasista_1988, mallikarjun.svs, saikumarmogili



MAPC Project Viva-Voce is scheduled ...

[View on Google Calendar](#)

When Sat May 14 10:30am - Sun May 15, 2022 5am (IST)

Who sneha.khelani@gmail.com, krishnabhargavikb@gmail.com, christinashikha46@gmail.com...

Agenda

Sat May 14, 2022

All day [Vedix - Shampoo](#)

All day [Vedix - Serum Night](#)

10:30am MAPC Project Viva-Voce is scheduled ...

No later events

This event has been changed.

Changed: MAPC Project Viva-Voce is scheduled on MPCE016/MPCE036 (Online submitted records)on 14.05.2022 10.30 am

When Sat May 14 10:30am - Sun May 15, 2022 5am India Standard Time - Kolkata

[more details >](#)

Joining info Join with Google Meet

<meet.google.com/rkm-nuhk-fxa>

Calendar mannarsweety@gmail.com

CONTRACT OF SERVICE

An agreement made this Sunday day of August 15 two, thousand, and 21 between Mr./Mrs./Miss T. B. Sakthi Kumar 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.2 of the other part. The committee hereby agrees to employ the Party NO.1 and the Party NO.1 hereby agrees to serve as Counselor in the school on the following terms and conditions:

1. That Party No. 1's employment shall begin from the Monday day of...
August 16 - 2021 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 10,000 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 of the school in this regard.
7. The Party NO.1 shall not leave the station without having first obtained the written permission of the authorized 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 authorized by the committee in this behalf may retain his service for a further period as admissible according to rules of the State Education Deptt. for such extensions if the Party' NO.1 is fit for such extension and has no mental or physical incapacity which would disentitle 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 provisions 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.
9. 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.
10. 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.
11. 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 three months notice in writing in the case of confirmed employee or one month's notice in the case of temporary employee or by paying a sum equivalent to 3 months salary or one months 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 if he is permanent or one months notice in writing if he is temporary or deposit three months/one month salary, as he case may be in lieu thereof.
12. The Party NO.1 will apply himself honestly, diligently and efficiently under the orders 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.
13. The Party NO.1 will conform to all the rules and regulations in force in the school and shall carry out all such orders and directions as he shall, from time to time, receive from the Governing Body / Principal or any of the authorized member of the staff.
14. 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 authorized 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.

In witness whereof the parties hereto set their hands this' day, month and year first above written.

Signed in the presence of:

1. M. Deshpande
2. K.V. Yashaswi

Sahyadri

Bhavana
15/8/2021