



# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

( Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka )

Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K., Karnataka State.

Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726

Email : principalaiet08@gmail.com, Web:www.aiet.org.in

Ref: AIET/HR/2014-15/2033

Date: 16.04.2015

## Office Order

To,

Mr. Shreekanth Suvarna B  
Asst.System Administrator  
CSE Dept.

The management is pleased to inform you that in continuation of your earlier appointment order as 'Asst.System Administrator' in the dept of 'Computer Science & Engg' in this institution, the following revisions in the pay scale is implemented along with other terms & conditions as before.

You have been confirmed for the said post and the details of pay are as follows:

(Pay Scale Rs.11550-225-12450)

- |                                 |                    |
|---------------------------------|--------------------|
| 01. Basic                       | : 11,550/-         |
| 02. Add: D.A @10%               | : 1,155/-          |
| 03. Add: HRA @5%                | : 578/-            |
| 04. Total updated Gross Salary: | <u>Rs.13,283/-</u> |

This office order is with effective from 02.04.2015

Your service is terminable with three months notice on either side.

Other Benefits & Leaves as per Alva's Education Foundation Norms

Copy to:

1. Concerned
2. Personal File
3. Accounts/F.O

PRINCIPAL

Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225

PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K.



**Alva's Institute of Engineering and Technology,  
Mijar, Moodbidri**

Ref: AIET/HR/2015-16/


Date: 14.05.2016

**Office Order**

**Mr. Shreekanth Suvarna B** has been appointed as **Human Assistance** for specially abled students with the terms and conditions mentioned below:

**Duties and Responsibility:**

1. Reading Assistance: A personal attendant might accompany a blind person to work to read reports and other documents not available through assistive technology devices.
2. Clearing up Clutter: You are expected to pick up objects that could pose a threat to your client and make sure clutter is removed before leaving your post each day
3. Secondary Duties: Occasionally, the assistant may serve as a sighted guide at events, providing assistance to accomplish their task.
4. Transportation Duties: You might need to arrange transport someone to and from work.

  
**Principal**  
Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K

**Copy to:**

1. Principal
2. All HOD's and Dean's
3. HR
4. Personal file
5. Mr. Shreekanth Suvarna B





# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Email : principalaiet08@gmail.com, Web:www.aiet.org.in

Ref: AIET/A2/2012-13/6288

Date: 01-8-2012

## Appointment Order

To,

**Mr. Rajesh Bangera**  
Mailody House  
Machina Post & Village  
Belthangady TQ.

Dear Mr. Rajesh Bangera

Sub: Offer of Appointment as **Lab Mechanic** in **Computer Science & Engineering** dept.... Reg

With reference to your application & the subsequent interview, and also based our offer letter and your consent letter, the management is pleased to appoint you as **Lab Mechanic** in **Computer Science & Engineering** branch in our organization as per the terms and conditions mentioned below:

1. You will be paid a basic salary as per AICTE scale of Rs 3000/- + 65% DA + 10% HRA=Rs. 2250 (Total salary of Rs.5250/-per month).
2. You will be on probation for a period of one year. Your work will then be reviewed and if found satisfactory, you will be confirmed, otherwise your probationary period will be extended for a period of three months further. During the second probation period if your work and conduct are not found to be satisfactory, your services will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time.
4. You shall maintain strict discipline.
5. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
6. Apart from teaching, you shall take up the other responsibilities such as curricular, extra-curricular and co-curricular activities, assisting in administration and any other duties assigned by the principal, HOD and your superiors from time to time.
7. You have to submit all the relevant original documents/certificates to the Principal at the time of joining.
8. Your appointment is terminable with **three months** notice on either side.
9. You will join duty on or before **10<sup>th</sup> August 2012**.

If you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed as a token of your acceptance or mail to the Principal.

Copy to:

1. Est. Sec
2. AO/FO

*Revised,*  
*[Signature]*

*[Signature]*  
**CHAIRMAN**  
**ALVA'S EDUCATION FOUNDATION (R.)**  
MOODBIDRI - 574 225, (D. K.)

*[Signature]*  
**PRINCIPAL**  
Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K.



**Alva's Institute of Engineering and Technology,  
Mijar, Moodbidri**

Ref: AIET/HR/2014-15/

Date: 14.08.2014

**Mr. Rajesh Bangera** has been appointed as **Reader/Scribe** for specially abled students with the terms and conditions mentioned below:

**Duties and Responsibility:**

1. Maintain and demonstrate an understanding of the team approach to patient care and documentation.
2. Pursue continuing education through clinical experiences to enhance skills and knowledge in the promotion of quality documentation.
3. Participate in ongoing educational opportunities as offered by ScribeMD if any
4. Attend regularly scheduled ScribeMD staff meetings if any.
5. Be responsive to improvement opportunities in a positive manner.
6. Communicate in a professional and respectful manner to the supervising physician, ancillary hospital staff, ScribeMD staff.

  
**Principal**  
**PRINCIPAL**

Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K

**Copy to:**

1. Principal
2. All HOD's and Dean's
3. HR
4. Personal file
5. Mr. Rajesh Bangera





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Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726

Email : principalaiet08@gmail.com, Web:www.aiet.org.in

Ref: AIET/NT/2010-11/ 1879

Date: 25-08-2010

To,

**Mr. Mahesh Rao P**  
S/o Dathathreya P  
"Somanatha Nilaya"  
Palakala House  
Puthige Village, Mithabail Post  
Mangalore-574266.

Dear Sir/Madam

**Sub: Appointment as "Lab Instructor" – Reg**

With reference to your application and subsequent interview, the undersigned is pleased to appoint you as **Lab Instructor** for E&C branch with the terms and conditions mentioned below:

1. Consolidated salary of Rs. 5000/- per month and the post is purely temporary for one year.
2. You are governed by the rules and regulations, framed and orders issued from time to time by the management.
3. During the temporary period of your service, you are not entitled to any other kind of leave except 12 C.L. to be availed at the rate of one C L for every completed month of your service.
4. You are also requested to give one month's notice or forfeit a month's salary before tendering resignation to the above post held by you.
5. If the above terms and conditions are acceptable to you, please report for the duty on or before 27<sup>th</sup> August 2010.

Copy to:

1. Personal file
2. A.O/Finance Office.

*[Signature]* 25/8/10

**PRINCIPAL**

Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225

*[Signature]*

**CHAIRMAN**

ALVA'S EDUCATION FOUNDATION (R)  
MOODBIDRI - 574 227 (D.K.)

Received,

P. Mahesh Rao

27/8/10

*[Signature]*

**PRINCIPAL**

Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K

**Alva's Institute of Engineering and Technology,  
Mijar, Moodbidri**

Ref: AIET/HR/2014-15/

Date: 14.08.2014

**Mr. P Mahesh Rao** has been appointed as **Reader/Scribe** for specially abled students with the terms and conditions mentioned below:

**Duties and Responsibility:**

1. Maintain and demonstrate an understanding of the team approach to patient care and documentation.
2. Pursue continuing education through clinical experiences to enhance skills and knowledge in the promotion of quality documentation.
3. Participate in ongoing educational opportunities as offered by ScribeMD if any
4. Attend regularly scheduled ScribeMD staff meetings if any.
5. Be responsive to improvement opportunities in a positive manner.
6. Communicate in a professional and respectful manner to the supervising physician, ancillary hospital staff, ScribeMD staff.

  
Principal

PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K

**Copy to:**

1. Principal
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3. HR
4. Personal file
5. Mr. P Mahesh Rao