



## 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/ 2020-21/192

Date: 30.09.2020

### Appointment Order

To,

Dr Vishnu Prasanna  
2-137/24 samrudhi  
Raktheshwari temple Road.  
Gurunagar Mangalore-575008

Dear Sir,

**Sub:** Offer of Appointment as '**Professor**' in the Department of 'MBA '- Reg.

With reference to your application & the subsequent interview, the management is pleased to appoint you as '**Professor**' in the Department of 'MBA '- in our organization as per the terms & conditions mentioned below:

1. You will be paid 6<sup>th</sup> pay Scale as per revised AICTE norms in a pay band of Rs **37400-69000/-** with an AGP of Rs10000/- & the details of pay is as follows. 6<sup>th</sup> pay basic **Rs 33760/+AGP R 10000/+DA+HRA.=18130/-+Special AllowanceRs30000**  
**Total Gross salary =91890/-per month.**
2. You will be on probation for a period 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 service will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
5. 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.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. If the above terms and conditions are acceptable to you, please report for the duty on or before **03rd October 2020**.

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.H R 2.A/C,F.O

  
**PRINCIPAL**

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

  
**Chairman**

Alva's Education Foundation (R)  
MOODBIDRI - 574227, D.K.



# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

Email : principalalet08@gmail.com, Web:www.alet.org.in

Ref: AIET/HR/ 2021-22/ 278

Date: 12.09.2021

## Appointment Order

To

Dr. Catherine Nirmala J  
D/o Joseph Arokiasamy  
Shivabagh Kadri, Kankanady,  
Mangalore - 575002

Dear Sir,

**Sub: Offer of Appointment as 'Professor' in Master of Business Administration. -**

Reg

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Professor' in **Master of Business Administration** 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 BASIC 47,792 +DA & HRA 23,896 (Total salary of Rs: 71,688/-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 service 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 time of joining.
8. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
9. You will join duty on or before **15<sup>th</sup> September 2021**.

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. H R,
2. A/C, F.O

For ALVA'S EDUCATION FOUNDATION (R.)

  
PRINCIPAL  
PRINCIPAL

  
CHAIRMAN

Alva's Institute of Engineering & Technology  
Mijar, Moodbidri - 574 225





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

Ref: AIET/HR/2018-19/373

Date: 20.05.2019

### Appointment Order

To,

Mrs. Priya Jyothi Sequeira  
'Priya Villa', Moodperar Post,  
Mangalore - 574166

Dear Madam,

**Sub:** Offer of Appointment as 'Assistant Professor' in the Department of 'Business Administration' -Reg.

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Assistant Professor' in the Department of 'Business Administration' in our organization as per the terms & conditions mentioned below:


1. You will be paid a consolidated salary of **Rs. 29,000/- 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 service will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
5. 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, Dean and your superiors from time to time.
6. You have to submit all the relevant original documents /certificates to the principal at time of joining.
7. Your appointment is terminable with One Month notice on either side during Probationary period and Three Months notice on either side after confirmation, without interrupt the academic session.
8. You will join duty on or before **22<sup>nd</sup> May 2019**.

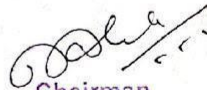
If you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed as a token of your acceptance or mail to the **Principal**.

\*sr

Copy to:

1. H R, 2. Accounts , 3. F.O

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

  
**Chairman**  
Alva's Education Foundation  
MOODBIDRI - 574227, D.K.



## ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726  
Email : principalaiet08@gmail.com, Web:www.aiet.org.in

Ref: AIET/A2/2011-12/6119

Date: 15-06-2012

### Appointment Order

To,

Mr. Johnson Fernandes  
S/o. Antony Fernandes  
Hangajal House  
Near Paper Mill  
Koadangallu Post  
Moodbidri-574197

Dear Sir,

Sub: Offer of Appointment as Asst. Professor in the Dept. of MBA. - Reg

With reference to your application & the subsequent interview, and also based on our offer letter and your consent letter, the management is pleased to appoint you as Asst. Professor in Dept. of MBA in our organization as per the terms and conditions mentioned below:

1. You will be paid 6<sup>th</sup> pay scale as per revised AICTE norms in pay band of Rs 15600-39100/- with an AGP of Rs.6000/- & the details of pay is as follows: 6<sup>th</sup> pay Basic 15600+AGP+6000- Total Gross Salary =Rs.21,600/- 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 25<sup>th</sup> July 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

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

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





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

Ref: AIET/HR/ 2020-21/ 252

Date: 17.01.2021

### Appointment Order

To

Mr.Neeraj S Rai.  
Vijaya Niwas  
Opp SNM Polytechnic,  
Behind Classic Ice Cream Parlor  
Mudbidri -574227.

Dear Sir,

**Sub:** Offer of Appointment as 'Assistant Professor' in the Department of 'Business Administration' - Reg.


With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Sr Assistant Professor' in the Department of 'Business Administration' - in our organization as per the terms & conditions mentioned below:

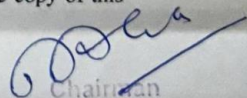
1. You will be paid 6th pay scale as per revised AICTE norms in a pay band of Rs.15600-39100/- with an AGP of Rs7000/- & the details of pay is as follows: 6<sup>th</sup> pay basic Rs24650/- + AGP Rs.7000/- +DA+HRA45%=Rs14242/- Total Gross Salary=**Rs.45892/-** per month.
2. You will be on probation for a period 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 service will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
5. 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.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. You will join duty on or before **18-01- 2021**.

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: I.H R

2. A/C, F.O

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

  
Chairman  
Alva's Education Foundation (R)  
MOODBIDRI - 574227, D.K.



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

Ref:AIET/HR/ 2019-20/137

Date: 18.02.2020

### Appointment Order

To,  
Mr Guruprasad Pai B  
Budoli House & Post  
Peraje Village, Bantwal Taluk  
D.K. - 574253

Dear Sir,

**Sub:** Offer of Appointment as 'Assistant Professor' in the Department of 'Business Administration'-Reg.

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Assistant Professor' in the Department of 'Business Administration'- in our organization as per the terms & conditions mentioned below:

1. You will be paid 6th pay scale as per revised AICTE norms in a pay band of Rs.15600-39100/- with an AGP of Rs.6000/- & the details of pay is as follows: 6<sup>th</sup> pay basic Rs16420/- + AGP Rs.6000/- +DA+HRA=Rs6726/- Total Gross Salary=Rs.29146/- 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 service will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
5. 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.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with One Month notice on either side during Probationary period. Three Months' notice on either side after confirmation.
8. You will join duty on or before 19<sup>th</sup> February 2020.

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.

\* sr Copy to: 1.H R 2.A/C,F.O

PRINCIPAL

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

Chairman

Alva's Education Foundation (R)  
MOODBIDRI - 574227, D.K.





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

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

Ref: AIET/HR/2018-19/301

Date: 31.01.2019

### Appointment Order

To,

Mrs. Maithri  
W/o Ananthashayana  
Srinikethana Nivasa  
Ashwathpura post  
Badagamijar village  
Mangalore Taluk

Dear Madam,

**Sub:** Offer of Appointment as 'Senior Lecturer' in the Department of 'MBA' -Reg.

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Senior Lecturer' in the Department of 'MBA'-in our organization as per the terms & conditions mentioned below:

1. You will be paid a consolidated salary of **Rs. 20,000/- 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 service will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
5. 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, Dean and your superiors from time to time.
6. You have to submit all the relevant original documents /certificates to the principal at time of joining.
7. Your appointment is terminable with One Month notice on either side during Probationary period and Three Months notice on either side after confirmation, without interrupt the academic session.
8. You will join duty on or before **01<sup>st</sup> February 2019.**

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.**

sr

Copy to:

1. H R, 2. Accounts, 3. F.O

PRINCIPAL

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

Chairman

Alva's Education Foundati  
MOODBIDRI - 574227, D



## ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)  
( Affiliated to Visvesvaraya Technological University, Belagavi  
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Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726  
Email : principalaiet08@gmail.com, Web:www.aiet.org.in

Ref: AEF/HR/ AIET/ 2021-22/310

Date: 04.11.2021

To,

Mrs.Harshitha.V.Shetty  
1-40, Siddi Nivasa, Madakana Guthu  
Panjimogaru Post,  
Mangalore-575013.

Dear Sir,

**Sub: Appointment as Assistant Professor in the Department of MBA- Reg.**

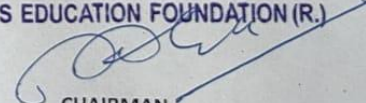
With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of MBA in this Organization as per the terms & conditions mentioned below:

1. You will be paid 6th Pay Scale as per the revised AICTE norms in a pay band of Rs.16915 /- with an AGP of Rs.6000/- & the details of pay is as follows: 6<sup>th</sup> Pay Basic Rs.16915/-+AGP Rs.6000/- + 10% DA + 5% HRA = **Total Gross Salary. i. e. Rs.26352/- 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 probationary period, if your work and conduct are not found to be satisfactory, your service will be terminated without giving any notice.
3. You shall abide by the Rules & Regulations of the Institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the Management shall be routed through proper channel. But you may send advance copies to the Management if you wish.
5. Apart from teaching, you shall take up other responsibilities such as curricular, extra-curricular and co-curricular activities, assisting in administration and any other duties assigned by the Principal, H. O. D. and your superiors from time to time.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. If the above terms and conditions are acceptable to you, please report for the duty on or before **8<sup>th</sup> November 2021.**

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**.

  
PRINCIPAL

For ALVA'S EDUCATION FOUNDATION (R.)

  
CHAIRMAN  
Chairman





# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Alva's Education Foundation @ Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi

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

Accredited by NAAC with A+ Grade and NBA (CSE & ECE)

Ref: AEF/HR/ AIEET/ 2020-21/226

Date: 25.09.2020

To,

Mr. Avinash  
Gandhinagar, 2<sup>nd</sup> cross  
Naravi.

Dear Sir,

**Sub: Offer of Appointment as Assistant Professor in the Department of MBA- Reg.**

With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of MBA in this Organization as per the terms & conditions mentioned below:

1. You will be paid a consolidated salary of Rs.21,600 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 probationary period, if your work and conduct are not found to be satisfactory, your service will be terminated without giving any notice.
3. You shall abide by the Rules & Regulations of the Institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the Management shall be routed through proper channel. But you may send advance copies to the Management if you wish.
5. Apart from teaching, you shall take up other responsibilities such as curricular, extra-curricular and co-curricular activities, assisting in administration and any other duties assigned by the Principal, H. O. D. and your superiors from time to time.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. If the above terms and conditions are acceptable to you, please report for the duty on or before **1<sup>st</sup> October 2020**.

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**.

  
**PRINCIPAL**

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

Ref: AEF/HR/ AIET/ 2020-21/ 237

Date: 25.09.2020

To,

Mr.Nikhil Alva  
Mijarguttu House  
Tenkamijar Post  
Mijar-574225.

Dear Sir,

**Sub: Offer of Appointment as Assistant Professor in the Department of MBA- Reg.**

With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of MBA in this Organization as per the terms & conditions mentioned below:

1. You will be paid a consolidated salary of Rs.29,146 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 probationary period, if your work and conduct are not found to be satisfactory, your service will be terminated without giving any notice.
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6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. If the above terms and conditions are acceptable to you, please report for the duty on or before **1<sup>st</sup> October 2020**.

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**.

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





# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Alva's Education Foundation ®, Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi

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

Accredited by NAAC with A+ Grade and NBA (CSE & ECE)

Ref: AEF/HR/ AIET/ 2022/ 580

Date: 24.11.2022

To,

Mr. Pramath Kumar Shetty  
Belman, Nitte  
Karkala.

Dear Sir,

**Sub: Offer of Appointment as Assistant Professor in the Department of MBA- Reg.**

With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of MBA in this Organization as per the terms & conditions mentioned below:

1. You will be paid a Basic Salary of Rs.25,800/- + HRA of Rs.1,290/- + Special Allowance of Rs.500/- + V.A of Rs.3000/- = Rs.30,590 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 probationary period, if your work and conduct are not found to be satisfactory, your service will be terminated without giving any notice.
3. You shall abide by the Rules & Regulations of the Institution framed from time to time. You shall maintain strict discipline.
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6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. If the above terms and conditions are acceptable to you, please report for the duty on or before **1<sup>st</sup> December 2022**.

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**.

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



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(A Unit of Alva's Education Foundation @ Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi

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

Accredited by NBA (CSE & ECE)

Ref: AEF/HR/AIET/ 2022/ 5 (1)

Date: 26.12.2022

To,

Mr. Prajwal B.K  
Vasanthi Nivas Padubettu Kottara  
Ashok Nagar Post  
Mangaluru-575006.

Dear Sir,

**Sub: Offer of Appointment as Asst. Professor in the Department of MBA- Reg.**

With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Asst. Professor** in the Department of MBA in this Organization as per the terms & conditions mentioned below:

1. You will be paid a Consolidated Salary of Rs.18000/- 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 probationary period, if your work and conduct are not found to be satisfactory, your service will be terminated without giving any notice.
3. You shall abide by the Rules & Regulations of the Institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the Management shall be routed through proper channel. But you may send advance copies to the Management if you wish.
5. Apart from teaching, you shall take up other responsibilities such as curricular, extra-curricular and co-curricular activities, assisting in administration and any other duties assigned by the Principal, H. O. D. and your superiors from time to time.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
8. If the above terms and conditions are acceptable to you, please report for the duty on or before **3<sup>rd</sup> January 2023**.

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**.



PRINCIPAL  
PRINCIPAL

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



H.O.

For ALVA'S EDUCATION FOUNDATION (R.)  
  
CHAIRMAN  
Chairman