



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: AEF/HR/ AIET/ 2022/392

Date: 01.07.2022

To,

Mr. Ajith Peter
D.No.19-103/1, HS Compound
Surathkal
Mangalore-575014.

Dear Sir,

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


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

1. You will be paid a Consolidated Salary of Rs.23,603/- 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 **4th July 2022**.

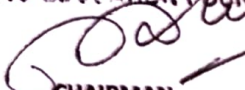
If you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed as a token of your acceptance or mail to the **Principal**.


PRINCIPAL

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


Administrative Officer
Alva's Institute of Engg. & Technology
Shobhavana Campus
Mijar, Moodbidri - 574 225

For ALVA'S EDUCATION FOUNDATION (R)


CHAIRMAN
Chairman

Received


Ref.No: AEF/HR/AIET/2022-23/

Dated: 25.04.2023

To,
Mr.Rohith A.R
2-77, Anthi Bettu House
Sunkadakatte Post,
Aithoor Village
Puttur Taluk
Pin-574230.

Dear Mr.Rohith A.R,

Subject: Probationary Appointment Order – regarding.

Date of Joining : 02/05/2023.

With reference to your Application cited above and the subsequent interview you had with us, we are pleased to appoint you as **Skill Coordinator** in the department of **Skill** in our Institution / College on the following terms and conditions.

- 01.That initially you shall be on probation for a period of one year from the date of your joining for duty. The said period of probation may be extended by another six months purely at the discretion of the Management.
- 02.That during or at the expiry of the period of Probation or extended period of probation, the Management shall have the right to conclude your service by giving one month advance notice or one month pay in lieu of notice, with or without assigning any reasons thereof.
- 03.During the period of probation, you shall have the right to conclude your services by giving one month advance notice or one month pay in lieu of notice to the Management.

04. To start with, you shall be paid a consolidated salary of Rs.25000/- per month.
05. That, the payment of your salary shall be subject to statutory deductions including reduction of income tax, professional tax etc.
06. Apart from the above salary, you are entitled for leave benefits, such as earned leave, casual leave, national & festival holidays etc.
07. After the expiry of your Probationary period of service, you have no right to claim regular employment with us. Your Probationary period of service shall come to an end automatically on the expiry of Probationary period. If your services are found satisfactory during the period of Probation, the Management may absorb you as a permanent employee by issuing a confirmation Order in writing.
08. That on confirmation, your services shall be liable to be terminated by giving you three months' notice or three months' salary in lieu thereof except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.
09. That you shall not leave your employment without giving three months' notice in writing or three months' salary in lieu of such notice and you shall not leave your employment during the academic year of the college / institution. You shall, if you desire, leave the services after the end of the academic year by giving three months' notice in writing or three months' salary in lieu of notice. In case you leave the services without complying with the above conditions, you cannot claim service certificate, no due certificate, relieving order from the Management.
10. That your appointment and continuance in employment of the college is further subject to your being found medically fit and the Management shall have the right to get you re-examined from any registered medical practitioner or the college's doctor as they may think fit and proper.
11. That you shall be the whole time faculty member of the college and shall not engage yourself in any work, profession or employment in other institutions either honorary or otherwise during the period of your employment with the college.
12. That you shall devote your whole-time to the duties assigned to you from time to time and shall not undertake tuition work without the written permission of the Management.
13. That you shall not accept any contribution or otherwise associate yourself with the raising of any Funds or make any other collections, whether in cash or in kind in pursuance of any object, whatsoever, or accept or demand any object, whatsoever or accept or demand any subscription from any member of the college or members of any Association or staff or the student or their guardians.

14. That you shall conform to all rules and regulations in force from time to time in the college and shall carry out all other lawful orders/instructions/directions of the Governing Body as are given to you in connection with the day to day discharge of your duties in the college. A copy of the service rules of our institution shall be furnished to you at the time of joining the duty in our institution.
15. That all communications to you at your last given address shall be deemed to have been delivered to you.
16. That you shall also receive any communications whenever one is offered or delivered to you personally and shall sign the duplicate copy of the same in token of its having been received by you.
17. That you shall not utilize, disclose or divulge to any person or persons any confidential information relating to the institution.
18. That in case any act or omission constituting misconduct is alleged against you, you shall be placed under suspension pending enquiry and shall not be entitled to any wages during the period of such suspension. But, you will be paid subsistence allowance as per the Service Rules of our institution.
19. That your services shall be liable to be transferred from one place to another and/or from one college to another and/or from one post to another purely at the discretion of the Management and due to exigencies of work.
20. That you shall also be responsible for the safe custody of the furniture, books, apparatus, record and such other articles entrusted to you and in case of any damage or loss, the Management shall have the right to make good the same from your salary or other dues besides taking any other disciplinary action as they may deem fit or proper.
21. That on termination of your appointment or resignation for whatever reason, you shall deliver or cause to be delivered to the college all books apparatus, records and such other articles belonging to the college or Library as may be in your possession failing which the Management shall have a right to make good the same from your salary or other dues.
22. That you shall be retired on attaining the age of 60 years. The Management may grant extension of one or two years purely at their discretion or due to the exigencies of service, subject to your medical fitness.

23. In case the above terms and conditions of service are acceptable to you, then please return the duplicate copy of this Offer of appointment after affixing your signatures on the same in token of your acceptance and present yourself for duty within 15 days from the receipt thereof.


PRINCIPAL



For ALVA'S EDUCATION FOUNDATION (R.)

CHAIRMAN
Chairman

Received





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

Ref: AIET/HR/2017-18/670

Date: 28.05.2018

Appointment Order

To,

Mr. Dilip Shetty
S/o Prabhakar Shetty
Prabhat Nivas
Mijar Post
Moodbidri

Dear Sir,


Sub: Appointment as 'Physical Director' - Reg


With reference to your application and subsequent interview, the undersigned is pleased to appoint you as '**Physical Director**' in our institution with the terms and conditions mentioned below:

1. You will be paid pay scale of **Rs.12,300 basic + DA (75%) Rs.9,225 + HRA(5%) Rs.615 = Rs.22,140/- Per month.**
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 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 **30th May 2018.**

Copy to:

1. Concerned
2. Personal file
3. F/O,
4. Accounts


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


Chairman
(Mohan Alva)

*Received
Dilip Shetty*



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

Ref: AIET/HR/2017-18/40

Date: 13.06.2018

Appointment Order

To,

Mr. Nithin K R
S/o Ravindrachar
Kallajjanal Village
Mydholalu post
Bhadravathi Taluk
Shivamoga

Dear Sir,

Sub: Appointment as 'Management Internee' – Reg

With reference to your application and subsequent interview, the undersigned is pleased to appoint you as '**Management Internee**' in our institution with the terms and conditions mentioned below:

1. Consolidated salary of Rs.10,000/- 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 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 **15th June 2018**.

Copy to:

1. Concerned
2. Personal file
3. F/ O,
4. Accounts


PRINCIPAL

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

Received





Ref: AEF/HR/ AIET/ 2022-23/573

Date: 02.12.2022

To,

Mr. Ajith Kumar
1-87
Paleri, Golihottu Post
Alanthaya
Golihattu
Pin-574229.

Dear Sir,

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

With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Humanities** in this 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 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 **9th 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
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Alva's Institute of Engg. & Technology,
Mijar. MOOBBIDRI - 574 225, D.K