



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/ 2019-20/135

Date: 07.12.2020

To,

Mr. Sudheer Shetty
S/o. Vishwanatha Shetty
D.No.2-310/1
"Samrudhi"
Kemanjoor Road, Adyar Post,
Mangaluru-575007.

Dear Sir,

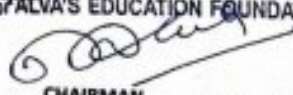
Sub: Appointment as Associate Professor in the Department of ISE - Reg.

With reference to your application & the subsequent interview, the Management is pleased to appoint you as **Associate Professor** in the Department of Information Science and Engineering 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.33,260/- with an AGP of Rs.8,000/- & the details of pay is as follows: 6th Pay Basic Rs.41,266/- + AGP Rs.8000/- + 45% DA + 5% HRA = 24,633/- and special allowance of Rs.21,526/- = Total Gross Salary. i.e. Rs.95,425/- 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 **10th December 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

For ALVA'S EDUCATION FOUNDATION (R.)

CHAIRMAN
Chairman





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

Ref: AIET/HR/ 2021-22/ 279

Date: 26.09.2021

Appointment Order

To

Mr. Pradeep V
S/o Vijayan
22/1 Ukkram, Rangasamudram,
Erode - 638402

Dear Sir,

Sub: Offer of Appointment as 'Sr. Assistant Professor' in Information Science Engineering - Reg

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Sr. Assistant Professor' in Information Science Engineering branch in our organization as per the terms and conditions mentioned below:

10. You will be paid a basic salary as per AICTE scale of BASIC 40,095 +DA & HRA 16,038 (Total salary of Rs: 56,133/-per month)
11. 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.
12. You shall abide by the rules & regulations of the institution framed from time to time.
13. You shall maintain strict discipline.
14. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
15. 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.
16. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
17. Your appointment is terminable with **One Month** notice on either side during Probationary period. **Three Months'** notice on either side after confirmation.
18. You will join duty on or before **01st October 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


PRINCIPAL
PRINCIPAL

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

For ALVA'S EDUCATION FOUNDATION (R.)


CHAIRMAN





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/HR/ 2014-15/2424

Date: 13.07.2015

Appointment Order

To,

Mr.Sharan Lionel Pais

Christa kiran house, Marody post

Belthangady Tq, Mangalore-574236

Dear Sir,

Sub: Offer of Appointment as '**Assistant Professor**' in the Dept of '**ISE Engg**'-Reg.

With reference to your application &the subsequent interview, your consent letter, the management is pleased to appoint you as '**Assistant Professor**' in the Dept of '**ISE Engg**'- in our organization as per the terms & conditions mentioned below:

1. You will be paid a consolidated salary of **Rs.20000/-**per month till the completion of M.Tech. However 6th pay with AGP in a pay band of Rs.15600-39100/- will be paid after completion of M.Tech as indicated here: 6th pay basic Rs16420/-+AGP Rs.6000/-+DA+HRA@30%=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 **20th July 2015**.

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 - 574 227 (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/HR/2018-19/302

Date: 01.02.2019

Appointment Order

To,

Mr. Pradeep Nayak
Ameya House
Near Hirgana Panchayat
Karkala Taluk, Udupi

Dear Sir,

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

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Assistant Professor' in the Department of 'ISE'-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 up to June 2019. 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 04th 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 Foundation (F)
MOODBIDRI - 574227, D.K.





ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

Ref:AIET/HR/ 2019-20/135

Date: 15.02.2020

Appointment Order

To,
Mr Nagesh U B
Bellichukki House
Palemar Layout,
Naguri, Padil,
Mangalore
Dear Sir,

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

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Assistant Professor' in the Department of 'Information Science & Engineering'- 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: 6th pay basic Rs.23248/-+AGP Rs.6000/- +DA+HRA=Rs.8774/- Total Gross Salary=Rs.38,022/- 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 **17th 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: L.H R 2.A/C,F.O

PRINCIPAL

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

For ALVA'S EDUCATION FOUNDATION

Chairman





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

Ref: AEF/HR/ AIET/ 2022/ 35 2

Date: 09.05.2022

To,

Ms.Lolakshi P.K
1st Stage, 4th Block
Vinobhanagara
Shivamogga-577204.

Dear Sir,

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


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

1. You will be paid a Consolidated Salary of Rs.25,000/- 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 **16th May 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
PRINCIPAL

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


A.O.

For ALVA'S EDUCATION FOUNDATION (R.)


CHAIRMAN
Chairman



Ref.No: AEF/HR/2023-24/ 3 02

Date: 20/10/2023

To,
Mr.Naveen.G
#1831/58 ShivaJyothi House
LIC colony, Behind nuthana College
Davanagere-577004.

Dear, Mr.Naveen.G

Subject: Probationary Appointment Order – regarding.

Date of Joining: 26/10/2023.

With reference to your Application cited above and the subsequent interview you had with us, we are pleased to appoint you as **Asst.Professor** in the department of **Information Science & Engg.** on the following terms and conditions.

1. 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.
2. 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.
3. 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.
4. To start with, you shall be paid with the monthly salary at the following rates;

a. Basic pay	Rs. 27,574
b. Dearness Allowance	Rs. 15,166
c. House Rent Allowance	Rs. 1,379
d. Variable Allowance	<u>Rs. 22,083</u>
Total	<u>Rs.66,202</u>

5. That, the payment of your salary shall be subject to statutory deductions including reduction of income tax, professional tax etc.

Page 1 | 3

Shobhavana Campus, Mijar, Moodbidri -574225, Mangalore, Karnataka
☎ 082338-262724 (O), 262725 (P) ✉ principal@mis@alva.ac.in

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6. Apart from the above salary, you are entitled for leave benefits, such as earned leave, casual leave, national & festival holidays etc.

7. 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.

8. That on confirmation, your services shall be liable to be terminated by giving you three months' notice or three months' salary in lieu thereof exception disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.

9. That you shall not leave your employment without giving three months' notice in writing or three month's 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 month's 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.


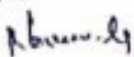

19. That your services shall be liable to be transferred from one place to another and/or from one college to another and/or from one post to another purely at the discretion of the Management and due to exigencies of work.

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
Signature: 
Received Date: 08/12/23

Administrative Officer
Alva's Institute of Engg & Technology
Chobhavana Campus
Mhat, Moodbidri - 574 225


Chairman




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

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

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

Alva's
Education Foundation®

Date: 26/09/2023

Ref.No: AEF/HR/2023-24/260

To,

Mr. Vikesh Rao

Sri. Ambadevi Nivas,

Siddi Vinayaka Layout

Kukkundoor Post

Karkala

Dear, Mr. Vikesh Rao

Subject: Probationary Appointment Order – regarding.

Date of Joining: 03/10/2023.

With reference to your Application cited above and the subsequent interview you had with us, we are pleased to appoint you as **Assistant Professor** in the **Department of Information Science & Engg.** on the following terms and conditions.

1. 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.
2. 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.
3. 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.
4. You will be paid a Basic Salary of Rs. 21,600/- per month.



5. That, the payment of your salary shall be subject to statutory deductions including reduction of income tax, professional tax etc.
6. Apart from the above salary, you are entitled for leave benefits, such as earned leave, casual leave, national & festival holidays etc.
7. 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.
8. That on confirmation, your services shall be liable to be terminated by giving you three months' notice or three months' salary in lieu thereof exception disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.
9. That you shall not leave your employment without giving three months' notice in writing or three month's 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 month's 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

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

Ref.No: AEF/HR/2023-24/ 868

Date: 29/12/2023

To,
Mr.Mounesh.K.Arkachari
Vinayak Nagar, 2nd Cross
Ranebennur
Haveri Dist.
Pin-581115.

Dear, **Mr.Mounesh.K.Arkachari**

Subject: Probationary Appointment Order – regarding.

Date of Joining: 06/01/2024.

With reference to your Application cited above and the subsequent interview you had with us, we are pleased to appoint you as **Asst.Professor** in the department of **Information Science & Engg.** on the following terms and conditions.

1. 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.
2. 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.
3. 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.
4. To start with, you shall be paid with the monthly salary at the following rates;

a. Basic pay	Rs. 27,574
b. Dearness Allowance (55%)	Rs. 15,166
c. House Rent Allowance (5%)	Rs. 1,379
d. Variable Allowance	Rs. 22,084
Total	<u>Rs.66,203</u>

5. That, the payment of your salary shall be subject to statutory deductions including reduction of income tax, professional tax etc.
6. Apart from the above salary, you are entitled for leave benefits, such as earned leave, casual leave, national & festival holidays etc.
7. 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.
8. That on confirmation, your services shall be liable to be terminated by giving you three months' notice or three months' salary in lieu thereof exception disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary.
9. That you shall not leave your employment without giving three months' notice in writing or three month's 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 month's 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
PRINCIPAL

Alva's Institute of Engg. & Technology,
Mijet. MOODSIDRI - 574 225, D.K


A.O

For ALVA'S EDUCATION FOUNDATION (R.)

Chairman
Chairman

Signature: 

Received Date: 12-01-2024