



# 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/ 2017-18/686

Date: 30.05.2018

## DUTY JOINING MEMO

Mr. Dilip Shetty has reported to the duty on 30<sup>th</sup> May 2018  
Forenoon as **'Physical Director'** in this Institute.

### Copy to:

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

PRINCIPAL

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



# 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: AET/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 30<sup>th</sup> 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)



# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : info@alvas.org Website : www.alvas.org

Ref: AEF/Eng/2012-13/01

Date: .....29-07-12.....

To,

Mr. Sathisha Nayaka B T  
S/o. Thippeswamy B T  
Doddabommanahalli  
Anabur Post  
Jagalur Taluk, Davangere District

Dear Mr. Sathisha Nayaka B T,

Sub: Your appointment as Kabaddi Coach  
Ref: Your Application.

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Kabaddi Coach
2. Establishment & Location: Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on or before 30/07/2012
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates & experience letters (if any)
5. Salary : You will be paid a consolidated salary of Rs. 16,500/- per month.
6. Position : You will be appointed on temporary basis till the end of this academic year 2012-13.
7. Confirmation : Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.
8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

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





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MOODBIDRI - 574 227, D.K.

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Email : Info@alvas.org Website : www.alvas.org

Ref:

Date: .....

9. Other work : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.


10. Responsibilities : Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

11. Resignation : You should not leave the job or tender resignation to the post held by you before the end of academic year. Incase you wish to tender your resignation, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month notice or forfeit month's salary before submitting your resignation to the post held by you. In case you resign or leave the job as against this term, the management will have to proceed for legal action for the breach of this term of the contract.

12. Leave Facility : You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

Note: Your Salary will be confirmed when you produce the original Documents & Service Certificate.

  
Dr. M. M. Alva

Alva's Education Foundation (R)

I agree to accept the employment on the terms & conditions stated above.

Date :

Signature :





# ALVA'S EDUCATION FOUNDATION (R.)

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Email : info@alvas.org finance@alvas.org Website : www.alvas.org

AEF/HR-AP/2018-19/143

16-08-2018

To,

Pradeep M N  
S/o Nage Gowda  
Anandapura, Dodda Magge  
Arkalgudu, Hassan, Karnataka-573142

**Sub: Your appointment as Athletic Coach**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Athletic Coach
2. Establishment & Location : Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **21-08-2018**
4. Reporting authority : You are required to report to the Chairman  
With all necessary certificates.
5. Salary : You will be paid a salary on the pay scale & allowance as stated below:

Basic : Rs. 17,500.00

V A : Rs. 2,500.00

Gross Salary : Rs. 20,000.00

6. Position: You will be appointed on temporary basis till the end of this academic year 2018-19

7. Confirmation: Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

PRINCIPAL

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


**9. Other work** : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**10. Responsibilities:** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**11. Resignation:** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Officer  
ALYA'S EDUCATION FOUNDATION (R)  
MOODBIDRI - 5747 227

For ALYA'S EDUCATION FOUNDATION (

  
Chairman  
Dr. M. Mohan Alva

  
Proceed



AEF/HR /2020-21/194

11-1-2021

To,

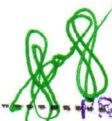
Kiran Kumar A S  
S/o Late Santhappa Gowda  
Arampady House, Sullia Tq -574238

**Sub: Your appointment as Coach**

**Ref: Your Application**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Coach
2. Establishment & Location : Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **18.01.2021**
4. Reporting authority : You are required to report to the Chairman  
With all necessary certificates.
5. Salary : You will be paid a consolidated salary **30,000.00/Month**
6. Position : You will be appointed on temporary basis till the end of this  
academic year **2020-2021**
7. Confirmation : Your appointment will be confirmed if your services are found  
satisfactory. If a confirmation or termination letter is not issued, it  
shall be deemed that your temporary period has been extended for  
an indefinite period.
8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any  
other institution under the management of the Foundation at any  
time and for any duration as decided by the management from time  
to time.
9. Other work : Your position is of whole time employment with the foundation and  
you shall devote yourself exclusively to the work of the foundation.  
You will not take up any other work for remuneration or other trade  
or business during your employment with the foundation without the  
written permission of the chairman.



PRINCIPAL


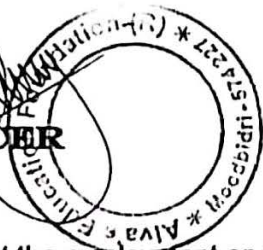


- 10. Responsibilities** : Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.
- 11. Resignation** : You should not leave the job or tender resignation to the post held by you before the end of academic year. You must note that Mid Term / Annual Vacation cannot be considered as notice period.
- 12. Leave Facility** : You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be confirmed when you produce the original document & Service Certificate.

Verified By:


  
**HR OFFICER**  


For ALVA'S EDUCATION FOUNDATION (R.)

  
**DR. M. MOHAN ALVA**  
Chairman

I agree to accept the employment on the terms & conditions stated above.

Date : 13/02/21

Signature : 



# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : info@alvas.org Website : www.alvas.org

Ref :

AEF//2012-13/02

Date : .....

09-01-13

To,

Mr. Ravi Annappa  
S/o. Annappa R  
# 395 (840 , Disha, 4<sup>th</sup> Cross, SSV Garden  
Pipeline Raod, Somashettihalli  
Chikkabanavara Post, Bangalore -90

Dear Mr. Ravi Annappa,

**Sub: Your appointment as Physical Education Director & Coach**  
**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Physical Education Director & Coach
2. Establishment & Location: Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on or before 10/01/2013
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates & experience letters (if any)
5. Salary : You will be paid a salary on the pay scale & allowance as stated below:

Basic	: Rs. 14,400.00
D.A. (60%)	: Rs. 8,640.00
H.R.A.(5%)	: Rs. 720.00
Total	: Rs. 23,760.00
6. Position : You will be appointed on temporary basis till the end of this academic year 2012-13.
7. Confirmation : Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

PRINCIPAL

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



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MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : info@alvas.org Website : www.alvas.org

Ref :

Date : .....

8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

9. Other work : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

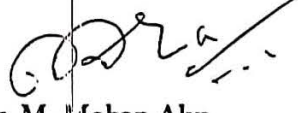
10. Responsibilities : Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

11. Resignation : You should not leave the job or tender resignation to the post held by you before the end of academic year. Incase you wish to tender your resignation, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month notice or forfeit month's salary before submitting your resignation to the post held by you. In case you resign or leave the job as against this term, the management will have to proceed for legal action for the breach of this term of the contract.

12. Leave Facility : You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

Note: Your Salary will be confirmed when you produce the original Documents & Service Certificate.

  
Dr. M. Mohan Alva

Chairman  
Alva's Education Foundation (R)

I agree to accept the employment on the terms & conditions stated above.

Date :

Signature :





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MOODBIDRI - 574 227, D.K.

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AEF/HR-AP/2018-19/092

27-07-2018

To,

Sharath Raj B V  
S/o Vasudeva H  
#1D 504, Dos Housing Colony,  
Old Airport Road, Domlur  
Bangalore, Karnataka-560071

**Sub: Your appointment as Handball Coach**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Handball Coach
2. Establishment & Location : Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **01-08-2018**
4. Reporting authority : You are required to report to the Chairman  
With all necessary certificates.
5. Salary : You will be paid a salary on the pay scale & allowance as stated below:

Basic	: Rs. 12,000.00
D.A. (30%)	: Rs. 3,600.00
H.R.A. (15%)	: Rs. 1800.00
V A	: Rs. 2600.00
-----	
Gross Salary	: Rs. 20,000.00
-----	

6. Position : You will be appointed on temporary basis till the end of this academic year 2018-19

7. Confirmation: Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

PRINCIPAL

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

Received



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MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : [info@alvas.org](mailto:info@alvas.org) [finance@alvas.org](mailto:finance@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

**8. Transfer / Deputation** : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

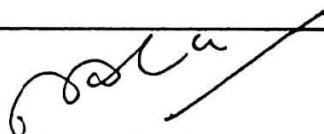
**9. Other work** : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**10. Responsibilities:** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**11. Resignation:** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Dr. M. Mohan Alva

  
Received



# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

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AEF/HR-AP/2018-19/093

10-07-2018

To,

M K Somashekar  
S/o Karadi Rudraiah Gowda  
Madapura, Thalakadu hobli  
Hiriyuru, Karnataka-571124

**Sub: Your appointment as Basketball Coach**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Basketball Coach
2. Establishment & Location : Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **12-07-2018**
4. Reporting authority : You are required to report to the Chairman  
With all necessary certificates.
5. Salary : You will be paid a salary on the pay scale & allowance as stated below:

Basic	: Rs. 12,000.00
D.A. (30%)	: Rs. 3,600.00
H.R.A. (15%)	: Rs. 1800.00
V A	: Rs. 2600.00

Gross Salary : Rs. 20,000.00

6. Position : You will be appointed on temporary basis till the end of this academic year 2018-19

7. Confirmation: Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

PRINCIPAL

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





# ALVA'S EDUCATION FOUNDATION (R.)

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Email : [info@alvas.org](mailto:info@alvas.org) [finance@alvas.org](mailto:finance@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

**9. Other work** : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**10. Responsibilities:** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**11. Resignation:** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

Received  
(Signature)

(Signature)  
Dr. M. Mohan Alva

AEF/HR/T/2020-21/165

29-09-2020

To,

Mr. Damodara Gowda  
S/O, Late Chandu Gowda  
Pilikula Road, Thiruvail  
Vamanjoor, D.K  
Karnataka-575028

**Sub: Your appointment as Athletic Coach**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Athletic Coach
2. Establishment & Location : Alva's Education Foundation @. Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **01-10-2020**
4. Reporting authority : You are required to report to the Chairman  
With all necessary certificates.
5. Salary : You will be paid a salary as stated below:

**Gross Salary : Rs.25,000**

6. Position: You will be appointed on temporary basis till the end of this academic year 2020-21

7. Confirmation: Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.



PRINCIPAL

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**11. Resignation:** : You should not leave the job or tender resignation to the post held by you before the end of academic year .You are required to give one months notice or forfeit month's salary before submitting your resignation to the post held by you.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Damodara Gowder

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





# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

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Email : info@alvas.org finance@alvas.org Website : www.alvas.org

AEF/HR-AP/2018-19/090

23-06-2018

To,

Ganesh H  
S/o Haleshappa  
Near KTG Nagar Police Station  
Davangere, Karnataka-577001

**Sub: Your appointment as Wrestling Coach**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Wrestling Coach
  2. Establishment & Location : Alva's Education Foundation @ Moodbidri, D.K.
  3. Date of Joining : You are supposed to report to duty on **25-06-2018**
  4. Reporting authority : You are required to report to the Chairman  
With all necessary certificates.
- 
5. Salary : You will be paid a consolidated salary of **Rs. 15,000 /Month.**

6. Position : You will be appointed on temporary basis till the end of this academic year 2018-19

7. Confirmation: Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

9. Other work : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

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



# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 238731

Email : [info@alvas.org](mailto:info@alvas.org) [finance@alvas.org](mailto:finance@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

## 10. Responsibilities:

Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

## 11. Resignation:

You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

Received

Dr. M. Mohan Alva



# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 238731, Email : alvas@sanchamel.in

Ref : ALF/OC/2006/AO/186

Date : 25-07-2006

To :

Mr. Udaya Kumar  
Hutturke House  
Hebri Post  
Karkala Taluk

Mr. Udaya Kumar,

Sub : Appointment as Lecturer in Physical Education

Ref : Your application

In reply to your above application, the Chairman is pleased to appoint you as Lecturer in Physical Education in Alva's College of Physical Education on temporary basis from the date of your reporting for duty on the pay scale approved by the Management shown below :

Basic	:	Rs. 6,000.00
D.A. (15%)	:	Rs. 900.00
H.R.A. (10%)	:	Rs. 600.00
Total	:	Rs. 7,500.00

You are also required to give a month's notice or forfeit a month's salary before submitting your resignation to the post held by you. But you are not supposed to leave the institution in the middle of the academic year as it disturbs the academic career of students.

During the temporary period of your service, you are entitled to only 12 days of casual leave per year, which can be availed at the rate of 1 leave per completed month of service.

If the above terms and conditions are acceptable to you please report for duty immediately.

PRINCIPAL

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

  
CHAIRMAN





# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731, Email : alvas@sancharnet.in

10.7.2007

Date :

To,

Mr. Jayaprakash  
Lecturer in Physical Education  
Alva's Education Foundation  
MOODBIDRI

Sub : Your re-appointment

Ref : Your letter dated 28.5.2007

This is to bring to your kind notice that as per your above referred letter, after availing leave for nearly 12 months (10.6.2006 to 29.5.2007 loss of pay) for the purpose of Higher Education in Diploma in Sports Coaching, you have rejoined for duty on 28.5.2007. As your regularisation of service falls due on 6.6.2007, you will be paid salary for a days (28.5.2007 to 5.6.2007) as shown below :

For 4 days (28.5.2007 to 31.5.2007)

Basic	-	Rs. 6,000.00
D.A. 15%	-	Rs. 900.00
HRA 10%	-	Rs. 600.00
Total	-	<u>Rs. 7,500.00</u>

4 days salary  
monthly salary Rs. 7,500/-

For 5 days (1.6.2007 to 5.6.2007)

Basic	-	Rs. 6,000.00
D.A. 25%	-	Rs. 1,500.00
HRA 10%	-	Rs. 600.00
Total	-	<u>Rs. 8,100.00</u>

5 days salary  
monthly salary Rs. 8,100/-

PRINCIPAL

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

  
CHAIRMAN

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



# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574227, D.K

PHONE: 08258 238104 - 2381011 (8 LINES) Fax: 08258 236731

Email: [info@alva.org](mailto:info@alva.org) Website [www.alva.org](http://www.alva.org)

AEF/Physical Education /2015-16/01

09-06-2015

To,

Mr. Madhu G R

S/o. Raju R M

Gondibasavanahalli Village

Madapatana Post

Kushalnagar

Coorg District

DEAR Mr. Madhu G R

Sub: Your appointment as Lecturer

Ref: Your Application.

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : **Lecturer in Physical Education**
2. Establishment & Location : Alva's Education Foundation @ Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **15-06-2015**.
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates.
5. Salary : You will be paid a consolidated salary of **₹17,500.00** per month.
6. Position : You will be appointed on temporary basis till the end of this academic year 2015-16.

PRINCIPAL

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





# ALVAS EDUCATION FOUNDATION

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 261274 Fax : 08258 - 236731

Email : [administration@alvas.org](mailto:administration@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

Ref :

Date :

**7. Confirmation:** Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

**8. Transfer / Deputation :** You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

**9. P.F.** : You are entitled to provident fund as per the statutory provision.

**10. Other work :** Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**11. Responsibilities :** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**12. Resignation :** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

**13. Leave Facility :** You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

*(Signature)*

**Dr. M. Mohan Alva**

Chairman

Alvas Education Foundation





# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : info@alvas.org Website : www.alvas.org

Ref : AEP/B.P.Ed/2013-14/01

Date : 28-06-2013

To,

Mr. Nithin  
Divyashree Nivas  
Kedirje Post  
Karkala Taluk

Dear Mr. Nithin,

Sub: Your appointment as Lecturer

Ref: Your Application.

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Lecturer in Alva's College of Physical Education
2. Establishment & Location : Alva's Education Foundation @ Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **01-07-2013**.
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates & experience letters (if any)
5. Salary : You will be paid a salary on the pay scale & allowance as stated below.

Basic	: Rs. 11,400.00
D.A. (75%)	: Rs. 8,550.00
H.R.A.(5%)	: Rs. 570.00
<b>Total</b>	<b>: Rs. 20,520.00</b>

6. Position : You will be appointed on temporary basis till the end of this academic year 2013-14

PRINCIPAL

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



# ALVAS EDUCATION FOUNDATION

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 261774 Fax : 08258 - 235731

Email : [administration@alvas.org](mailto:administration@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

Ref :

Date :

**7. Confirmation:** Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

**8. Transfer / Deputation :** You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

**9. P.F. :** You are entitled to provident fund as per the statutory provision.

**10. Other work :** Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**11. Responsibilities :** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**12. Resignation :** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

**13. Leave Facility :** You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Dr. M. Mohan Alva

Principal, Alvas Education Foundation, Moodbidri





# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 238731

Email : info@alvas.org Website : www.alvas.org

Ref : AEF/ AC/ AI/2018-19/29

Date : .....01-06-2018

To,

Mr. Rathnakar Puthi

Lecturer in Physical Education

Alva's College

Moodbidri

Mr. Rathnakar Puthi,

## Sub: Annual Increment

The undersigned is pleased to sanction annual increment to you with effect from 15-07-2018. With the result, your total salary will be as stated below:


Basic	: Rs.16,600.00
D.A.(75%)	: Rs.12,600.00
H.R.A. (5%)	: Rs. 840.00
Incentive for M.Phil.	: Rs. 300.00
Special Allowance	: Rs. 500.00
	-----
Total	: Rs.31,040.00

The other rules and regulations mentioned in our earlier appointment order issued to you remain the same except that you have to give 3 month's notice or forfeit 3 month's salary before resignation to the post held by you. You must note that Mid Term / Annual Vacation cannot be considered as notice period.


You are governed by the rules & regulations framed and orders issued from time to time by the management.


The management expects a better performance and greater co-operation from you.

*Respectfully,*

  
Principal  
ALVA'S COLLEGE  
MOODBIDRI - 574 227  
D.K.  
1 Principal

A.A.O.  
Principal  
Alva's Institute of Engg. & Technology,  
Moodbidri - 574 225, D.K.

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

  
DR. M. MOHAN ALVA  
CHAIRMAN  
Alva's Education Foundation (R.)

*received*





# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 238731

Email : info@alvas.org Website : www.alvas.org

Ref: AEF/PD/No.01/2010-11

Date: 19-07-10

To,

Mr. Thilak Shetty

Kandiga House

Mijar Post

Mangalore Taluk

Dear Mr. Thilak Shetty,

**Sub: Your appointment as Physical Director**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : **Physical Director**
2. Establishment & Location : Alva's Education Foundation @, Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **19-07-2010**
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates.
5. Salary : You will be paid a consolidated salary of **Rs. 13,200/-** per month.
6. Position : You will be appointed on temporary basis till the End of this academic year 2010-11.

PRINCIPAL

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



# ALVARS EDUCATION FOUNDATION

MOODUBIDRI - 574 227, D.K.

Phone : 08258 - 261274 Fax : 08258 - 235731

Email : [administration@alvars.org](mailto:administration@alvars.org) Website : [www.alvars.org](http://www.alvars.org)

Ref:

Date:

**7. Confirmation:** Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

**8. Transfer / Deputation :** You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

**9. P.F.** : You are entitled to provident fund as per the statutory provision.

**10. Other work :** Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**11. Responsibilities :** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**12. Resignation :** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

**13. Leave Facility :** You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Dr. M. Mohan Alva





# ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : info@alvas.org Website : www.alvas.org

Ref : AEF/A.O./Physical Education /2017-18/01

Date : 30-06-2017

To,

Avin Kumar K

S/o, Krishnappa poojari

Kaniyarodi House

Keyyur Village, Mudavu (p)

Puttur tq, D.K -574210

Dear Avin Kumar K,

**Sub: Your appointment as Lecturer**

**Ref: Your Application,**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : **Lecturer in Physical Education.**
2. Establishment & Location : Alva's Education Foundation @ Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **07-06-2017.**
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates.
5. Salary : You will be paid a consolidated salary of Rs. 17,500.00 per month.
6. Position : You will be appointed on temporary basis till the end of this academic year 2017-18.

PRINCIPAL

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





# ALVAS EDUCATION FOUNDATION

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 261274 Fax : 08258 - 235731

Email : [administration@alvas.org](mailto:administration@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

Ref. \_\_\_\_\_

Date : \_\_\_\_\_

**7. Confirmation:** Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

**8. Transfer / Deputation :** You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

**9. P.F. :** You are entitled to provident fund as per the statutory provision.

**10. Other work :** Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

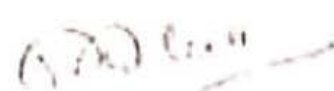
**11. Responsibilities :** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

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Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Dr. M. Mohan Alva

Principal, Alvas Education Foundation



# ALVA'S EDUCATION FOUNDATION (R.)

MOOBBIDRI - 574227, D.K

PHONE: 08258-238104 - 2381011 (8 LINES) Fax: 08258-236731

Email: [info@alva.org](mailto:info@alva.org) Website: [www.alva.org](http://www.alva.org)

AEF/Physical Education /2015-16/07

18-07-2015

To,

Mr. Devanna Naik  
S/o. Narasimha Naik  
Kotarbettu  
Hebri Santhekatte Post  
Udupi Taluk & District  
Pin - 576215

Dear Mr. Devanna Naik,

**Sub: Your appointment as Lecturer in Physical Education**

**Ref: Your Application.**

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Lecturer in Physical Education
2. Establishment & Location : Alva's Education Foundation @ Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **20-07-2015**.
4. Reporting authority : You are required to report to the Administrative Officer with all necessary certificates.
6. Salary : You will be paid a consolidated salary of ₹ 17,500.00 per month.
6. Position : You will be appointed on temporary basis till the end of this academic year 2015-16.

PRINCIPAL

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





# ALVAS EDUCATION FOUNDATION

MOODIBIDRI - 574 227, D.K.

Phone : 08258 - 261274 Fax : 08258 - 235731

Email : [administration@alvas.org](mailto:administration@alvas.org) Website : [www.alvas.org](http://www.alvas.org)

Ref :

Date : .....

**7. Confirmation:** Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.

**8. Transfer / Deputation :** You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.

**9. P.F. :** You are entitled to provident fund as per the statutory provision.

**10. Other work :** Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

**11. Responsibilities :** Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

**12. Resignation :** You should not leave the job or tender resignation to the post held by you before the end of academic year. In case you wish to tender your resign, the resignation letter must be submitted only on or after 31<sup>st</sup> March. You are required to give one month's notice or forfeit month's salary before submitting your resignation to the post held by you.

**13. Leave Facility :** You will be allowed a casual leave of one day for every completed month of your service.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

**Note:** Your Salary will be conformed when you produce the original document & service Certificate.

  
Dr. M. Mohan Alva  
Chairman

Alvas Education Foundation