



ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

(Affiliated to Visvesvaraya Technological University, Belagavi

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

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

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

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

Ref: AIET/HR/2014-15/2033

Date: 16.04.2015

Office Order

To,

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

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

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

(Pay Scale Rs.11550-225-12450)

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

This office order is with effective from 02.04.2015

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

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

Copy to:

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

PRINCIPAL

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

PRINCIPAL

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

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

Ref: AIET/HR/2015-16/

Date: 14.05.2016

Office Order

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

Duties and Responsibility:

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


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

Copy to:

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