

**B. M. Sukumar Shetty**  
President

# COONDAPUR EDUCATION SOCIETY (Regd.)

(No. 36/75-76)  
KUNDAPURA - 576201, Udipi District

◆ H.M.M. English Medium Nursery, Primary School  
email:hmmsschool75@gmail.com ☎ : 231292

◆ R.N. Shetty P.U. College  
email:su182.pue@gmail.com ☎ : 231501

◆ V.K.R.A.M. English Medium High School  
email:vkkracharyaenghigschool@gmail.com ☎ : 231406

◆ Dr. B. B. Hegde First Grade College  
email:bbhegdecollegekundapur@rediffmail.com ☎ : 235588

Ref. No.....

Date : .....

## PROCEEDINGS

**Sri B. M. SUKUMAR SHETTY, PRESIDENT**

No : CES/BBHC/HR: 2023-24/14

Date : 01/09/2023

Sub : Dr. B. B. Hegde First Grade College, Kundapura –  
Extension of Services.

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Mrs. Pavithra Shetty  
Shri Sadhana, Jannal  
Idoor Kunjhnadi Post  
Kundapura Tq, Udipi Dist.,-576233

Dear Mrs. Pavithra Shetty,

We are pleased to inform you that your services as Temporary Assistant Professor in the Department of Computer Science at Dr. B. B. Hegde First Grade College, Kundapura on probation for a period of one year is extended from the above mentioned date. Your service will be subject to the following terms and conditions;

1. As the Assistant Professor, you shall draw a consolidated salary of Rs. 20,000. /- (Rupees Twenty thousand only) per month.
2. If you are desirous of leaving the services of the institute during your service, you are liable to give either one month's notice or pay one month's salary in lieu of such notice. Your appointment is terminable on furnishing one month's notice or on payment of salary in lieu of the notice period.
3. You shall retire from services on reaching superannuation at the age of 60 years which may be extended on mutual consent for a future period.
4. You will be subject to rules of discipline and service regulations as formulated by the Society from time to time. You shall strictly follow the working hours of the Institute. You shall be entitled for leave as per the rules prescribed by the Management. You are liable to be transferred to any one of the constituent units of Coondapur Education Society ®, Kundapura during your service.

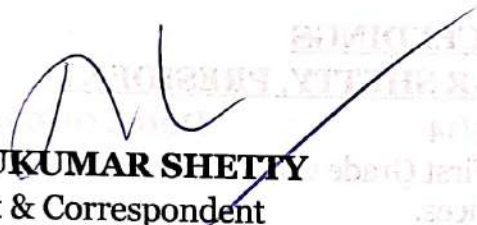
### **General:**

- a) You shall not be relieved in the middle of an academic year except under extraordinary circumstances.
- b) You shall not engage yourself either on full time or part time basis in any job elsewhere while being in the services of the institute.

- c) You will communicate any change in your residential address & contact number to the Principal. Any communication sent to you at the above address or the new address if any notified by you will be deemed to have been duly served on you.
- d) You will be responsible for assignments and functions that are complementary to your employment as may be entrusted to you by the management from time to time.
- e) You shall render faithful account of all the properties of the institute which may be entrusted to you in the course of your employment with us.
- f) If any information furnished by you is found to be not true, then your services are liable to be terminated without any further notice.
- g) You are subject to all service and conduct rules of the Dr. B. B. Hegde First Grade College, Kundapura.

If agree to the above terms of your appointment, please signify your consent by returning copy of the appointment order duly signed.

Your's Sincerely,

  
**B. M. SUKUMAR SHETTY**  
President & Correspondent  
*President  
Coondapur Education  
Society (R.), Kundapura*

❖ Issued through the Principal  
Dr. B. B. Hegde First Grade College, Kundapura

*(Copy Received)*

*We are pleased to inform you that your services as Temporary Assistant Professor in the Department of ... Kundapura on probation for a period of one year commencing from the above mentioned date. Your services will be subject to the following terms and conditions:*

1. As the Assistant Professor you shall draw a consolidated salary of Rs. 20,000/- (Rupees Twenty thousand only) per month.
2. If you are desirous of leaving the services of the Institute during your service you are liable to give a written notice of one month or pay one month's salary in lieu of such notice. Your resignation must be acceptable on the date of one month's notice or on payment of salary in lieu of the notice period.
3. You shall retire from service on the date of superannuation at the age of 60 years which may be extended up to 65 years on the basis of service regulations which will be subject to a written notice of one month.
4. You will be subject to a list of discipline and service regulations as framed by the Society from time to time. You shall strictly follow the working hours of the Institute. You shall be liable for leave as per the rules framed by the Society. You shall be liable to be transferred to any other post or to any other Institute as may be decided by the Management.