

B. M. Sukumar Shetty
President

COONDAPUR EDUCATION SOCIETY (Regd.)

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

◆ H.M.M. English Medium Nursery, Primary School email:hmmnschool75@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:vkkracharyaenghighschool@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:2023-24/01

Date : 30/07/2023

**Sub : Dr. B. B. Hegde First Grade College, Kundapura –
Appointment of Faculty**

Mrs. Wilma Sharal Cornelio
Apeksha, House
5th Cross, Neyanpalli Road
Santhekatte, Udupi

Dear Mrs. Wilma Sharal Cornelio,

We are pleased to appoint you as 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 with effect from the date of reporting to duty. Your appointment will be subject to the following terms and conditions;

As Assistant Professor, you shall draw a consolidated salary of Rs. 29281/- (Rupees Twenty Nine thousand two hundred eighty one) per month with effect from the date of reporting to duty.

1. You are requested to report to the Principal, Dr. B. B. Hegde First Grade College, Kundapura at the earliest.
2. If you are desirous of leaving the services of the institute during your period of probation, you are liable to give either three month's notice or pay three 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. On expiry of the probationary period, your services shall stand expired unless extended further.
3. This probationary appointment is subject to your producing the following certificates, in original:
 - a) Educational Qualification certificates
 - b) Age proof certificate
 - c) Work/ teaching experience certificate
 - d) Relieving certificate from the last employer
 - e) PAN card, Aadhar card, UAN for Provident fund (if allotted)Photostat copies of all the above certificates along with two passport size Photographs may also be produced for record.


4. 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.
5. 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