

**B. M. Sukumar Shetty**  
President

# COONDAPUR EDUCATION SOCIETY (Regd.)

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

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◆ H.M.M. English Medium Nursery, Primary School email:hmmschool75@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:vkacharyaenghighschool@gmail.com ☎ : 231406	◆ Dr. B. B. Hegde First Grade College email:bbhegdecollgekundapur@rediffmail.com ☎ : 235588

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Ref. No.....

## PROCEEDINGS

Date :.....

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

No : CES/BBHC/HR/2023-24/43

Date : 29/02/2024

Sub : Dr. B. B. Hegde First Grade College, Kundapura  
-Appointment of Faculty (Contract basis)

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Mrs. Swathi G. Rao  
Ramanatha Nilaya  
I-121 B, Near ARS Building  
Aarasarabettu, Beejadi  
Koteshwara, Kundapura-576222

Dear Mrs. Swathi G Rao,

We are pleased to appoint you as Temporary Assistant Professor in the Department of ~~ENGLISH~~ on contract basis at Dr. B. B. Hegde First Grade College, Kundapura with effect from the date of reporting to duty.

Your appointment will be subject to the following terms and conditions;

1. As Assistant Professor, you shall draw a consolidated salary of Rs. 20,000 (Twenty Thousand only) per month with effect from the date of reporting to duty.
2. The remuneration may be enhanced from year to year depending upon your performance.
3. The nature of appointment is purely temporary on yearly contract basis.
4. If you are desirous of leaving the services of the institute during your period of Contract, you are liable to give either three months' 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 Contract period, your services shall stand expired unless extended further.
5. You have to serve the institute for a minimum of five academic years from 2023-24 to 2027-28 without any break. If you are desires of leaving the institution in between the agreed period, you have to repay the half of the salary which you have drawn during the agreed period.
6. This Contract 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)

- f) Photostat copies of all the above certificates along with two passport size Photographs may also be produced for record.
7. You will be subject to rules of discipline and service regulations as formulated by the Society from time to time.
8. You shall strictly follow the working hours of the Institute.
9. You shall be entitled for leave as per the rules prescribed by the Management.
10. You are liable to be transferred to any one of the constituent units of Coondapur Education Society @, Kundapura during your service.

**General:**

- a) You will strictly adhere to the college timings and mark your attendance in the biometric System.
- b) You shall not be relieved in the middle of an academic year except under extraordinary circumstances.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) You are subject to all service and conduct rules of the Dr. B. B. Hegde First Grade College, Kundapura.
- h) If any information furnished by you is found to be not true, then your services are liable to be terminated without any further notice.

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