

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:hmmschool75@gmail.com

☎ : 231292

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

☎ : 231406

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

☎ : 231501

◆ 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: 2023-24/34

Date: 30/09/2023

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

Mr. Harisha
Mudduradha
Manoor, Padukare
Kotatattu Post, Brahmavara Tq
Udupi Dist.,-576221

Dear Mr. Harisha,

We are pleased to appoint you as Personal Secretary to the Principal 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;

1. As the Personal Secretary to the Principal, you shall draw a consolidated salary of Rs. 28,000 /- (Rupees Twenty eight 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 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.
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

CORRESPONDENT

Dr. B. B. Hegde First Grade College
Kundapura

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

Received with thanks
