



SOUNDARYA EDUCATIONAL TRUST (Regd.)

(Recognised by the Govt. of Karnataka)

Soundarya Road, Havanoor Extension, Hesarghatta Main Road
Nagasandra Post, Bengaluru - 560 073
Tel: 080 - 2839 1789

Ref. No.: SET/SIMS/AO/07/2019-20

Place: Bangalore
Date: 10-09-2019

To:

Mrs. REKHA C.

#J-12, J C Nagar, Mahalakshmpura post,
West of chord road, BANGALORE - 560086. – 560056.

APPOINTMENT LETTER

Dear Mrs. Rekha ,

With reference to our Offer Letter, Management is pleased to appoint you to the position of **HOD in Computer Science** to our **Soundarya Institute of Management & Science** , subject to the following terms and conditions:

1. Date of Appointment:

Your date of appointment is effective from the day you report to duty.

2. Salary:

You will be on probation for the period of one year from the date of your joining duty and you will be paid a consolidated salary of **Rs.80,000/- (Rupees Eighty Thousand only)** per month. After the satisfactory completion of the probation period, your salary will be fixed in the pay scale prescribed by the Management for the concerned post. The Management reserves the right to extend your probationary period if it is found necessary.

3. P.F. and E.S.I. :

The Employees Provident Fund and Employees State Insurance facility will be extended as per the prevailing rules.

4. Tax Implications on Salary:

You are individually responsible for all declarations and implications arising thereof for all taxes and statutory payments including Income Tax.

5. Full time Employment:

This is a full time employment and you shall devote yourself exclusively to the given assigned work or teaching-learning process in the Institution. You should not indulge in private tuition or take up any other work or assignment or be interested either directly or indirectly at any other Institution or Coaching Center during your employment with this Institution. And also you should not indulge in or encourage any form of mal practice connected to the examination or any other activity of Institution.

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Rekha C.
8/5/20

Rekha C.



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6. Leave:

You will be entitled to avail Ten days Casual Leave for the whole academic year. You shall not absent yourself without prior permission or leave from the Head of the Institution. Proper intimation in writing has to be given before taking leave. Further, leave cannot be considered as a matter of your right.

7. Service Conduct:

At work you are expected to be punctual and follow the rules, regulations and code of conduct of the Institution strictly and execute the policy measures sincerely for the betterment of the Institution. You should show cooperation, exemplary behavior and polite manner with the students, parents and staff members for the smooth functioning of the Institution. You should not involve in any sort of anti-propaganda against the Management or Principal or Staff. You will also not undertake or be interested either directly or indirectly any activities which are contrary to or damage the name and fame of the Institution. You shall devote yourself exclusively to the work assigned to by the Institution. Any breach of this condition on your part will lead to termination of your employment with the Institution.

8. Confidential Information:

You will not at any point of time, without the permission of the Principal or Management of the Institution, disclose or make public any information regarding the Institution's affairs or administration whether the same may be confined to you or become known to you in the course of your service or otherwise. You shall return all the official documents, papers, books, gadgets, articles, ID card etc. may be in your possession at the time of your separation from the Institution.

9. Working Hours:

In addition to normal working hours defined as per the policy of the Institution, you have to be ready to render extra service on holidays or beyond normal working hours as and when entrusted by the Management and Principal which will form a part of your employment for the smooth conduct of educational, co-curricular and administrative activities.

10. Notice Period:

You have to confirm that you will serve the Institution for minimum of two years. If you want to discontinue the services on valid grounds, you have to give at least two months prior intimation in writing. The Institution is not bound to give any reason thereof and reserves the right to pay or recover salary in lieu of notice period. However discontinuation of service during the middle of the academic year is not permitted under any circumstances in the larger interest of the Institution and students community. Otherwise you have to surrender two months' salary in such cases. And also your service may be terminated without any notice, if your work and conduct are not satisfactory.



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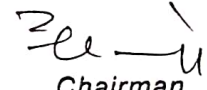
Soundarya Road, Havanoor Extension, Hesarghatta Main Road
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11. Communication:

You shall communicate to the Institution if any change in your address, contact number, as well as personal status. All communications sent to you in the normal course to the address given by you is deemed to have been received by you.

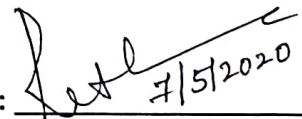
We welcome you to Soundarya Group of Institutions and look forward to a long and happy association. Please confirm that the terms and conditions of employment are acceptable to you. Kindly accept the Appointment Letter by signing a copy of it.


With good wishes,


Chairman
Soundarya Educational Trust (R)

I, REKHA C agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 7/5/2020

Signature:  7/5/2020


7/5/20