



April 4, 2014

Dr B.S. Srikanta
Bangalore

Dear Dr Srikanta,

Sub: Appointment to the post of "Academic Director & Principal"

This has reference to your application for employment in our institution and subsequent interview you had with us, we are pleased to appoint you as "**Academic Director & Principal**" for our Under-Graduate College namely Surana College, South End Road, Bangalore with effect from 04.04.2014, on the following terms and conditions:

1. Your remuneration package will be as under:

a) Basic Salary	: Rs. 48,000/- pm
b) H.R.A.	: Rs. 24,000/- pm
c) Conveyance Allow.:	Rs. 12,000/- pm
c) Special Allowance	: Rs. 36,000/- pm

Monthly Salary	: Rs.120,000/- pm
	=====

Further, you will also be entitled for reimbursement of following expenses subject to submission of bills:

i) Driver Expenses	: Rs.12,000/- pm
ii) Telephone Expenses	: Rs.2,000/- pm

2. Your present place of work will be at Bangalore, but during the course of employment in this institute, you shall be liable to be posted / transferred anywhere to serve any of the location or any other establishment in India or outside, at the sole discretion of the Management Trustees.
3. During the period of employment with this institute, you shall not engage yourself or in association with any other person, in any other business or occupation, with or without remuneration, other than that of our institute. You are required to maintain the highest order of discipline and secrecy as regards the work of the institute. In case of any breach of discipline/trust, the institute may withdraw your employment with immediate effect.

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4. This position as "Academic Director & Principal" is a below Board level position and the provisions of the Company's Act 1956 and rules made there under with regard to Board of Directors shall not apply to you.
5. Your Services can be terminated without assigning any reasons with two month's notice on either side or pay in lieu thereof.
6. This appointment and your continuance in employment is subject to your having been found medically (physically and mentally) fit by the authorized Medical Officer.
7. You will be required to comply with all such rules and regulations as the foundation/institute may frame from time to time.
8. Any of our technical, confidential and other important information which might come into your possession during the continuance of your appointment with us shall not be disclosed, divulged or made public by you even thereafter.
9. You will be responsible for safe keeping and return in good condition and order of all institute property, which may be in your use, custody or charge.
10. Disputes or litigation if any arising out of this employment contract is subject to Bangalore City court jurisdiction only.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

Yours faithfully,
for SURANA COLLEGE,



Dilip Surana
Chairman & Managing Trustee


Read and Accepted 16/12/14

Please note that your remuneration package is Strictly Confidential between you and the Institute and any breach of this confidentiality on your part would be viewed seriously.



SURANA COLLEGE

16, South End Road, Bangalore-560004

SC:EST/APT/2008-09/128
28th June, 2008

Mr.A.S.Chandramouli

No-11, 1-A Cross, Canara Bank Colony
Chikka kalla Sandra, Subhramanya Pura Post
Bangalore-560061

Dear Sir,

Sub: APPOINTMENT AS PRINCIPAL

1. Further to the discussions we had, we are pleased to offer you the above position in Surana College of Arts Science Commerce & Management (Degree Courses) on the following conditions.
2. You will be offered a monthly salary as per the following:

Basic Salary	:	18,400-00
D.A.	:	14,536-00
H.R.A	:	2,392-00
C.C.A	:	200-00
Total	:	35,528-00

In addition to the above, you will be reimbursed your petrol/ conveyance expenses and telephone bill to the extent of Rupees.2,000-00 per month for official purposes.

Contd.2



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Regulation Governing the appointment:

1. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period of one year.
2. You will be governed as per the existing Provident Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the Institution in the middle of the academic year.
5. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
6. You shall strictly follow the Institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
7. You are eligible to avail leave as per the leave rules of the Institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the Management has right to refuse/cancel your leave and leave is not the matter of right.
8. You must devote yourself in teaching and training the students/staff in the duties & responsibilities assigned to you.
9. You must consider yourself accountable for the performance of the staff.
10. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.

Contd.3



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11. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the Management.
12. We expect that our students/staff will be benefited by your academic/administrative involvements
13. During the period of service you will be liable and shall accept transfer to any sister concerns of the organization anywhere in India.
14. Any disputes arising out of this employment will be subject to Bangalore jurisdiction.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the appointment order.

I wish you good luck.

Regards,


G.C.SURANA
CHAIRMAN

I accept the appointment and agree to abide by the terms and conditions mentioned therein

Mr. A.S.Chandramouli

Signature.....

Date: 28-06-2008

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



SURANA COLLEGE

16, South End Road, Bangalore-560004

REF.NO/SC/EST/APT.ORD/2013-14/ 092A

27th December, 2013

Mr.Santosh.N.C

#203,10th Block Black Pally
Police Quarters, Shivajinagar,
Bangalore-560051
Ph: 8147766353

Dear Mr.Santhosh.N.C,

**Sub: Appointment to the post of Lecturer in the
Department of Commerce and Management**

Ref: With Personal Interview Dated 31/05/13.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Lecturer in the Department of Commerce and Management** in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	11,400.00
DA	1,710.00
HRA	2,850.00
CCA	300.00
SA	1,740.00
TOTAL	18,000.00 (Rupees Eighteen Thousand Only)

In addition to above, you are entitled for ESI/EPF as per the rules of the college.
You are not entitled for any emoluments other than the above said amount.

03. You are informed to report to duty within seven from the date of this appointment order; else this appointment order stands cancelled.
04. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
05. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
06. Your Employment is transferable among the Surana Group Institutions.

Contd.2...

(Affiliated to Bangalore University and Recognized by Government of Karnataka and UGC)

Moulding Character and Careers

Phone : (91) 080-26642292, 22446141
Telefax : (91) 080-26541095

E-mail : ugcentre@suranacollege.edu.i
Web : www.suranacollege.edu.in



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07. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed seriously. Such absences for a fortnight will be considered as termination of your service.
08. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give one months compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
09. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
10. Your annual increment or increase in emoluments would be done subject to overall performance.
11. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
12. You are responsible for the overall performance of your students, in particular with the tests and examinations.
13. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

Contd.3..



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14. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
15. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,

For SURANA COLLEGE

H.S. Chandrasekhar
PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mr.Santosh.N.C

Signature *Santosh.N.C*

Date *01/01/2014*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

Received Appointment Order
Santosh.N.C
01/01/2014



SURANA COLLEGE

Moulding Character & Careers

REF.NO/SC/EST/APT.ORD/2015-16/042

Affiliated to Bangalore University
Accredited by NAAC with "A" Grade

01/June/2015

To,
Mr. Yeshwanth.R
#376, Lakshmi Venkateshwara Nilaya,
8th Main, Avalahalli, BDA Layout,
Banglore-85
Ph.8892991533/8971475497

Dear, Mr. Yeshwanth.R

Sub: Appointment for the post of Lecturer in the Department of Commerce
And Management

Ref: Interview held with us on 29/01/2015

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of Commerce & Management in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	11,400
DA	1,140
HRA	2,280
CCA	300
SA	2,880
TOTAL	18,000

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

*Received
12/6/2015
R.Y.A.*

*88
11/6/15*

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SURANA COLLEGE

Moulding Character & Careers

Affiliated to Bangalore University
Accredited by NAAC with "A" Grade

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
 - d) Your appointment is on probation, for a period of twelve months and is subject to satisfactory performance.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.

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11/16/15

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10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson
PRINCIPAL 11/6/15

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mr. Yeshwanth.R**

Signature *R.Y.*

Date *12/6/2015*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.NO.SC:EST/APT.ORD/2012-13/055C

8th August, 2012

Ms.Beena.S
116, 6th Main, M.C.Layout
Vijayanagar
Bangalore-560040
Ph:23382248/9663796190

Dear Ms.Beena.S,

Sub : Appointment to the post of Lecturer in the Department of English
Ref: 1. Proceedings of Governing Council meeting of GDA Foundation's No. GDA/2011-12/509A Dtd.02/01/12
2. Interview held on 07/08/2012

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as "Lecturer in the Department of English" in our College situated at No.16, South End Road, Bangalore-560004, with effect from 9th August, 2012 in the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.

02. You will be paid monthly emoluments as under:

Basic : Rs. 11,400.00
DA : Rs. 1,140.00
HRA : Rs. 660.00
CCA : Rs. 300.00

Total : RS.13,500.00 (Rupees Thirteen Thousand & Five Hundred Only)
In addition to above, you are entitled for PF/EPF as per the rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.

04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.

05. Your Employment is transferable among the Surana Group Institutions.

Contd.2



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06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give three months compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.

Contd.3



14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Ms.Beena.S**

Signature

Date **9.8.2012**.....

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.SC/APPT/2009-10:106

13th May, 2009

Sri.Raghupathi Sarma.M.K
No.1, Srihari Nivas,
3rd Main Road, 11th Cross,
Shreyas colony, JP Nagar
7th Phase, Bangalore-78
Ph:9448564056

Sir,

**LETTER OF APPOINTMENT
SENIOR LECTURER-DEPARTMENT OF COMMERCE & MANAGEMENT**

1. I am glad to inform you that Surana College has decided to appoint you as a **Senior Lecturer** in the Department of **Commerce & Management**, Designated as **Faculty Advisor** situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on 1st July, 2009 and furnish your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as per the following:

Basic:Rs.12,000-00

D.A: Rs. 9,600-00

HRA: Rs. 1,560-00

CCA: Rs. 200-00

S.A. : Rs. 5,140-00

Total:Rs. 28,500-00 (Rupees Twenty Eight Thousand & Five Hundred Only)

Contd.2



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Regulation Governing the appointment:

1. The appointment will be on temporary basis for a period of one year and shall be extended subject to the satisfactory completion of probationary period.
2. You will be governed as per the existing Provident Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the Institution in the middle of the academic year.
5. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
6. You shall strictly follow the Institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
7. You are eligible to avail leave as per the leave rules of the Institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the Management has right to refuse/cancel your leave and leave is not the matter of right.

Contd.3

(Affiliated to Bangalore University and Recognized by Government of Karnataka and UGC)

Moulding Character and Careers

Phone : (91) 080-26642292, 22446141
Telefax : (91) 080-26541095

E-mail : suranacollege@yahoo.co.in
Web : www.suranacollege.edu.in



- 3 -

8. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
9. You must consider yourself accountable for the performance of your students in the tests and the examinations.
10. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
11. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the Management.
12. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
13. You shall support and assist the Principal and the Management in keeping up the standards of higher education and for the betterment of the College in matters of curriculum enhancement, students' academic progress and staff welfare.
14. Your services are transferable among the Surana Group of Institutions.
15. We look forward to have your association with us.

Contd.4

(Affiliated to Bangalore University and Recognized by Government of Karnataka and UGC)



- 4 -

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the appointment order.

I wish you good luck.

Regards,

AS Choudhary

PRINCIPAL

15/05/09

I accept the appointment and agree to abide by the terms and conditions mentioned therein

Sri.Raghupathi Sarma.M.K

Signature.....*[Signature]*

Date: 15.05.09

CC to:

- 1.The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

SURANA COLLEGE OF ARTS, SCIENCE, COMMERCE & MANAGEMENT

(G. D. A. FOUNDATION)

No. 16, SOUTHEND ROAD, BANGALORE - 560 004

Ref. Se/EST/APT/404-417/96-97

Date 27.6.1996

Sub: Appointment of Staff - Application dated _____

- Ref: 1. Proceedings of the meeting of the Board of Appointment in _____ dated _____
2. Approval of the Chairman of the Governing Council dated _____

ORDER NO. SC/EST/~~PT~~/APT/HINDI /96-97 dated 27.6.1996

~~Sri./Smt./Kum~~ GIRIJAGOPALAKRISHNA is appointed as a ~~Part-time~~/Full-Time Lecturer in the Department of HINDI in the College with immediate effect on a consolidated salary of Rs. 3,000/- p.m. i.e., without any allowances.

The appointment is purely temporary and it is on tenure basis. It is likely to be made permanent in due Course if his/her work is found satisfactory.

He/She is directed to report for duty to the Principal on or before 1.7.1996 with all the requisite Testimonials/Certificates.

By Order,


PRINCIPAL.

To:

SMT. GIRIJA GOPALAKRISHNA.

BANGALORE.

Girija



REF.NO/SC/EST/APT.ORD/2014-15/064
1st September 2014

Mrs. Sweta Khatri
#249, 2nd Floor, 16th Cross
6thMain, BTM 2nd Stage
Bangalore – 560078
Ph: 08095641949

Dear Mrs. Sweta Khatri

**Sub: Appointment for the post of Lecturer in the
Department of English**
Ref: Your Interview held with us on 27/07/2014

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a **Lecturer in the Department of English** in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	11,400/-
DA	1,140/-
HRA	1,140/-
CCA	300/-
SA	2,520/-
TOTAL	16,500/- (Rupees Sixteen Thousand Five Hundred Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

BN8316/7432:1013
An ISO 9001:2008 Certified Institution





03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.

BN8316/7432:1013
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11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mrs. Sweta Khatri**

Signature 

Date 12-09-2014

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

BN8316/7432:1013
An ISO 9001:2008 Certified Institution





SURANA COLLEGE

Moulding Character & Careers

Affiliated to Bangalore University
Accredited by NAAC with "A" Grade

REF.NO/SC/EST/APT.ORD/2014-15/045
18th June, 2014

Ms.Prashanthini
D/O T.Radhakrishna
#8,1st Floor, 31st Cross
Kilari Road,
Bangalore-53
Ph: 9902464331/080-22289268

Dear Ms. Prashanthini .R,

Sub: Appointment to the post of Assistant Professor in the Department of Commerce & Management.

Ref: 1. Advertisement in the Newspaper Dated 07/05/14 in Deccan Herald
2. Your interview with us on 24/05/14

This is reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Assistant Professor in the Department of Commerce & Management** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualification and eligibility.
02. You will be paid monthly emoluments as under:

Basic	15,600 /-
DA	1,560 /-
HRA	1,040 /-
CCA	300 /-
SA	----
TOTAL	18,500 /- (Rupees Eighteen Thousand Five Hundred Only)

You are not entitled for any emoluments other than the above said amount. In addition to above, you are entitled for PF/EPF as per the rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.

Contd.2...

*I've received the appointment order.
I'll abide by the rules & regulations
of college.*

*Prashanthini R
21/6/14*

BN8316/7432:1013

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-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

Contd.3

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An ISO 9001:2008 Certified Institution

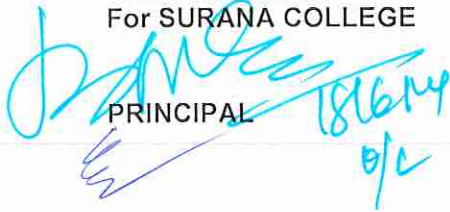




-3-

13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Ms.Prashanthini.R

Signature 

Date ... 21.06.2014

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

REF.NO/SC/EST/APT.ORD/2014-15/ 048

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An ISO 9001:2008 Certified Institution





REF.NO/SC/EST/APT,ORD/2014-15/048
30th June, 2014

Mr. Krishna.R. Burli
#56/4,First Floor,
4th cross,
Teachers Colony
BSK 2nd Stage
Bangalore- 70
Ph: 9480334314

Dear Mr. Krishna. R. Burli,

**Sub: Appointment to the post of Assistant Professor in the
Department of Commerce & Management.**

Ref: Your interview with us.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Assistant Professor in the Department of Commerce & Management** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	3,900/-
HRA	3,900/-
CCA	300/-
Conveyance Allowance	5,000/-
SA	16,300/-
TOTAL	45,000/- (Rupees Fourty Five Thousand Only)

You are not entitled for ESI/EPF or any emoluments other than the above said amount.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.

Contd.2...

[Handwritten Signature]
20/6/14

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-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you. You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

[Handwritten signature]
20/11/14

Contd.3



13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

[Handwritten Signature]
PRINCIPAL
20/6/14

ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mr.Krishna. R. Burli

Signature *Burli KR*

Date *01-07-14*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

I have received the appointment order. I will abide by the rules & regulations of the college
Burli KR



REF.NO/SC/EST/APT.ORD/2014-15/108
16th December, 2014

Mr. Vivek. P
#742,3rd Block, 12th Main
Rajajinagar
Bangalore – 560010
Ph: 9964947621

Dear Mr. Vivek.P

Sub: Appointment for the post of Assistant Professor in the
Department of English
Ref: Your Interview held with us on 14/08/2014

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are` pleased to appoint you as a Assistant Professor in the Department of English in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	11,400/-
DA	1,140/-
HRA	2,850/-
CCA	300/-
SA	2,810/-
TOTAL	18,500/- (Rupees Eighteen Thousand Five Hundred Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.



03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.

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2/3



11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mr., Vivek.P
Signature
Date 15/12/2014

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

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REF.NO/SC/EST/APT.ORD/2013-14/63 (b)

13th August, 2013

Mr.Yogesh Kumar.K
C/o Dr. H.B.Muralidhara
No.14, Kanakapura Main Road
Raghuvanahalli, Bangalore-560062
Ph: 9844708187/9686220537

Dear Mr.Yogesh Kumar.K,

Sub: Appointment to the post of Lecturer in the Department of Chemistry

Ref: Our offer letter No. REF.SC/EST/OFR.LTR/2013-2014/063 Dated 13/08/13

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Lecturer in the Department of Chemistry** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	11,400
DA	1,710
HRA	2,280
CCA	300
SA	3,310
TOTAL	19000(Rupees Nineteen Thousand Only)

You are not entitled for any emoluments other than the above said amount.
In addition to above, you are entitled for PF/EPF as per the rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group Institutions.

Contd.2...

(Affiliated to Bangalore University and Recognized by Government of Karnataka and UGC)



-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give three months compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

Contd.3



-3-

13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

A S Chandhawan
PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mr.Yogesh Kumar.K**

Signature *Yogesh*

Date *14-08-13*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.NO/SC/EST/APT.ORD/2014-15/046
18th June, 2014

Dr. M. Basavaraju
#1, Lakshmisrinivasa Nilaya
Near Natakamane
A.M.Palya Ext
Tumkur-06
Ph:9448240033

Dear Dr.M.Basavaraju,

Sub: Appointment to the post of Assistant Professor in the Department of Hindi

**Ref: 1. Advertisement in the Newspaper Dated 07/05/14 in Deccan Herald
2. Your interview with us on 28/05/14**

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Assistant Professor in the Department of Hindi** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	3,900/-
HRA	3,120/-
CCA	300/-
SA	3,080/-
TOTAL	26,000/- (Rupees Twenty Six Thousand Only)

You are not entitled for any emoluments other than the above said amount. In addition to above, you are entitled for PF/EPF as per the rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group Institutions.

Contd.2...

Received the appointment order

I will abide by the college rules and Regulations.

M-BPP 21/06/2014

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ISO 9001:2008 Certified Institution





-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

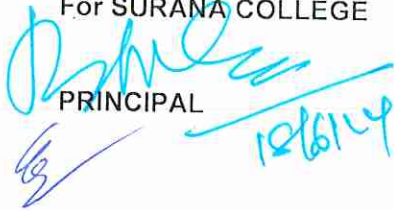
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13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Dr. M. Basavaraju

Signature

Date

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

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ಸುರಾನ ಕಾಲೇಜು, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ

SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)

April 9, 2012

rs. Malathi Somaiah

1220, 2 A Cross, 18th Main,
Nagar, 2nd Phase,
Bangalore -560 078.

Dear Mrs. Malathi ,

Job : Appointment as Director

This has reference to your application for employment in our institution and subsequent discussions had with us, we are pleased to appoint you as "Director " at our Centre for Post Graduate Studies of Surana College situated at Bangalore, with effect from April 2,2012 on the following terms and conditions:

Your appointment will be purely on temporary basis initially for a period of one year.

As discussed and agreed upon you will be paid monthly emoluments of Rs.1,25,000/- PM as under:

Basic	: Rs. 50000
HRA	: Rs. 25000
CCA	: Rs. 12500
SA	: Rs. 37500
<u>Total</u>	: Rs1,25,000 (Rupees One Lakh Twenty Five Thousand Only)

In addition to above you will be also provided Company maintained Vehicle & Driver for official use .

Provident Fund / Family Pension as per the rules of the Institution would be made applicable to you.

As a Senior Management staff member you are required to maintain punctuality, discipline and decorum of the Institution .

Your Employment is transferable among the Surana Group Institutions.

You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution .

You shall strictly follow the timings stipulated by the institution. You should not leave the campus without prior written permission of the Head of the Institution during the working hours of the College.

As a Director, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.

Phone : (91) 080-28486382
Telefax : (91) 080-28486372

E-mail : suranacollege_pgcentre@rediffmail.com
Website : www.suranacollege.edu.in

ding Character and Careers

H.O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26642292, 22446141
Telefax : (91) 080-26541095

E-mail : suranacollege@yahoo.co.in
Web : www.suranacollege.edu.in



ಸುರಾನ ಕಾಲೇಜು, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ

SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi

You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.

Your annual increment or increase in emoluments would be done subject to overall academic performance.

1. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you. You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
2. You are responsible for the overall performance of your students, in particular with the tests and examinations.
3. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
4. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
5. Disputes or litigation's if any arising out of this employment contract is subject to Bangalore City court jurisdiction only.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

With Best Wishes,
For SURANA COLLEGE (Centre for Post Graduation Studies)


Dilip Surana
Managing Trustee

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit/surrender my original Marks Statement to the Head of Institution and obtain an acknowledgement.

NAME Malathi Somaiah
Signature Malathi Somaiah
Date 2-4-12

Phone : (91) 080-28486382
Telefax : (91) 080-28486372

E-mail : suranacollege_pgcentre@rediffmail.com
Website : www.suranacollege.edu.in

Building Character and Careers

H.O : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26642292, 22446141
Telefax : (91) 080-26541095
E-mail : suranacollege@yahoo.co.in
Web : www.suranacollege.edu.in



REF.NO/SC/EST/APT.ORD/2014-15/049A
11th July, 2014

Mr. Rakesh. S
S/O Shrinivasgupta
Opposite Padmapriya School
Near Sharadha Clinic
Shanthinagar,
Tumkur-572102
Ph.No: 9916323848/9739516048

Dear Mr. Rakesh. S,

**Sub: Appointment to the post of Lecturer in the
Department of Mathematics**

Ref: Your interview with us on 11/07/14

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Lecturer in the Department of Mathematics** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	11,400/-
DA	1,140/-
HRA	2,280/-
CCA	300/-
SA	880/-
TOTAL	16,000/- (Rupees Sixteen Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.

Contd.2...

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An ISO 9001:2008 Certified Institution





-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken-up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

Contd.3



-3-

13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mr. Rakesh. S**

Signature *Rakesh S.*

Date *30/07/2014*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

Order:

SC/EST/APT/0105/DATED: 17-05-2005.

Smt.Avaneeja Rajesh is appointed as Lecturer in English in Surana College. She will be offered a monthly salary as per the following:

Basic: Rs.6,000-00 (Rupees Six Thousand Only)

D.A: Rs.1,750-00 (Rupees One Thousand Seven Hundred & Fifty Only)

Total: Rs.7,750-00 (Rupees Seven thousand Seven Hundred & Fifty Only)

The appointment is purely temporary and it is on tenure basis.

She is directed to report for duty on or before 01-June-2005 with all the requisite certificates.


(PROF.K.E. RADHAKRISHNA)
PRINCIPAL

CC to:

1. Smt. G.Avaneeja Rajesh
82, East Anjaneya Temple Street
Basavanagudi
Bangalore 560 004
Ph:26524982
2. The Accounts Department, Surana College, Bangalore-560 004
3. Guard file





REF.NO/SC/EST/APT.ORD/2014-15/051
11th July, 2014

Mrs. Nanditha. V
#7, I Main Khadi Layout,
BSK III Stage
Bangalore-560085
Ph.No:9008006895

Dear Mrs. Nandhitha. V

**Sub: Appointment for the post of Library
Assistant in the Department of Library**

**Ref: Advertisement in the Newspaper
Dated 07/05/14 in Deccan Herald and
Your interview with us on 02/07/14**

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Library Assistant in the Department of Library** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	5,800/-
DA	1,160/-
HRA	2,320/-
CCA	300/-
SA	3,420/-
TOTAL	13,000/- (Rupees Thirteen Thousand Only)

In addition to above, you are entitled for EPF / ESI as per the rules.
You are not entitled for any emoluments other than the above said amount.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.

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04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a Library Staff, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.


b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.

c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.



12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.


With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

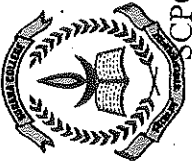
NAME Mrs. Nanditha. V

Signature 

Date 5/8/14

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



SCPGC/Appmt.order MBA/2011-2012/1394

To,

Ms. Shalini H.S
#6, Jayashree Nilaya, Illam 13th Cross,
Chennakeshava Nagara, Hosa Road,
Near Priya Sagar Hotel,
Bangalore – 560 010.

Date: 23rd July 2012

Dear Ms. Shalini H.S

Sub: Appointment to the Post of Assistant Professor

- Ref: 1. Proceedings No. 2011 – 2012/ 1239(A)
2. Interview dtd.: 23rd June 2012.
3. offer Ltr No: SCPGC/OL/11-12/MBA/1361,dtd. 12-07-2012

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Assistant Professor** in the department of Management in our College situated at Kengeri Satellite Town, Bangalore, on the following terms and conditions.

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility and you shall be on probation for a period of twelve months during which you shall not be eligible for any leave other than casual leave.
02. You will be paid monthly emoluments as under:

Basic Salary	₹.15,600.00
Academic Grade Pay	₹. 6,000.00
Dearness Allowance	₹. 9,360.00
House Rent Allowance	₹. 3,120.00
City Compensatory Allowance	₹. 300.00
Conveyance Allowance	₹. 1,000.00
Special Allowance	₹. 620.00
TOTAL	₹.36,000.00

(Rupees Thirty Six Thousand Only)

In addition to above, you are entitled for EPF as per rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a employee you are required to maintain punctuality, discipline and decorum of the Institution. You shall report to the PG Director to carry out your official duties.
05. Your Employment is transferable among the Surana Group of Institutions.

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Phone : (91) 080-28486382
Telefax : (91) 080-28486372

Contd....2...
E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

H. O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26642292, 26346141
Telefax : (91) 080-26541095
E-mail : suranacollege@yahoo.co.in
Web : www.suranacollege.com



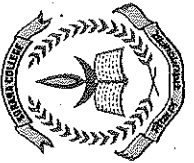
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as basis for termination of your service.
07. You may also note that the management/Director has right to refuse/cancel leave and leave is not a matter of right. In case you want to avail any kind of leave/OOD, you shall hand over the charge to the next senior staff of the department/ office without fail. If you abstain from duties without prior permission or leave note, your absence shall be treated as loss of pay. Long term leave should be availed only after the sanction by management/ Director.
08. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
09. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
10. Your annual increment or increase in emoluments would be done subject to overall performance.
11. You must devote yourself to the job taken in about teaching/coaching the students in the subject/field assigned to you. You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
12. You are responsible for the overall performance of your students, in particular with the tests and examinations.

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Telefax : (91) 080-28485372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

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H. O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26542292, 26346141
Telefax : (91) 080-25541095
E-mail : suranacollege@yafaroo.co.in
Web : www.suranacollege.com



12. You are responsible for the overall performance of your students in all the tests and examinations.
13. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
14. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
15. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes
For SURANA COLLEGE

Malathi Somaiyah
DIRECTOR

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree. Relevant certificates and marks statement will be submitted to the Head of Institution for verification.

NAME: SHALINI H.S.

Signature

Date: 27/7/12

CC to:

01. The Accounts Department, Surana College, Bangalore – 560 004.
02. Guard file.

Phone : (91) 080-28486382
Telephone : (91) 080-28486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

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Web : www.suranacollege.com



REF.NO/SC/EST/APT.ORD/2013-14/046

3rd July, 2013

Ms.Bibi.Sadiqua

No.266, 3rd Cross
Gangadhar Nagar, J.P.Nagar Post
Bangalore-560078
Ph:7204837930

Dear Ms.B.Sadiqua,

Sub : Appointment to the post of Lecturer in the Department of English

Ref: 1.Your Interview held with us on 03/06/2013
2.Our Offer Ltr.No: SC/EST/OFR.LTR/2013-14/035 dated 13/6/2013

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Lecturer in the Department of English** in our College situated at No.16, South End Road, Bangalore, with effect from 8th July, 2013 on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	: Rs.11,400.00
DA	: Rs. 1,710.00
HRA	: Rs 2,850.00
CCA	: Rs. 300.00
S A	: Rs. <u>1,740.00</u>
Total	: Rs.18,000.00 (Rupees Eighteen Thousand Only)

You are not entitled for any emoluments other than the above said amount.

In addition to above, you are entitled for PF/EPF as per the rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group Institutions.

Contd.2.....

(Affiliated to Bangalore University and Recognized by Government of Karnataka and UGC)



-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give three months compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

Contd.3



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13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. S. Chandramaul
PRINCIPAL

[Signature]

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **B.SADIQUA**

Signature *[Signature]*

Date *08/07/13*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.NO/SC/EST/APT.ORD/2013-14/041A

24th June, 2013

Ms.Karthika.T.A
D/o.Ayyappan.T.K
#317, 26th Cross, 6th Block, Jayanagar
Bangalore-560070
Ph:9986064562

Dear Ms.Karthika.T.A,

Sub : Appointment to the post of Lecturer in the Department of Economics

Ref: Your Interview held with us on 24/6/2013

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as **Lecturer in the Department of Economics** in our College situated at No.16, South End Road, Bangalore, with effect from 15th July, 2013 on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	: Rs.11,400.00
DA	: Rs. 2,280.00
HRA	: Rs 1,140.00
CCA	: Rs. 300.00
S A	: Rs. 1,380.00
Total	: Rs.16,500.00 (Rupees Sixteen Thousand & Five Hundred Only)

You are not entitled for any emoluments other than the above said amount.

In addition to above, you are entitled for PF/EPF as per the rules.

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group Institutions.

Contd.2.....



-2-

06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give three months compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.

Contd.3



-3-

13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Chandramouli
PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **KARTHIKA.T.A**

Signature *Karthika*

Date **15/07/2013**

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.NO/SC/EST/APT.ORD/2015-16/044

09/June/2015

To,
Ms.Smitha.K.G
W/o Shaik Mohammed Usman,
#301, 2nd Floor, 7th Cross,
Lakshmi Layout, Arekere,
Bangalore-560076

Dear, Ms.Smitha.K.G

Sub: Appointment for the post of Lecturer in the Department of M.Com

Ref: **Interview held with us on 25/MAY/2015**

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of M.Com in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
HRA	3,900/-
CCA	300/-
SA	3640/-
TOTAL	25,000/- (Twenty Five Thousand Rupees Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

88
9/6/15



SURANA COLLEGE

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Accredited by NAAC with "A" Grade

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
 - d) Your appointment is on probation, for a period of twelve months and is subject to satisfactory performance.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

88
9/6/15

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10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson
PRINCIPAL 09/6/15

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Ms.Smitha.K.G**

Signature*K.G. Smitha*.....

Date09-June-2015.....

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

Received on-9-June-2015
K.G. Smitha
9/6/15

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No.SCPGC/AO/12-13/MBA/545

Appointment Order

Ms. Reshma B
House No. 12,
Sri Kripa Layout,
Chikkabanawara Post,
Abbigere, Bangalore - 90

Madam,

Sub: Appointment to the Post of Asst. Professor

Ref: 1. Interview dtd.: 14th June 2013.
2. Offer Ltr No: No.SCPGC/OL/12-13/MBA/474,dtd:14-06-2013

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Asst. Professor in the department of Management in our College situated at Kengeri Satellite Town, Bangalore, with effect from 19th August 2013 on the following terms and conditions.

1. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
2. You will be paid monthly emoluments as under:

Basic	Rs. 12,420	(Rs. Twelve Thousand Four Hundred Twenty Only)
D.A.	Rs. 4,240	(Rs. Four Thousand Two Hundred Forty Only)
HRA	Rs. 1,560	(Rs. One Thousand Five Hundred Sixty Only)
CCA	Rs. 300	(Rs Three Hundred Only)
SA	Rs. 1,480	(Rs. One Thousand Four Hundred Eighty Only)
Total	Rs. 20,000	(Rs. Twenty Thousand Only)

In addition to above, you are entitled for PF/EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

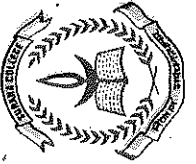
3. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
4. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.

Phone : (91) 080-28486382
Telefax : (91) 080-28486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

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Phone : (91) 080-26642292, 26346141
Telefax : (91) 080-26541095
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Web : www.suranacollege.com



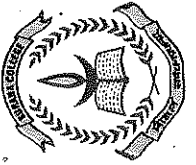
5. Your Employment is transferable among the Surana Group Institutions.
6. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
7. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
8. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
9. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching/coaching the students in the subject/field assigned to you. You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. You shall be eligible for leave facilities or any other benefits from the institution only after the completion of 12 months from the date of joining.

Phone : (91) 080-26486382
Telefax : (91) 080-26486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

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Phone : (91) 080-26642292, 26346141
Telefax : (91) 080-26541095
E-mail : suranacollege@yahoo.co.in
Web : www.suranacollege.com



15. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

With Best Wishes,

For **SURANA COLLEGE**

Melatesh Somanah
DIRECTOR

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME : **Ms. Reshma B**

Signature : *Reshma B*

Date : **19/08/2013**

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
- 2: Guard file

Phone : (91) 080-28486382
Telefax : (91) 080-28486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

Moulding Character and Careers

H. O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone: (91) 080-26642292, 26346141
Telefax : (91) 080-26541095
E-mail : suranacollege@yahoo.co.in
Web : www.suranacollege.com



SC:EST/APT/2006-07/4 & 7

21st February, 2007

Ms.Ch.S.Subhashini
242, I 'C' Main
II Stage, K.S.Town
Bangalore-560 060
Ph:28483612

Madam,

**LETTER OF APPOINTMENT
LECTURER-DEPARTMENT OF COMPUTER SCIENCE**

1. I am glad to inform you that the management of Surana College has agreed to appoint you as a Lecturer in the Department of Computer Science.
2. You are requested to report for duty on or before 27th February, 2007 and furnish your original testimonials along with a set of Xerox copies.
3. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period as per the regulations.
4. You will be offered a monthly salary as per the following:

Basic: Rs.8,000-00 (Rupees Eight Thousand Only)

D.A: Rs.2,800-00 (Rupees Two Thousand & Eight Hundred Only)

Total: Rs.10,800-00 (Rupees Ten Thousand & Eight Hundred Only)

Contd.2..



SURANA COLLEGE

16, South End Road, Bangalore-560004

- 2 -

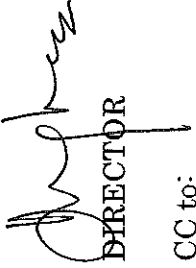
5. You will be governed as per the existing Provident Scheme. ^{fund}

6. We look forward to have your association with us.

7. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.

I wish you good luck.

Regards,


DIRECTOR

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

Received on 1st of March 2007.

Subhashini
(CH.S. SUBHASHINI)

Moulding Character and Careers



ಸುರಾನ ಕಾಲೇಜು, ಸ್ವಾತಂತ್ರ್ಯೋತ್ತರ ಕೇಂದ್ರ

SURANA COLLEGE
Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)

No.SCPGC/AO/08-09/M.Sc-Psy/1135

9-2-2009

Appointment Order

Dr. Chaitanya Sridhar,
#310, 10th Main, 26th Cross,
BSK 2nd Stage,
Bangalore – 560 070.

Madam,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as Assistant Professor in the Department of Psychology at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore – 560 060.
2. You are requested to report for duty on or before 20th February 2009 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.12,420-00	(Rupees Twelve thousand four hundred & twenty only)
D.A.	Rs.9,812-00	(Rupees Nine thousand eight hundred & twelve only)
HRA	Rs.1,568-00	(Rupees One thousand five hundred & sixty-eight only)
CCA	Rs.200-00	(Rupees Two hundred only)
Total	Rs.24,000-00	(Rupees Twenty-four Thousand only)

Regulations governing the appointment:

1. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period of one year from the date of appointment.
2. You will be governed as per the existing Provident Fund Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
5. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.

Phone : (91) 080-28486582
Telefax : (91) 080-28486572

E-mail : suranacollege_pgcentre@rediffmail.com
Website : www.suranacollege.edu.in

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Telefax : (91) 080-26541095

E-mail : suranacollege@yafnoo.co.in
Web : www.suranacollege.edu.in



ಸುರಾನ ಕಾಲೇಜು, ಸ್ವಾತಂತ್ರ್ಯೋತ್ಸವ ಕೇಂದ್ರ

SURANA COLLEGE
Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

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6. You are eligible to avail leave as per the leave rules of the institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.
7. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
8. You must consider yourself accountable for the performance of your students in the tests and the examinations.
9. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
10. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
11. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
12. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.

I wish you good luck,

Regards,

(Dr. V. Prabhu Dev)
Director

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

Dr. Chaitanya Sridhar

Signature: _____

Date : _____

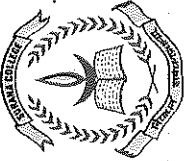
CC to:

1. The Accounts Department, Surana College, Bangalore - 4
2. Guard File

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Telefax : (91) 080-28486372 Website : www.suranacollege.edu.in

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SURANA COLLEGE
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No.SCPGCA/O/09-10/M.Sc-Psy/177a

Appointment Order

21-06-2010

Mr. Keerthi Kishore S.,
'Adi Shakthi', near Government School,
Jeppu Mahakalipetpu,
Mangalore - 575 002.

Sir,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as a Lecturer in the Department of Psychology at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore - 560 060.
2. You are requested to report for duty on or before 21st June 2010 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.8,000-00	(Rupees Eight thousand only)
D.A.	Rs.5,500-00	(Rupees Five thousand five hundred only)
Total	Rs.13,500-00	(Rupees Thirteen thousand five hundred only)

Regulations governing the appointment:

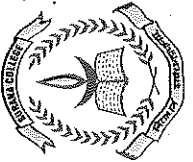
1. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period of one year from the date of appointment.
2. You will be governed as per the existing Provident Fund Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
5. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
6. You are eligible to avail leave as per the leave rules of the institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.

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Telefax : (91) 080-28486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

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SURANA COLLEGE
Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60
(Affiliated to Bangalore University, Recognized by Government of
Karnataka and All India Council for Technical Education, New Delhi)

7. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
8. You must consider yourself accountable for the performance of your students in the tests and the examinations.
9. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
10. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
11. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
12. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.

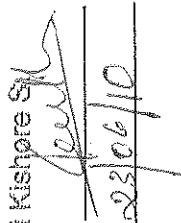
I wish you good luck,

Regards,

(Dr. V. Prabhudev)
Director

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

Mr. Keerthi Kishore S

Signature: 

Date : 23/06/10

CC to:

0. The Accounts Department, Surana College, Bangalore - 4
0. Guard File

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SURANA COLLEGE

Post Graduate Departments

Moulding Character and Careers

Affiliated to Bangalore University
Accredited by NAAC with "A" Grade &
Approved by AICTE

No.SCPGC/AO/17-18/MBA/850

15th March 2018

Appointment Order

Prof.Sathyanaarayana K
No.33, 3rd Cross, AGB Layout,
Hesaraghatta Main Road,
Bengaluru – 560 090.
(M):91-9844131378
E Mail Id: sathya.mba@gmail.com

Dear Madam,

Sub: Appointment to the Post of .Associate Professor

- Ref: 1. Interview dtd 08.01.2018.
2. Offer Ltr No: SCPGC/OFR.LTR/2017-18/818 dtd: 9th February 2018.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Associate Professor in the department of Management in our College situated at Kengeri Satellite Town, Bangalore, with effect from **15th March 2018** on the following terms and conditions.

1. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
2. You will be paid monthly emoluments as under:

Basic	15600	Rupees Fifteen Thousand Six Hundred Only
D.A.	1560	Rupees One Thousand Five Hundred Sixty Only
HRA	7800	Rupees Seven Thousand Eight Hundred Only
AGP	6000	Rupees Six Thousand Only
CCA	300	Rupees Three Hundred Only
Conveyance Allowance	5000	Rupees Five Thousand Only
Books and Periodicals	13740	Rupees Thirteen Thousand Seven Hundred Forty Only
Total	50000	Rupees Fifty Thousand Only

In addition to above, you are entitled for PF/EPF as per the rules.
You are not entitled for any emoluments other than the above said amount



CA-17, Kengeri Satellite Town
Bangalore-560 060

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SURANA COLLEGE

Post Graduate Departments

Moulding Character and Careers

Affiliated to Bangalore University
Accredited by NAAC with "A" Grade &
Approved by AICTE

15th March 2018

No.SCPGC/AO/17-18/MBA/850

3. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
4. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
5. Your Employment is transferable among the Surana Group Institutions.
6. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
7.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
8. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
9. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching/coaching the students in the subject/field assigned to you. You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.



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Bangalore-560 060

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SURANA COLLEGE

Post Graduate Departments

Moulding Character and Careers

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Approved by AICTE

15th March 2018

No.SCPGC/AO/17-18/MBA/850

11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. You shall be eligible for leave facilities or any other benefits from the institution only after the completion of 12 months from the date of joining.
15. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

With Best Wishes,

For SURANA COLLEGE

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Prof. Sathyanarayana K

Signature

Date 15/3/2018

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



CA-17, Kengeri Satellite Town
Bangalore-560 060

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SURANA COLLEGE
Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60
(Affiliated to Bangalore University, Recognized by Government of
Karnataka and All India Council for Technical Education, New Delhi)

No.SCPGCAO/10-11/MBA/061

12-04-2011

Appointment Order

Ms. Shruthika N.,
#702, 2nd Stage, Kalyan Layout,
Bhuvaneshwari Nagar,
Jnanabharathi Post,
Bangalore-560 056.
Ph: 9900443759

Madam,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as Lecturer in the Department of Management at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore – 560 060.
2. You are requested to report for duty on or before 15th April 2011 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.8000-00	(Rs. Eight thousand only)
D.A.	Rs.6320-00	(Rs. Six thousand three hundred twenty only)
S.A.	Rs.1180-00	(Rs. One thousand one hundred eighty only)
CCA	300-00	(Rs. Three hundred only)
HRA	1200-00	(Rs. One thousand two hundred only)
Total	Rs.17000-00	(Rupees Seventeen Thousand only)

Regulations governing the appointment:

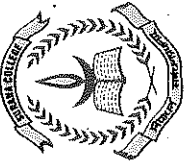
4. The appointment will be on tenure basis.
5. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
6. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
7. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.

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Centre for Post Graduate Studies

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8. You are eligible to avail leave as per the leave rules of the institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.
9. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
10. You must consider yourself accountable for the performance of your students in the tests and the examinations.
11. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
12. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
13. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
14. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.

I wish you good luck,

Regards,

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

(Dr. V. Prabhu Dev)
Director

Ms. Shruthika N. Dhikany

Signature: Shruthika N. Dhikany

Date : 12-04-2011

CC to:

1. The Accounts Department, Surana College, Bangalore - 4
2. Guard File

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Telefax : (91) 080-28486372

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Karnataka and All India Council for Technical Education, New Delhi)

No.SCPGC/AO/10-11/MBA/981/a

03-03-2011

Appointment Order

Ms. Smita M. Gaikwad,
OSAPS Residency, 1st Floor,
2nd Cross, 1st Main, Puttenhalli,
Near Anjneya Temple,
J.P. Nagar 7th Phase,
Bangalore
Ph: 8861115612

Madam,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as Senior Lecturer in the Department of Management at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore – 560 060.
2. You are requested to report for duty on or before 5th March 2011 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.12000-00	(Rs. Twelve thousand only)
D.A.	Rs.9480-00	(Rs. Nine thousand Four hundred Eighty only)
HRA	1720-00	(Rs. One thousand Seven hundred Twenty only)
CCA	300-00	(Rs. Three hundred only)
Total	Rs.23500-00	(Rupees Twenty-three Thousand Five hundred only)

Regulations governing the appointment:

4. The appointment will be on tenure basis.
5. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
6. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
7. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.

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E-mail : suranacollege_pgcentre@rediffmail.com
Website : www.suranacollege.edu.in

H.O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26642292, 22446141
Telefax : (91) 080-26541095
E-mail : suranacollege@yafico.co.in
Web : www.suranacollege.edu.in



ಸುರಾನ ಕಾಲೇಜು, ಸ್ವಾತಂತ್ರ್ಯೋತ್ಸವ ಕೇಂದ್ರ

SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)

8. You are eligible to avail leave as per the leave rules of the institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.
9. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
10. You must consider yourself accountable for the performance of your students in the tests and the examinations.
11. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
12. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
13. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
14. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.


I wish you good luck,

Regards,

(Dr. V. Prabhu Dev)
Director

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

Ms. Smita M. Gaikwad

Signature: 

Date : 5/3/11

CC to:

1. The Accounts Department, Surana College, Bangalore - 4
2. Guard File

Phone : (91) 080-28486382
Telefax : (91) 080-28486372

E-mail : suranacollege_pgcentre@rediffmail.com
Website : www.suranacollege.edu.in

Moulding Character and Careers

H.O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26642292, 22446141
Telefax : (91) 080-26541095
E-mail : suranacollege@yahoocoin
Web : www.suranacollege.edu.in



REF.NO:SC:APPT:2011-12:146

23rd June, 2011

Ms.Archana P.Lokkur
24/C, 38th Cross, 8th Block
Jayanagar
Bangalore-560056
Ph:9900967010

Dear Smt.Archana P.Lokkur,

Sub : Appointment to the post of Lecturer in the Department of English

Ref: Your acceptance with reference to our Offer Letter No.SC:Appt:2011-2012:040 dated 30/04/2011.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as "Lecturer in the Department of English" in our College situated at No.16, South End Road, Bangalore-04, with effect from 1st July, 2011 on the following terms and conditions:

1. Your appointment will be purely on temporary and is subject to approval of your qualifications and eligibility.
2. You will be paid monthly emoluments as under:

Basic	: Rs. 8,000.00
DA	: Rs. 4,000.00
HRA	: Rs. 700.00
CCA	: Rs. 300.00
Total	: <u>RS.13,000.00</u> (Rupees Thirteen Thousand Only)

In addition to above, you are entitled for PF/EPF as per the rules.

3. You shall strictly follow the timings stipulated by the institution. You should not leave the campus without prior written permission of the Head of the Institution during the working hours of the College.

Contd.2



4. As a staff member, you are required to maintain punctuality, discipline and decorum of the Institution.
5. Your Employment is transferable among the Surana Group Institutions.
6. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously & not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
7. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give three months compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
c) If you involve in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
8. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
9. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.

Contd.3




-3-

12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

With Best Wishes,
For SURANA COLLEGE


(A.S.CHANDRAMOULI)
PRINCIPAL

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME : MS.ARCHANA P.LOKKUR

Signature 

Date .. 25/6/2011 ..

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.NO/SC/EST/APT.ORD/2015-16/134 (A)

01/January/2016

To,
Ms.Manasa.G,
D/O Madhukar.B.G,
#417, Behind Mini Hotel,
P C Extension,
Kolar, Karnataka.563101

Dear Ms.Manasa.G,

Sub: Appointment to the post of Lecturer in the **Department of English**
Ref: **1. Advertisement in Times of India dated 18/NOV/2015**
2. Interview held on 05/12/2015.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of **English** in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	1,540/-
TOTAL	19,000/- (Rupees Nineteen Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

S. Samuel



03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

S. Sanebin



10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Saneelban

PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Ms.Manasa.G**

Signature

Date14/1/16.....

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



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REF.NO/SC/EST/APT.ORD/2016-17/052

27/06/2016

To,

Mrs.Nisha Bharti
Flat # 1101, B-Block,
Pride Springfield Apartments,
Uttarahalli,
Bangalore-560061
Ph: 9711711818

Dear Mrs.Nisha Bharti,

Sub: Appointment to the post of Assistant Professor in the Department of English.

Ref: 1. Advertisement in Times of India dated 15/05/2016.

2. Interview held on 09/06/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Assistant Professor in the Department of English in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.

02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	3,900/-
SA	3,640/-
TOTAL	25,000/- (Rupees Twenty Five Thousand Only)

In addition to above, you are entitled for EPF as per the rules.

You are not entitled for any emoluments other than the above said amount.

SS
27/6/16

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03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

AB
27/6/16



SURANA COLLEGE

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Accredited by NAAC with "A" Grade

10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson

PRINCIPAL

27.6.16

ACCEPTANCE OF THE EMPLOYMENT AND UNDERTAKING BY THE EMPLOYEE

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mrs.Nisha Bharti

Signature *Nisha Bharti* *Received*

Date *27/06/2016*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.

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REF.NO/SC/EST/APT.ORD/2016-17/085

16/07/2016

To,

Mrs.Usha.P.V

W/O Venkata Giri.A.R,
A-208, Koncept Nest,
Hoskerehalli Main road,
Byatarayanapura,
Bangalore-560026

Dear Mrs. Usha,

Sub: Appointment to the post of Lecturer in the Department of Chemistry.
Ref: Interview held on 04/07/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of Chemistry in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	1,560/-
SA	980/-
TOTAL	20,000/- (Rupees Twenty Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

S. Samuelson

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03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.

b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.

c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

S. Samuel



10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelan

PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mrs.Usha.P.V

Signature *Ushapv*

Date *16/07/2016*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.

Received

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REF.SC/APPT/2010-11:149

29th June, 2010

Mr.Anand Tanvashi
#30, I Floor, 10th Main,
Shivanagar, Rajajinagar,
Bangalore-560010
Ph:98861624440

Sir,

**LETTER OF APPOINTMENT
LECTURER-DEPARTMENT OF COMPUTER SCIENCE**

1. I am glad to inform you that the Management of Surana College has decided to appoint you as a **Lecturer in Computer Science**.
2. You are requested to report for duty on 1st July, 2010 and furnish your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as per the following:

Basic:Rs. 8,000.00

D.A: Rs. 4,000.00

CCA: Rs. 300.00

HRA: Rs. 1,800.00

S.A : Rs. 1,400.00

Total:Rs. 15,500.00(Rupees Fifteen Thousand & Five Hundred Only)

Regulation Governing the appointment:

1. The appointment will be on temporary basis for a period of one year and shall be extended subject to the satisfactory completion of probationary period.
2. You will be governed as per the existing Provident Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule

Contd.2



- 2 -

4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the Institution in the middle of the academic year.
5. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
6. You shall strictly follow the Institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
7. You are eligible to avail leave as per the leave rules of the Institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the Management has right to refuse/cancel your leave and leave is not the matter of right.
8. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
9. You must consider yourself accountable for the performance of your students in the tests and the examinations.
10. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.

Contd.3



-3-

11. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the Management.
12. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
13. Your services are transferable among the Surana Group of Institutions.

We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the appointment order.

I wish you good luck.

Regards,


PRINCIPAL

I accept the appointment and agree to abide by the terms and conditions mentioned therein

Mr. Anand Tanvashi

Signature.....

Date: 1-July-2010

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.NO/SC/EST/APT.ORD/2016-17/018 (A)

01/06/2016

To,
Mr. Deepesh Jarori
Naibadi, Opp. Tagore Park,
Chitoor Road, Pratapgarh,
Rajasthan.
Ph : 9743140078

Dear Mr. Deepesh Jarori,

Sub: Appointment to the post of Lecturer in the Department of Computer Science.
Ref: 1. Interview held on 30/03/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of Computer Science for both UG & PG in our College situated at No.16, South End Road, Bangalore-04 and CA-17, Kengeri Satellite Town, Bangalore-60 on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid a consolidated salary of Rs.13,000/- p.m.
 - In addition to above, you are entitled for EPF / ESI as per the rules.
 - You are not entitled for any emoluments other than the above said amount.
03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.

SR
1/6/16

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05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.

SB
1/6/16

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11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson

PRINCIPAL 1/6/16

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mr. Deepesh Jarori**

Signature *Deepesh*

Date *01-06-2016*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.

Received

BN8316/7432:1013

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REF.NO/SC/EST/APT.ORD/2016-17/083

16/07/2016

To,
Mrs.Asha.H
#15/5, 4th Floor,
1st Main Road,
ISRO Layout Adjacent,
Prashanthi Nagar,
Bangalore-560078

Dear Mrs. Asha,

Sub: Appointment to the post of Lecturer in the Department of Psychology.
Ref: 1. Advertisement in Times of India dated 15/05/2016.
2. Interview held on 30/05/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of Psychology in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	3,120/-
SA	3,276/-
TOTAL	23,856/- (Twenty Three Thousand Eight Hundred & Fifty Six Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

S. Samesh



03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

S. Samudra



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10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson

PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mrs.Asha.H**

Signature *Asha.H* *Received.*

Date *19/7/16*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.



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REF.NO/SC/EST/APT.ORD/2016-17/061

27/06/2016

To,

Mrs.Jahnavi.M

#17, Christ Cottage,
2nd Cross, BDS Garden,
Geddalahalli, Kothanur Post,
Bangalore-560077
Ph: 7337775102

Dear Mrs.Jahnavi,

Sub: Appointment to the post of **Lecturer** in the **Department of Tourism**.
Ref: **1. Advertisement in Times of India dated 15/05/2016.**
2. Interview held on 23/06/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of Tourism in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	1,560/-
SA	1,980/-
TOTAL	21,000/- (Rupees Twenty One Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

B. Samuelson



03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

S. Samuel



10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson

PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mrs.Jahnavi.M**

Signature *Jahnavi*

Date *04/07/2016*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.

Received.

BN8316/7432:1013

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SC:EST/APT/2007-08/

22nd May, 2007

Ms.Keerthi Arvind
42/14, II Main Road
Mount Joy Extension
Hanumanthanagar
Bangalore-560 019
Ph:22424975
Cell:9986079003

Madam,

LETTER OF APPOINTMENT

1. I am glad to inform you that the management of Surana College has agreed to appoint you as a Lecturer in the Department of Commerce situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on 1st June, 2007 and attend the duty from 15th June, 2007. Please furnish your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as per the following:

Basic: Rs. 6,000-00 (Rupees Six Thousand Only)

D.A: Rs. 3,500-00 (Rupees Three Thousand & Five Hundred Only)

Total: Rs. 9,500-00 (Rupees Nine Thousand & Five Hundred Only)

Contd.2



- 2 -

Regulation Governing the appointment:

1. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period.
2. You will be governed as per the existing Provident Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the Institution in the middle of the academic year
5. You shall strictly follow the Institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
6. You are eligible to avail leave as per the leave rules of the Institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the Management has right to refuse/cancel your leave and leave is not the matter of right.

Contd.3



- 3 -

7. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
8. You must consider yourself accountable for the performance of your students in the tests and the examinations.
9. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
10. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the Management.
11. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
12. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the appointment order.

Contd.4



- 4 -

I wish you good luck.

Regards,

(PROF.K.E.RADHAKRISHNA)
PRINCIPAL

I accept the appointment and agree to abide by the terms and conditions mentioned therein

Ms. Keerthi Arvind

Signature...

Date: 26/5/07

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



REF.SC/APPT/2010-11:120

23rd June, 2010

Mr.Jyoti Pradhan,
C/o.Sri.M.N.Jha, Radcliffe School,
Gottigere, Bannerghatta Road,
Bangalore-560083
Ph: 9620368305

Sir,

**LETTER OF APPOINTMENT
LECTURER-DEPARTMENT OF COMMERCE & MANAGEMENT**

1. I am glad to inform you that the Management of Surana College has decided to appoint you as **Lecturer in Commerce & Management** situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on 1st July, 2010 and furnish your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as per the following:

Basic:Rs. 8,000.00

D.A: Rs. 4,000.00

HRA: Rs. 1,500.00

Total:Rs. 13,500.00 (Rupees Thirteen Thousand & Five Hundred Only)

Regulation Governing the appointment:

1. The appointment will be on temporary basis for a period of one year and shall be extended subject to the satisfactory completion of probationary period.
2. You will be governed as per the existing Provident Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule

Contd.2

(Affiliated to Bangalore University and Recognized by Government of Karnataka and UGC)



- 2 -

4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the Institution in the middle of the academic year.
5. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
6. You shall strictly follow the Institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
7. You are eligible to avail leave as per the leave rules of the Institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the Management has right to refuse/cancel your leave and leave is not the matter of right.
8. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
9. You must consider yourself accountable for the performance of your students in the tests and the examinations.
10. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.

Contd.3



-3-

11. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the Management.
12. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
13. Your services are transferable among the Surana Group of Institutions.

We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the appointment order.

I wish you good luck.

Regards,

J S Chandraiah

PRINCIPAL

I accept the appointment and agree to abide by the terms and conditions mentioned therein

Mr. Jyoti Pradhan

Signature..... *Jyoti Pradhan*

Date:..... *23-06-2010*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

ಸುರಾನ ಕಾಲೇಜು, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ

SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)



No.SCPGC/AO/08-09/MBA/391

25-6-2008

Appointment Order

Smt. Suma C.V.,
#106, Mahaveer Cornet,
1 Block G Floor, near Bethesda Church,
Kengeri Satellite Town, Bangalore – 560 060.

Madam,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as a **Senior Lecturer** in the Department of Management at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore – 560 060.
2. You are requested to report for duty on 7th July 2008 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.10,000-00	(Rupees Ten thousand only)
D.A.	Rs.7,900 -00	(Rupees Seven thousand and nine hundred only)
S.A.	Rs.2,100 -00	(Rupees Two Thousand hundred only)
CCA	Rs.200-00	(Rupees Two hundred only)
HRA	Rs.1,300-00	(Rupees One thousand and three hundred only)
Total	Rs.21,500-00	(Rupees Twenty One Thousand Five Hundred only)

Regulations governing the appointment:

1. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period.
2. You will be governed as per the existing Provident Fund Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
5. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.



colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.

7. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
8. You must consider yourself accountable for the performance of your students in the tests and the examinations.
9. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
10. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
11. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
12. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.

I wish you good luck,

Regards,


(Dr. V. Prabhu Dev)
Director

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

Smt .Suma C.V,

Signature: Suma C.V.

Date : 27/6/08

CC to:

1. The Accounts Department, Surana College, Bangalore – 4
2. Guard File

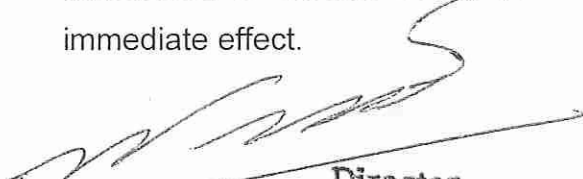
To

13th July 2011

The Principal
Surana College
South End Road
Bangalore - 560004

Sub: Internal Transfer
Ref: GDA Foundation Letter Dt. 4th July 2011

With reference to above, the Services of C. V. Suma, Faculty, Surana College, Centre for PG Studies, Kengeri Satellite Town, has been transferred to Surana College, South End Road, Bangalore-560004 with immediate effect.


Director
Director of Surana College P.G. Centre
17, Tumkur-Mysore Ring Road
Kengeri Satellite Town,
Bangalore-560 060.

A Manager, Accounts
Surana College

B Guard File

To Admin. info
(S.R-?)


19/8/11



REF.NO/SC/EST/APT.ORD/2016-17/049

20/06/2016

To,
Ms.Vibhashree.R
#161, 1st Floor,
1st Main, 19th Cross,
Maruthinagar, Yelahanka,
Bangalore-560064
Ph: 9972833400

Dear Ms.Vibhashree,

Sub: Appointment to the post of Assistant Professor in the Department of Commerce & Management.

Ref: **1. Advertisement in Times of India dated 15/05/2016.**
2. Interview held on 31/05/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Assistant Professor in the Department of Commerce & Management in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	1,560/-
SA	1,980/-
TOTAL	21,000/- (Twenty One Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

RSB
20/6/16

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03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

88
20/6/16



10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson

PRINCIPAL

20.6.16

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Ms.Vibhashree.R**

Signature *V. Shree*

Date *27/06/16*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.

Received
V. Shree



REF.NO/SC/EST/APT.ORD/2016-17/050

20/06/2016

To,
Mrs.Reena.T.N
W/O Santhosh.V,
#729/A, 6th A' Main,
Srinagar,
Bangalore-560050
Ph: 9964609559

Dear Mrs.Reena,

Sub: Appointment to the post of Lecturer in the Department of Commerce & Managemnt.
Ref: 1. Advertisement in Times of India dated 15/05/2016.
2. Interview held on 31/05/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as a Lecturer in the Department of Commerce & Management in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	1,560/-
SA	1,980/-
TOTAL	21,000/- (Twenty One Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

RS
20/6/16



03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

88
20/6/16



10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson
PRINCIPAL 20/6/16

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Ms.Reena.T.N**

Signature *Reena.T.N.*

Date *27/6/2016*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.

Received
Reena.T.N.
27.06.2016

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REF.NO/SC/EST/APT.ORD/2016-17/058

27/06/2016

To,
Mrs.Hemalatha.L.N
#113, 5th Main, 3rd Cross,
Byatarayanapura New Extn.
Mysore Road,
Bangalore-560026
Ph: 9986995365

Dear Mrs.Hemalatha,

Sub: Appointment to the post of Lecturer in the Department of Commerce & Management.
Ref: 1. Advertisement in Times of India dated 15/05/2016.
2. Interview held on 24/06/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Lecturer in the Department of Commerce & Management in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
HRA	3,900/-
SA	1,640/-
TOTAL	23,000/- (Twenty Three Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

SB
27/6/16

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03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a Staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

BB
27/6/16

BN8316/7432:1013
An ISO 9001:2008 Certified Institution





10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

B. Samuelson
PRINCIPAL 27/6/16

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mrs.Hemalatha.L.N

Signature *Hemalatha L.N*

(Received)

Date 27/6/2016

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.



REF.NO/SC/EST/APT.ORD/2016-17/088A

28/07/2016

To,

Mrs.D MARIA NIRMAL PREETHI
D/o S. Daniel Maria Dass
#5, Mariam Cottage 1st A Main,
Behind Gopalans Aristocrat Apartment Kasturi Nagar,
Bangalore North,
Bangalore - 560043.
Ph. No. 9902077662 / 9482115041.

Dear Mrs.D Maria Nirmal Preethi,

Sub: Appointment to the post of Lecturer in the Department of Commerce & Management.
Ref: **1. Advertisement in Times of India dated 15/05/2016.**
2. Interview held on 28/07/2016.

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Lecturer in the Department of Commerce & Management in our College situated at No.16, South End Road, Bangalore, on the following terms and conditions. You are requested to report for duty within 15 days from the date of this appointment order.

01. Your appointment is on probation for a period of 12 months and is subject to approval of your qualification, eligibility and satisfactory performance.
02. You will be paid monthly emoluments as under:

Basic	15,600/-
DA	1,560/-
CCA	300/-
SA	540/-
TOTAL	18,000/- (Rupees Eighteen Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.

Contd.2

S. Samuelson



-2-

03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a faculty member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07. a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall Performance.

Contd.3

S. Samuelson

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-3-

10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE

S. Samuelson

PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Mrs.Maria Nirmal Preethi.D**

Signature

Date *28/07/2016*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.



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AN ISO 9001:2008 Certified Institution



SC:EST/APT/2007-08/326

31st December, 2007

Dr.Sudha.B.S.
C/o.P.R.Lingoji Rao
No.822, 13th Cross, 7th Block West
Jayanagar
Bangalore-560 082
Ph:26711695/9448069511

Madam,

LETTER OF APPOINTMENT FACULTY - DEPARTMENT OF COMMERCE & MANAGEMENT

1. I am glad to inform you that the management of Surana College has agreed to appoint you as Faculty in the Department of **Commerce & Management** situated at No.16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 1st January, 2008 and furnish your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as per the following:

Basic:Rs.12,000-00 (Rupees Twelve Thousand Only)
D.A: Rs. 9,480.00 (Rupees Nine Thousand Four Hundred & Eighty Only)
HRA: Rs. 1,560.00 (Rupees One Thousand Five Hundred & Sixty Only)
CCA: Rs. 200.00 (Rupees Two Hundred Only)
S.A : Rs. 1,760.00 (Rupees One Thousand Seven Hundred and Sixty Only)
Total: Rs.25,000-00 (Rupees Twenty Five Thousand Only)

Contd.2



- 2 -

Regulation Governing the appointment:

1. The appointment will be on tenure basis and subject to the satisfactory completion of probationary period.
2. You will be governed as per the existing Provident Fund Scheme.
3. Your appointment is subject to approval of your qualifications and eligibility as per the rule
4. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the Institution in the middle of the academic year
5. You shall strictly follow the Institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.
6. You are eligible to avail leave as per the leave rules of the Institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the Management has right to refuse/cancel your leave and leave is not the matter of right.

Contd.3



- 3 -

7. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
8. You must consider yourself accountable for the performance of your students in the tests and the examinations.
9. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
10. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the Management.
11. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
12. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the appointment order.

Contd.4



- 4 -

I wish you good luck.

Regards,


(PROF. K.E. RADHAKRISHNA)
PRINCIPAL

I accept the appointment and agree to abide by the terms and conditions mentioned therein

Dr.Sudha.B.S.

Signature.....

Date: 2/1/2008

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



SURANA COLLEGE

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Affiliated to Bangalore University
Accredited by NAAC with "A" Grade

REF.NO/SC/EST/APT.ORD/2014-15/059
7th August 2014

Mrs. Dr. Sudha B S
C/o.Mr.P.R.Lingoji Rao
No.822,13th Cross,7th Block West
Jayanagar
Bangalore – 560082
Ph: 9448069511

Dear Mrs. Dr. Sudha B S

**Sub: Appointment for the post of Assistant Professor in the
Department of PG Studies for our M.Com Course.**

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are` pleased to appoint you as a **Assistant Professor in the Department of PG Studies for our M.Com Course** in our College situated at No.16, South End Road, Bangalore, with immediate effect on the following terms and conditions:

01. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
02. You will be paid monthly emoluments as under:

Basic	37,400/-
DA	3,740/-
HRA	4,560/-
CCA	300/-
Conveyer	1,000/-
TOTAL	47,000/- (Rupees Forty Seven Thousand Only)

In addition to above, you are entitled for EPF as per the rules.
You are not entitled for any emoluments other than the above said amount.



03. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.
04. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Group of Institutions.
06. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
07.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to do so, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge you from service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy and ethics, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
08. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
09. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken up about teaching /coaching the students in the subject/field assigned to you .You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.



11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to participate effectively in co-curricular activities of the College, as and when required, in the best interest of the students.
14. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

With Best Wishes,
For SURANA COLLEGE


PRINCIPAL

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME Mrs. Sudha B S

Signature 

Date 12/9/14

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file



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SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)

May 17, 2014

Dr G.P. Sudhakar
1703, Gowri Apartments
New B.E.L. Road
Bangalore - 560 054

Dear Dr Sudhakar,

Sub: Appointment to the post of "Director"

This has reference to your application for employment in our institution and subsequent interview you had with us, we are pleased to appoint you as "Director" for MBA Programme based at Surana College, Kengeri, Bangalore with effect from 2014, on the following terms and conditions:

1. Your remuneration package will be as under:

- a) Basic Salary : Rs. 60,000/- pm
b) H.R.A. : Rs. 30,000/- pm
c) Conveyance Allow.: Rs. 15,000/- pm
c) Special Allowance : Rs. 45,000/- pm

Monthly Salary : Rs.150,000/- pm
=====

2. Your present place of work will be at Bangalore, but during the course of employment in this institute, you shall be liable to be posted / transferred anywhere to serve any of the location or any other establishment in India or outside, at the sole discretion of the Management Trustees.

3. During the period of employment with this institute, you shall not engage yourself or in association with any other person, in any other business or occupation, with or without remuneration, other than that of our institute. You are required to maintain the highest order of discipline and secrecy as regards the work of the institute. In case of any breach of discipline/trust, the institute may withdraw your employment with immediate effect.

Phone : (91) 080-28486582 | E-mail : suranacollege_pgcentre@rediffmail.com
Telefax : (91) 080-28486572 | Website : www.suranacollege.edu.in

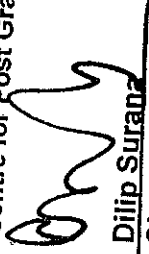
Moulding Character and Careers

H.O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4
Phone : (91) 080-26642292, 22446141 | E-mail : suranacollege@yafuoo.co.in
Telefax : (91) 080-26541095 | Web : www.suranacollege.edu.in

4. This position as "Academic Director & Principal" is a below Board level position and the provisions of the Company's Act 1956 and rules made there under with regard to Board of Directors shall not apply to you.
5. Your Services can be terminated without assigning any reasons with two month's notice on either side or pay in lieu thereof.
6. This appointment and your continuance in employment is subject to your having been found medically (physically and mentally) fit by the authorized Medical Officer.
7. You will be required to comply with all such rules and regulations as the foundation/institute may frame from time to time.
8. Any of our technical, confidential and other important information which might come into your possession during the continuance of your appointment with us shall not be disclosed, divulged or made public by you even thereafter.
9. You will be responsible for safe keeping and return in good condition and order of all institute property, which may be in your use, custody or charge.
10. You will retire from the services of the institution on attaining the age of 58 years
11. Disputes or litigation if any arising out of this employment contract is subject to Bangalore City court jurisdiction only.

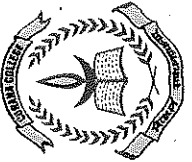
Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

Yours faithfully,
for **SURANA COLLEGE,**
Centre for Post Graduate Studies,


Dilip Surana
Chairman & Managing Trustee


Read and Accepted

Please note that your remuneration package is Strictly Confidential between you and the Institute and any breach of this confidentiality on your part would be viewed seriously.



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SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)

No.SCPGC/MCA/10-11/MCA/522

20-09-2010

Appointment Order

Mrs.Latha Raju
,No.17,Nethaji Road
Basavanagudi, Thyarajanagar,
Bangalore-560 028.

Madam,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as Lecturer in the Department of Computer Science at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore – 560 060.
2. You are requested to report for duty on or before 1st October 2010 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.8,000-00	(Rs. Eight Thousand only)
D.A.	Rs.6,500-00	(Rs. Six Thousand Five Hundred only)
CCA	Rs. 300-00	(Rs. Three Hundred only)
HRA	Rs. 1,200-00	(Rs. One Thousand Two Hundred only)
Total	Rs.16,000-00	(Rupees Sixteen Thousand only)

Regulations governing the appointment:

4. The appointment will be on tenure basis.
5. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
6. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fall during the vacation time.
7. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.

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Telefax : (91) 080-28486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

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Web : www.suranacollege.com



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SURANA COLLEGE

Centre for Post Graduate Studies

17, Kengeri Satellite Town, Bangalore-60

(Affiliated to Bangalore University, Recognized by Government of Karnataka and All India Council for Technical Education, New Delhi)

8. You are eligible to avail leave as per the leave rules of the institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.
9. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
10. You must consider yourself accountable for the performance of your students in the tests and the examinations.
11. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
12. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
13. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
14. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.

I wish you good luck,

Regards,

(Dr. V. Prabhu Dev)
Director

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

Mrs. Latha Raju

Signature: 

Date : 22/09/10

CC to:

1. The Accounts Department, Surana College, Bangalore - 4
2. Guard File

Phone : (91) 080-28486382

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No.SCPGC/AO/09-10/MSc[Psy]/901

4-1-2010

Appointment Order

Dr. Y.T. Balakrishna Acharya,
A-06-09, "Matrukrupa",
Bogadi 2nd Stage, AllSH Layout,
Mysore-570 006.

Sir,

1. I am glad to inform you that the management of Surana College has agreed to appoint you as Professor in the Department of Psychology at our Post Graduation Centre situated at No.17, 1st Main, Kengeri Satellite Town, Bangalore – 560 060.
2. You are requested to report for duty on or before 11th January 2010 and furnish all your original testimonials along with a set of Xerox copies.
3. You will be offered a monthly salary as follows:

Basic	Rs.16,400-00	(Rs. Sixteen thousand four hundred only)
D.A.	Rs.13,120-00	(Rs. Thirteen thousand one hundred & twenty only)
CCA	200-00	(Rs. Two hundred only)
HRA	2,280-00	(Rs. Two thousand two hundred & eighty only)
Total	Rs.32,000-00	(Rupees Thirty-two thousand only)

Regulations governing the appointment:

1. The appointment will be on tenure basis.
2. Your appointment is subject to approval of your qualifications and eligibility as per the rule.
3. Your services are terminable by one month notice on either side without assigning any reason whatsoever. You shall not leave the service of the institution in the middle of the academic year. In case the employee wants to leave the institution, the notice period of one month should not fail during the vacation time.
4. You shall strictly follow the institution timings and you shall be present in the college during all the working hours whether you have teaching work or not and you are expected to take effective part in such extra-curricular and co-curricular activities of the college as and when required.

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Centre for Post Graduate Studies

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5. You are eligible to avail leave as per the leave rules of the institution. Please note that you shall submit the application for leave well in advance and make arrangements for the work to be done on the day of your leave by adjusting the work load with your colleagues. You may also note that the management has right to refuse/cancel your leave and leave is not a matter of right.
6. You must devote yourself in teaching and training the students in the subjects assigned to you. You are also expected to keep yourself updated in the subjects taught by you and take up research and publications.
7. You must consider yourself accountable for the performance of your students in the tests and the examinations.
8. You shall not do part-time or accept special assignments anywhere else or even apply for any post without getting specific permission from the college management committee.
9. Absenting yourself from duty or availing of leave without proper sanction in advance may result in loss of pay while taking frequent or long leave would be viewed seriously by the management.
10. We expect that our students will be benefited by your teaching, by your academic activities and other academic involvements.
11. We look forward to have your association with us.

Two copies of this appointment order are enclosed herewith, of which one must be submitted duly signed by you as a token of your acceptance of the above said appointment and all the conditions stipulated in the Appointment Order.

I wish you good luck,

Regards,

(Dr. V. Prabhu Dev)
Director

I accept the appointment and agree to abide by the terms and conditions mentioned therein.

Dr. Y.T. Balakrishna Acharya,

Signature:

Date: 04.01.2010

CC to:

1. The Accounts Department, Surana College, Bangalore - 4
2. Guard File

Phone : (91) 080-28486382 E-mail : suranacollege_pgcentre@rediffmail.com
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Telefax : (91) 080-26541095 Web : www.suranacollege.edu.in



No.SCPGC/AO/14-15/M.Sc Psy/1125

06.08.2014

Appointment Order

Dr. Anita.Narayan.Bhat
"BIMBA" 203/A,
8th,Cross,
Rani Chennamma Nagar,
Dharwad – 580 001
Karnataka State

Madam,

Sub: Appointment to the Post of Assistant Professor of Psychology
Ref: 1. Interview dtd.:19th June 2013
2. Offer Ltr No: No.SCPGC/OL/14-15/M.sc Psy/1124

This has reference to your application for employment in our institution and on subsequent interview you had with us, we are pleased to appoint you as Assistant Professor of Psychology in the department of M.Sc Psychology in our College situated at Kengeri Satellite Town, Bangalore, with effect from **6th August 2014** on the following terms and conditions.

1. Your appointment will be purely on temporary basis and is subject to approval of your qualifications and eligibility.
2. You will be paid monthly emoluments as under:

Basic	Rs.15,600.00	(Rupees. Fifteen Thousand Six Hundred Only)
D.A.	Rs.1,560.00	(Rupees. One Thousand Five Hundred Sixty Only)
HRA	Rs.2,540.00	(Rupees Two Thousand Five Hundred Forty Only)
CCA	Rs.300.00	(Rupees. Three Hundred Only)
SA	Rs.1,000.00	(Rupees. One Thousand Only)
AGP	Rs.6,000.00	(Rupees Six Thousand Only)
Total	Rs.27,000.00	(Rs. Twenty Seven Thousand Only)

In addition to above, you are entitled for PF as per the rules.
You are not entitled for any emoluments other than the above said amount.

3. You shall strictly follow the timings stipulated by the institution. You should not leave the Campus without prior written permission of the Head of the Institution during the working hours of the College.

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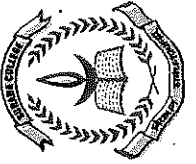
4. As a staff member you are required to maintain punctuality, discipline and decorum of the Institution.
5. Your Employment is transferable among the Surana Group Institutions.
6. You shall avail leaves/holidays as per College rules on prior approval of the Head of the Institution. Unauthorized absence will be viewed very seriously and not reporting to the duty even after eight consecutive days after the expiry of the sanctioned leave period shall also be viewed very seriously. Such absences for a fortnight will be considered as termination of your service.
7.
 - a) As a teaching staff/faculty, under normal circumstances you will not be permitted to resign during the academic year. However if you decide to resign, you are required to give one month compulsory notice period. The Management reserves the right to waive the notice and accept the resignation with immediate effect.
 - b) In case of non-performance or continued inefficiency, the management may discharge your service after serving one month's notice.
 - c) In case of involvement in any anti-student, anti-college or anti-management activities, or do not keep up the professional secrecy, your services will be terminated immediately without giving any prior notice and suitable disciplinary action will be initiated against you.
8. You are governed by all standard rules and regulations of the institution as existing now and as may be amended from time to time. However Management reserves the right to modify, alter or delete the existing rules or introduce fresh employment rules.
9. Your annual increment or increase in emoluments would be done subject to overall performance.
10. You must devote yourself to the job taken in about teaching/coaching the students in the subject/field assigned to you. You are also expected to keep yourself updated in that area of job and get engaged yourself in research and publications.
11. You are responsible for the overall performance of your students, in particular with the tests and examinations.
12. You shall not take up tuitions and any assignments whatsoever during the working hours, without prior permission of the management.
13. You are expected to take effective part in co-curricular and extra-curricular activities of the College, as and when required, in the best interest of the students.
14. You shall be eligible for leave facilities or any other benefits from the institution only after the completion of 12 months from the date of joining.

Phone : (91) 080-28486382
Telefax : (91) 080-28486372

E-mail : pgcentre@suranacollege.edu.in
Website : www.pg.suranacollege.edu.in

Moulding Character and Careers

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Web : www.suranacollege.com



ಸುರಾನ ಕಾಲೇಜು, ಸ್ವಾತಂತ್ರ್ಯ ಕೇಂದ್ರ
SURANA COLLEGE
Centre for Post Graduate Studies
17, Kengeri Satellite Town, Bangalore-60
(Affiliated to Bangalore University, Recognized by Government of
Karnataka and All India Council for Technical Education, New Delhi)

14. You shall be eligible for leave facilities or any other benefits from the institution only after the completion of 12 months from the date of joining.
15. Before reporting to the duty you should submit all your original certificates and testimonials with the Head of the Institution in order to produce them for verification to the authorities concerned.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

With Best Wishes,

For SURANA COLLEGE


DIRECTOR

**ACCEPTANCE OF THE EMPLOYMENT
AND
UNDERTAKING BY THE EMPLOYEE**

I accept the above appointment offer and agree to abide by the terms and conditions mentioned herein. I also confirm that I possess genuine degree and marks statement and agree to submit my original Marks Statement to the Head of Institution for verification.

NAME **Dr. Anita Narayan Bhat**

Signature *Anita*.....

Date *6.18.20.14*.....

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file

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