



SURANA COLLEGE

Moulding Character & Careers

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

May 23, 2015

Dr Sakuntala Samuelson

DQ-08, New Housing Colony
Indian Institute of Science
Bangalore 560 012

Dear Dr Sakuntala,

Sub: Appointment to the post of "Principal"

This has reference to your application for employment in our institution and subsequent interviews you had with us, we are pleased to appoint you as "**Principal**" for our Under-Graduate College namely Surana College, South End Road, Bangalore with effect from 21.05.2015, on the following terms and conditions:

1. Your remuneration package will be as under:

- | | |
|----------------------|-------------------|
| a) Basic Salary | : Rs. 37,400/- pm |
| b) D.A. | : Rs. 9,350/- pm |
| c) C.C.A. | : Rs. 300/- pm |
| d) H.R.A. | : Rs. 18,700/- pm |
| e) Special Allowance | : Rs. 8,750/- pm |
| f) Phd. Allowance | : Rs. 500/- pm |

Monthly Salary : Rs. 75,000/- pm
=====

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

- | | |
|------------------------|------------------|
| i) Fuel Expenses | : Rs.13,000/- 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.

BN8316/7432:1013

An ISO 9001:2008 Certified Institution





Dr. M.S. Ramaiah, FIAE
(1922-97)
"A True Karma Yogi"

M.R. SEETHARAM, MLC
Vice Chairman

GOKULA EDUCATION FOUNDATION
(Founder of M.S Ramaiah Educational Institution)

M.S. Ramaiah Nagar, M.S.R.I.T. Post, Bengaluru - 560 054. INDIA
Ph: +91 80 23606616 / 23606936 Telefax: +91 80 23606616
E-mail: mrseetharam.ramaiah@gmail.com



10th January 2015

TO WHOMSOEVER IT MAY CONCERN

Smt. Sakuntala Samuelson has been working in M S Ramaiah College of Arts, Science & Commerce from its inception in 1993 till date. She started her teaching profession in 1980 as a Lecturer and has 35 years experience to her credit. She was associated at different levels in our institute and went on to be the Principal-in-charge for five years. She is now retiring in view of superannuation as per the institution's policy.

She has been one of the pillars of our institute and has contributed immensely to its growth and quality right from the inception of M S Ramaiah College of Arts Science & Commerce till date. During her tenure as Principal, the institute has been awarded "A" Grade by NAAC. She has consistently showed interest in improving her academic career by completing MBA, PhD and also has published and presented several papers including a patent.

She has won the confidence of the Management, Faculty, staff and students through her untiring dedication, hardwork and integrity.

I wish her all the best for her future endeavour's.


M R SEETHARAM



TESTIMONIAL

I hereby certify that Mrs. Shakuntala Samuelson was a Lecturer in Chemistry in this College from July 4th, 1984 to June 15th, 1987.

Shakuntala was a sincere, hard working and dedicated teacher, whom the students were pleased with. She was always socially conscious and helped the College N.S.S Officer in a big way, visiting the homes of the poor, the slums and bringing relief to them. She has also attended two N.S.S Camps. In short, she was an asset to the College.

Her Character and Conduct were good. I wish her all success.

B. Samuelson *S. Louis Marie*
PRINCIPAL PRINCIPAL
SURANA COLLEGE
SOUTH END ROAD
BANGALORE - 4



KODAIKANAL SCHOOL

A CHRISTIAN INTERNATIONAL SCHOOL

KODAIKANAL
PIN: 624101
TAMIL NADU
INDIA

Telegrams: "HIGHCLERC"
Telephones: 278, 223 & 328

12 April 1983

To Whom It May Concern:

Miss Sakuntala Paul came to Kodaikanal School as a teacher of Chemistry in July, 1980. She has now completed very satisfactorily a three-year term. She has resigned in order to become married and will be leaving our vicinity. Her term of service will end 30 June 1983.

Miss Paul, even though not experienced in teaching, has provided excellent service in Kodaikanal School. She gives of her time and energy selflessly and is a full participant in the life of the school. She has accepted extra assignments without complaint and is always friendly and cheerful.

Miss Paul has maintained cordial but business-like relationships with students and there has been mutual respect and concern between her and the students.

She has been especially effective in the preparation and supervision of laboratory work. She explains operations with care and accuracy which has enabled the students to carry out experiments efficiently and in such a way as to enable them to learn rapidly.

Miss Paul is one of the most effective young teachers with whom I have worked and her going will be a great loss to the school.

Sincerely,

Bob King, Ed.D.
Academic Vice Principal



G. D. A. FOUNDATION

GOVT. NO. 100/1991

SURANA COLLEGE

(Arts, Science, Commerce & Management)

No. 16, Sri Nittoor Srinivasa Rao Road (South End Road), Bangalore-560 004

Ref. SC

Date :

U.C.F.

APPOINTMENT ORDER

ORDER NO.SC/APT/M.C.A./612/ dated 23/7/2001

Sri / Smt. A. SRINIVAS is appointed as Lecturer in M.C.A. for Post Graduate Course. You will be offered a salary of Rs.10,000/- per month as per A.I.C.T.E. norms.

You are on probation for a period of ten months from the date of joining.

Basic Salary	Rs.5,000/- p.m.
Conveyance Allowance	Rs. 800/- p.m.
City Compensation Allowance	Rs. 1,200/- p.m.
House Rent Allowance	Rs. 3,000/- p.m.
Total Salary	Rs.10,000/- p.m.

You are advised to report to duty on 2nd August 2001 with all Certificates in original and testimonials.

BY ORDER,

PRINCIPAL

To

Sri / Smt. A.Srinivas,
298/C, 7th Main,
Jayanagar, 4th Block,
Bangalore-1.

Accepted and received the
assigned appointment letter.
Reporting to duty on or before 2nd Aug 2001.
A. Srinivas
(A-SRINIVAS)



VIGNAN DEGREE COLLEGE, VADLAMUDI

GUNTUR (DT.) A.P. :: 522 213

(AFFILIATED TO NAGARJUNA UNIVERSITY, NAGARJUNA NAGAR)

K. RADHAKRISHNA MURTHY,
B.Com. (Hons)

Principal

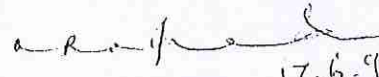
Phones : Tenali : 88-318 (STD. 08644)
Guntur : 84-364 (" 0863)

VADLAMUDI

Dt. 17-6-'93.

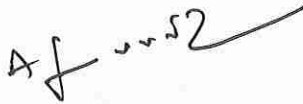
SERVICE CUM RELIEVING CERTIFICATE

This is to certify that Mr. A. Srinivas, M.Sc.,
joined as Lecturer in Electronics on 05-9-'91 and
got relieved of his duties in this College on 16.6.93(AN).
During the said period, he rendered exemplary service.


17.6.93
PRINCIPAL









VIGNAN DEGREE COLLEGE, VADLAMUDI

GUNTUR (DT.) A.P. :: 522 213

(AFFILIATED TO NAGARJUNA UNIVERSITY, NAGARJUNA NAGAR)

K. RADHAKRISHNA MURTHY,
B.Com. (Hons)

Principal


Phones : Tenali : 88-318 (STD. 08644)
Guntur : 84-364 (" 0863)

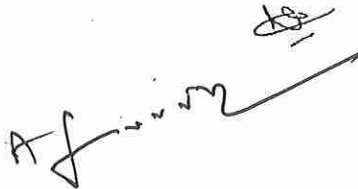
VADLAMUDI

Dt. 19-4-'93.

SERVICE CERTIFICATE

This is to certify that Mr. A.Srinivas,
Lecturer in Electronics, has been on the Staff
of this college, teaching B.Sc. classes since
05-9-'91. His conduct and character has been
found to be satisfactory.


19.4.93
(K. RADHAKRISHNA MURTHY)
PRINCIPAL





T. J. P. S. COLLEGE (P. G. COURSES)

(Affiliated to Nagarjuna University)

Ring Road, GUNTUR - 522 006 (A.P.)

CH. RAM PRASAD, M.Com., D.D.E.,
PRINCIPAL (FAC)

Dt. 2-7-2001.

SERVICE CERTIFICATE

This is to certify that Sri A. Srinivas has joined as Lecturer in P.G. Dept. of Physics & Electronics on adhoc basis on 17.6.1993. He has been in service from 17.6.1993 to 31.5.2001.

Ch. Ram Prasad

(CH. RAM PRASAD).
PRINCIPAL (F.A.C.)

T.J.P.S. COLLEGE, P.G. COURSES
GUNTUR

AT

A. Srinivas



T. J. P. S. COLLEGE (P. G. COURSES)

(Affiliated to Nagarjuna University)

Ring Road, GUNTUR - 522 006 (A.P.)

CH. RAM PRASAD, M.Com., D.D.E.,
PRINCIPAL (FAC)

Dt. 31.5.2001.

RELIEVING CERTIFICATE

Sri A. Srinivas, Lecturer in P.G. Dept. of
Physics & Electronics is relieved from service
on 31.5.2001 AN.

Ch. Ram Prasad

(CH. RAM PRASAD)

PRINCIPAL (F.A.C.)

T.J.P.S. COLLEGE, P.G. COURSES

GUNTUR.

A. Srinivas



SURANA COLLEGE

(Arts, Science, Commerce & Management)

No. 16, Sri Nittoor Srinivasa Rao Road (South End Road), Bangalore-560 004

Ref. SC/

Date :

APPOINTMENT ORDER

ORDER NO. SC/APT/ / / 307 / DATED

Sri/Smt. VATHSALA MOHAN LECT KANNADA is appointed as 30.6.2000

VATHSALA MOHAN for both the P.U.C. &

LECTURER IN KANNADA He/She is put on the Consolidated

DEGREE

pay of RS.3000/- P.M.

The appointment is purely temporary and liable to be terminated without any notice. It is likely to be made permanent in due course if his/her work is found satisfactory.

Sri/Smt. VATHSALA MOHAN is directed to report to duty on or before 5.7.2000 with all Certificates and testimonials.

Received Appointment Order
Vathsalamohan

BY ORDER,

PRINCIPAL

To

To SR

Smt. Vathsala Mohan
e/o Mohan Kumar K.N.
35, 1st Cross, Obalappa Gardens
Tata Silk Farm, Bangalore-560 082



SURANA COLLEGE

16, South End Road, Bangalore-560004

SC:EST/APT/2007-08/

22nd June, 2007

Dr. Nagaratna Hegde
"Aksharam", 8th Cross, 2nd Phase
Girinagar
Bangalore-560 085
Cell:94800-80882
Res: 26727389/26721052/26722576

Madam,

LETTER OF APPOINTMENT LECTURER-DEPARTMENT OF SANSKRIT

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 Sanskrit situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 30th June, 2007 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. 6,000-00 (Rupees Six Thousand Only)

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

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

Ph.D allowance of Rs.300/- (Rupees Three Hundred Only) extra will be paid.

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 : suranacollege@yahoo.co.in
Web : www.suranacollege.edu.in



SURANA COLLEGE

16, South End Road, Bangalore-560004

- 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

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

Moulding Character and Careers

Phone : (91) 080-26642292, 22446141 | E-mail : suranacollege@yahoo.co.in
Telefax : (91) 080-26541095 | Web : www.suranacollege.edu.in



SURANA COLLEGE

16, South End Road, Bangalore-560004

- 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

(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



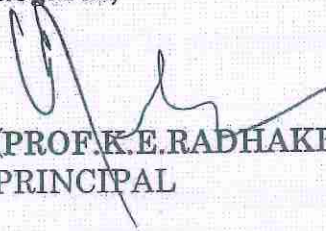
SURANA COLLEGE

16, South End Road, Bangalore-560004

- 4 -

I wish you good luck.

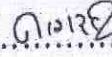
Regards,



(PROF. K.E. RADHAKRISHNA)
PRINCIPAL

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

Dr. Nagaratna Hegde

Signature..........

Date: 22-06-2007

CC to:

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

Moulding Character and Careers

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

Phone : (91) 080-26642292, 22446141 | E-mail : suranacollege@yahoo.co.in
Telefax : (91) 080-26541095 | Web : www.suranacollege.edu.in

संस्कृतभारती

अक्षरम्, ८ उपमार्गः, २ घट्टः
गरिन्गरम्, बेङ्गलुरु-५६० ०८५

Ph.: +91 80 2672 1052, 2672 2576 E-mail.: samskritam@gmail.com Web : www.samskritabharati.in

ॐ
SANSKRITA BHARATI

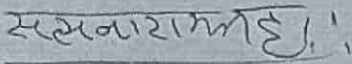
AKSHARAM

8th Cross, 2nd Phase, Girinagar, Bangalore - 560 081

To Whomsoever It May Concern

This is to certify that Smt Nagaratna Hegde has worked with Samskrita Bharati for about 17 Years (15-05-1991 to 10-05-2007). During this period she has conducted many Spoken Samskrit classes. She has also worked as a resource person in Teachers training programs conducted in various places all over India. She has contributed hugely in the publication of many Samskrit books. Her performance and conduct during this tenure has been satisfactory.

Best Regards,



Satyanarayana Bhat

Trustee, Samskrita Bharati

15-05-2007



SURANA COLLEGE OF ARTS, SCIENCE, COMMERCE & MANAGEMENT

(G. D. A. FOUNDATION)

No. 16, SOUTHEND ROAD, BANGALORE - 560 004

Ref. Sc/EST/PT/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/PT/HINDI /96-97 dated 27.6.1996

Sri./Smt. / KRM GIRIJI GOPALAKRISHNA 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



കേരള ഹിന്ദി പ്രചാര സഭ, തിരുവനന്തപുരം
केरळ हिन्दी प्रचार सभा, तिरुवनन्तपुरम
KERALA HINDI PRACHAR SABHA, THIRUVANANTHAPURAM

പിൻ : पिन : Pin : 695 014

കമ്പി : 'ജയ് ഹിന്ദി'
तार : 'जय हिन्दी'
Telegrams : 'JAI HINDI'
ഫോൺ : സെക്രട്ടറി
दूरभाष : मंत्री
Telephone : Secretary

കാര്യാലയം } 61378
कार्यालय } 66390
Office }

വാസതി }
निवास } 65696
Residence }

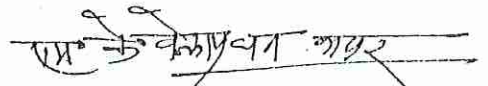
നമ്പർ/ക്രമാंक/No. G1/95

തീയതി/तिथि/Date : 5-5-1995

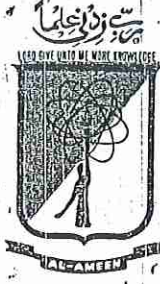
C E R T I F I C A T E

This is to certify that
Dr. Girija Gopalakrishnan, Darpan,
Sasthamangalam has worked in the Hindi
Post Graduate Centre of the Sabha at
Trivandrum during the period from
October **1986 to April 1989** and again
from November **1993 to April 1995** as
Lecturer in Hindi. She has been mainly
handling classes for M.A and B.A courses
and also P.G Diploma Course in Hindi
Translation, Office procedure and Journalism.
Her services have been satisfactory.

Her character and conduct are good.


(M.K. VELAYUDHAN NAIR)
Secretary

Phone : 222402



ಅಲ್-ಅಮೀನ್ ಕಲೆ, ವಿಜ್ಞಾನ ಮತ್ತು ವಾಣಿಜ್ಯ ಕಾಲೇಜು.
Al-Ameen Arts, Science & Commerce College

H. SIDDAIAH ROAD, BANGALORE - 560 027

(AFFILIATED TO BANGALORE UNIVERSITY)

Ref. No. AAC/Staff/Cert./86

Date 5/6/86

Dr. A. SHERIFF, Ph.D.,
PRINCIPAL

CERTIFICATE

This is to certify that
Smt. Girija.P was working as a
Lecturer in the Department of Hindi
from 1/10/1985 to 31/3/1986.

A. Sheriff

PRINCIPAL.

PRINCIPAL.

AL-AMEEN ARTS, SCIENCE & COMMERCE COLLEGE
H. SIDDAIAH ROAD, BANGALORE - 27

BA*



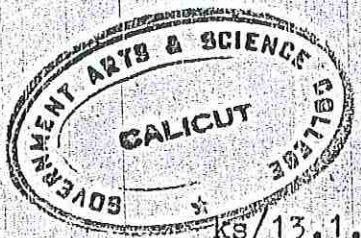
Phone : 76694

PRINCIPAL
GOVERNMENT ARTS & SCIENCE COLLEGE
CALICUT-18

Date.....13.1.1981.....

CERTIFICATE.

This is to certify that Smt. P. Girija, Junior Lecturer in Hindi (appointed through Employment Exchange) has worked in this college for the period from 27.10.1980 to 12.1.1981 as Junior Lecturer in Hindi and her character and conduct are good.



[Handwritten signature]

PRINCIPAL.

[Handwritten initials]



No.SCPGC/AO/17-18/M.Sc-Psy/797

30th January 2018

Appointment Order

Dr.Archana Bhat K

B-4, 1503 South City,
Arakere, MICO Layout,
Bengaluru – 560 076.
(M):9632658450
E Mail Id: archana.kallahalla@gmail.com

Dear Madam,

Sub: Appointment to the Post of .Associate Professor
Ref: 1. Interview dtd 21st December 2017..
2. Offer Ltr No: SCPGC/OFR.LTR/2017-18/742 dtd: 21st
December
2017.

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 M.Sc - Psychology in our College situated at Kengeri Satellite Town, Bangalore, with effect from **12th January 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.	3900	Rupees Three Thousand Nine Hundred Only
HRA	3900	Rupees One Thousand Five Hundred Sixty Only
AGP	6000	Rupees Six Thousand Only
CCA	300	Rupees Three Hundred Only
P.hd Allowance	500	Rs. Five Hundred Only
Conveyance	2000	Rs.Two Thousand Only
Books and Periodicals	12800	Rs.Twelve Thousand Eight Hundred Only
Total	45000	Rs.Forty Five 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.



BN8316/7432:1013

An ISO 9001:2008 Certified Institution



No.SCPGC/AO/17-18/M.Sc-Psy/797

30th January 2018

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.





SURANA COLLEGE

Centre for Post Graduate Studies

Moulding Character and Careers
No.SCPGC/AO/17-18/M.Sc-Psy/797

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

30th January 2018

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 Dr. Archana Bhat K

Signature *Archana Bhat-K*

Date *30/01/2018*

CC to:

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

3

BN8316/7432:1013
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ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ:ಸಪ್ರದಕಾತಿ:ಸೇಪ್ರಪ: :2014-2015

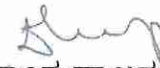
ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿ
ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು
ತೀರ್ಥಹಳ್ಳಿ, ದಿನಾಂಕ:08.08.2014

-: ಸೇವಾ ಪ್ರಮಾಣ ಪತ್ರ :-

ಶ್ರೀಮತಿ ಅರ್ಚನಾ ಭಟ್. ಕೆ. ಮನಃಶಾಸ್ತ್ರ ಅತಿಥಿ ಉಪನ್ಯಾಸಕರು ಇವರು ತೀರ್ಥಹಳ್ಳಿಯ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜಿನಲ್ಲಿ ಮನಃಶಾಸ್ತ್ರ ಅತಿಥಿ ಉಪನ್ಯಾಸಕರಾಗಿ ತಾತ್ಕಾಲಿಕವಾಗಿ ಸೇವೆಯನ್ನು ಸಲ್ಲಿಸಿರುತ್ತಾರೆ. ಇವರ ತಾತ್ಕಾಲಿಕ ನೇಮಕಾತಿಯು ಜಂಟಿ ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಶಿವಮೊಗ್ಗ ಇವರಿಂದ ಅನುಮೋದನೆಯನ್ನು ಪಡೆಯಲಾಗಿದೆ. ಹಾಗೂ ಇವರ ಸೇವಾವಧಿಯು ತೃಪ್ತಿಕರವಾಗಿದೆಯೆಂದು ದೃಢೀಕರಿಸಲಾಗಿದೆ.

ಕ್ರ.ಸಂ	ವರ್ಷ.	ಅತಿಥಿ ಉಪನ್ಯಾಸಕರಾಗಿ ಸೇವೆಯನ್ನು ನಿರ್ವಹಿಸಿದ ಅವಧಿ.		ಷರಾ
1	2013 - 2014	ದಿನಾಂಕ: 08.07.2013	15.01.2014 ರವರೆಗೆ	

ARCHANA BHAT.K


ಪ್ರಾಂಶುಪಾಲರು.
ಪ್ರಾಂಶುಪಾಲರು.
ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು
ತೀರ್ಥಹಳ್ಳಿ-577432

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ:ಸಪ್ರದಕಾತಿ:ಸೇಪ್ರಪ: :2012-2013

ಪ್ರಾಂಶುಪಾಲರ ಕಛೇರಿ
ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು
ತೀರ್ಥಹಳ್ಳಿ, ದಿನಾಂಕ:02.04.2013

-: ಸೇವಾ ಪ್ರಮಾಣ ಪತ್ರ :-

ಶ್ರೀಮತಿ ಅರ್ಚನಾ ಭಟ್. ಕೆ. ಮನಃಶಾಸ್ತ್ರ ಅತಿಥಿ ಉಪನ್ಯಾಸಕರು ಇವರು ತೀರ್ಥಹಳ್ಳಿಯ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜಿನಲ್ಲಿ ಮನಃಶಾಸ್ತ್ರ ಅತಿಥಿ ಉಪನ್ಯಾಸಕರಾಗಿ ತಾತ್ಕಾಲಿಕವಾಗಿ ಸೇವೆಯನ್ನು ಸಲ್ಲಿಸುತ್ತಿದ್ದಾರೆ. ಇವರ ತಾತ್ಕಾಲಿಕ ನೇಮಕಾತಿಯು ಜಂಟಿ ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಶಿವಮೊಗ್ಗ ಇವರಿಂದ ಅನುಮೋದನೆಯನ್ನು ಪಡೆಯಲಾಗಿದೆ. ಹಾಗೂ ಇವರ ಸೇವಾವಧಿಯು ತೃಪ್ತಿಕರವಾಗಿದೆಯೆಂದು ದೃಢೀಕರಿಸಲಾಗಿದೆ.

ಕ್ರ.ಸಂ	ವರ್ಷ.	ಅತಿಥಿ ಉಪನ್ಯಾಸಕರಾಗಿ ಸೇವೆಯನ್ನು ನಿರ್ವಹಿಸಿದ ಅವಧಿ.		ಷರಾ.
1	2009 - 2010	ದಿನಾಂಕ: 05.08.2009	30.04.2010 ವರೆಗೆ	
2	2010 - 2011	ದಿನಾಂಕ: 11.08.2010	31.05.2011 ವರೆಗೆ	
3	2011 - 2012	ದಿನಾಂಕ: 08.08.2011	21.04.2012 ವರೆಗೆ	
4	2012 - 2013	ದಿನಾಂಕ: 04.08.2012	08.03.2013 ವರೆಗೆ	

ARCHANA BHAT.K

ಪ್ರಾಂಶುಪಾಲರು.
ಪ್ರಾಂಶುಪಾಲರು ರೋಡ್-1
ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು
ತೀರ್ಥಹಳ್ಳಿ-577.2



GOKULA EDUCATION FOUNDATION (MEDICAL)

(Founders of M.S. Ramaiah Educational Institutions)

Administrative Block, New BEL Road, MSRIT Post, Bangalore - 560 054.
Tel : 080 - 2360 5409, Tele/Fax : 080 - 2360 5541 e-mail : gef_medical@hotmail.com

GEF (M)/CE/132/2013-14

November 19, 2013

Smt. Archana Bhat K
"Shravana", Near Anuradha Nursing Home,
Thirthahalli-577432
Shimoga District
Cell: +91 96326 58450
Res: 08181-228076
E-Mail: archana.kallahalla@gmail.com

Sub: Letter of Offer for Appointment as **"Consultant"**

We are pleased to issue this Letter of Offer to appoint you as "Consultant" to Gokula Education Foundation (Medical), on the following terms and conditions.

1. Place of posting:

You will be working for Gokula Education Foundation (Medical) and presently placed at Thirthahalli, Shimoga. However, your services can be utilized anywhere in India or abroad as the Foundation may find it necessary. You will be reporting to the Chief Executive, Gokula Education Foundation (Medical)

2. Role:

To provide a road map for the M.S. Ramaiah University of Applied Sciences in consultation with Prof. S.N. Balagangadhara.

3. Date of joining & Tenure:

Your employment with the Foundation will commence from December 1, 2013. The term of appointment will initially be for a period of one year. However, it could be extended for a further period of one year upon mutual consent.



BMS COLLEGE OF ENGINEERING, BANGALORE-19
(Autonomous College under VTU)

No. BMS 08 EST(U) 2015

Date: 22.04.2015

OFFICIAL MEMORANDUM

Sub: Appointment of **Sri. Archana Bhat K, Asst Prof,**
Department of Humanities & Social Science
Ref : Orders of the Principal, BMSCE dated 16.04.2015.

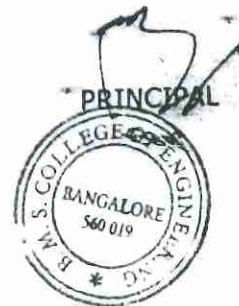
Ms. Archana Bhat K is appointed as Assistant Professor in the Department of Humanities & Social Science under the Management Cadre on a consolidated pay of Rs.30,000/-PM (Rupees Thirty Thousand only) subject to the following conditions:

1. In case the offer is accepted, she is required to report to the undersigned and submit proforma A, B & C enclosed, failing which the appointment order will be cancelled without any further notice.
2. The order will take effect from the actual date of reporting to duty.
3. The appointment is purely on adhoc basis for a period of one year. The appointment will cease automatically after completion of one year from the date of reporting to duty.
4. She is entitled for accrue of one day Casual Leave on the completion of every one month from the date of her duty report.
5. In addition to assigned duties, she has to attend to any other work assigned to her by Principal/Management without prejudice to her normal assigned duties.
6. She is governed by the Discipline and Conduct rules of the College prescribed from time to time.
7. The appointment may however be terminated with a month's notice any time, without assigning any reason, depending on the exigencies of service.
8. The appointment is terminable with one months' notice or one months' salary in lieu thereof. However, the faculty will not be permitted to leave the college during the semester in case of her resignation.

We look forward to her positive contribution towards her personal as well as institutional growth.

To,

1. HOD - HSS
2. Ms. Archana Bhat K
B-4, 1503, South City,
Arakere, MICO Layout,
Bangalore - 560 076
3. Pay Rolls
4. Office Copy





BMS COLLEGE OF ENGINEERING, BANGALORE-19
Autonomous Institute affiliated to VTU

No: BMS 01 EST (U) 2018

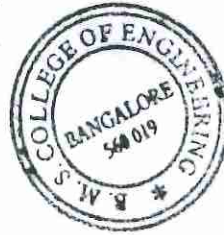
Date: 11.01.2018

OFFICE ORDER

Sub: Acceptance of resignation & relieving order
Ref: 1. Resignation letter dated: 04.01.2018 from
Smt. Archana Bhat K, Asst Prof, Dept of
Mathematics & Humanities
2. Office note dt: 08.01.2018 and orders of the
Principal thereon

* * *

The resignation tendered by Smt. Archana Bhat K, Assistant Professor in the Department of Mathematics & Humanities under Management Cadre, has been accepted w.e.f 10.01.2018 and she is deemed to have been relieved of her duties from BMSCE on 10.01.2018.



PRINCIPAL

To:

1. Smt. Archana Bhat K
2. HOD - MAT
3. Pay Rolls
4. Office Copy



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)

SC:EST/APT/2007-08/263B

10th October, 2007

Smt.Prathima Bennurmth

C/o.P.Shanthraju

No.11, 1st Main, 4th Cross

Kallyannagar, Moddalpallya Circle

Nagarbhavi Main Road

Bangalore-560 072

Ph:9480006779/9886781435

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 at our Post Graduation Centre situated at C.A-17, Kengeri Satellite Town, Bangalore-560 060.
2. You are requested to report for duty on or before 12th October, 2007 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 (Rupees Eight Thousand Only)

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

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

Contd.2

Moulding Character and Careers

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

E-mail : suranacollege_pgcentre@rediffmail.com
Web : www.suranacollege.com

H. O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4

Phone : (91) 080-26542292, 26346141
Telefax : (91) 080-26541095

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



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)

- 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

Moulding Character and Careers

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

E-mail : suranacollege_pgcentre@rediffmail.com
Web : www.suranacollege.com

H. O. : SURANA COLLEGE, 16, SOUTH END ROAD, BANGALORE - 4

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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)

- 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

Moulding Character and Careers

Phone : (91) 080-28486382
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Web : www.suranacollege.com

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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)

- 4 -

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

Smt. Prathima Bennurmatah

Signature.....

Date: 24/10/07

CC to:

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

Moulding Character and Careers

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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

EXPERIENCE CERTIFICATE

This is to certify that Smt. Prathima Heramath has been working as a Lecturer in Computer Science Department from 18-08-06 to 30-04-07. Her work during this period was found satisfactorily.

Place : Raichur.

Date : 15/6/07


Principal
PRINCIPAL
A.M.E.'s DEGREE SCIENCE COLLEGE
RAICHUR - 584 101,



INFANT JESUS P.U. COLLEGE

Code No. RR 092

VIDYA NAGAR,
RAICHUR - 584 103.
KARNATAKA STATE
PH : (08532) 591096,
240350

Ref.

Date : 13 06 2007

Experience Certificate

This is to state Ms. Pratima worked as a Faculty Member in our PUC Section handling Computer Science classes for both the I & II Year Students in English Medium. She took Computer classes for our I & II year D.Ed. students too, in Kannada Medium. She rendered these services from June 2006 to April 2007.

During the period of her service, she was found to be competent both in the subject and in teaching, hard-working and responsible. She left our Institution only because she had to shift her residence to Bangalore. We are confident that she would be always loyal and committed wherever she works, we wish her all the best.

PRINCIPAL

Infant Jesus Composite P.U. College
Vidyanagar, RAICHUR-584 103.



SURANA COLLEGE

Centre for Post Graduate Studies

Moulding Character and Careers

No.SCPGC/AO/17-18/M.Sc-Psy/748

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

27th December 2017

Appointment Order

Mr. Ravi K Agrahara

G-101, Manasiddh Prakrithi Apartments
M.L.A Layout, Kalena Agrahara,
Bannerghatta Road
Bangalore – 560 076.
(M): 9886901943
E Mail Id: ravi22.agrahara@gmail.com

Dear Madam,

Sub: **Appointment to the Post of Assistant Professor**

- Ref: 1. Interview dtd 21st December 2017..
2. Offer Ltr No: SCPGC/OFR.LTR/2017-18/746 dtd: 27th December 2017.

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 M.Sc - Psychology in our College situated at Kengeri Satellite Town, Bangalore, with effect from 27th December 2017 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	1560	Rupees One Thousand Five Hundred Sixty Only
CCA	300	Rupees Three Hundred Only
Books and Periodicals	980	Rupees Nine Hundred Eighty Only
Total	20000	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.
5. Your Employment is transferable among the Surana Group Institutions.



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CA-17, Kengeri Satellite Town | Bangalore-560 060 | +91-80-28486382 | pgcentre@suranacollege.edu.in | suranacollege@yahoo.co.in
+91-80-28486372 | www.suranacollege.edu.in | www.suranacollege.com

H.O. : SURANA COLLEGE, 16, South End Road, Bangalore-560 004 * Phone : +91-80-26642292



SURANA COLLEGE

Centre for Post Graduate Studies

Moulding Character and Careers

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

No.SCPGC/AO/17-18/M.Sc-Psy/748

27th December 2017

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.
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.



BN8316/7432:1013
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Bangalore-560 060 | t+91-80-28486372 | w: www.suranacollege.edu.in | w: www.suranacollege.com

H.O. : SURANA COLLEGE, 16, South End Road, Bangalore-560 004 ♦ Phone : +91-80-26642292



SURANA COLLEGE
Centre for Post Graduate Studies

Moulding Character and Careers

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

No.SCPGC/AO/17-18/M.Sc-Psy/748

27th December 2017

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 **Mr. Ravi K Agrahara**

Signature

Date 27.12.2017

CC to:

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



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



ABHYUDAYA DEGREE COLLEGE

An initiative of the "Abhyudaya Educational Trust"

Recognised by the Govt. of Karnataka, Affiliated to Bangalore University

12/11/2014

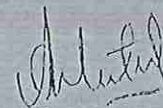
To Whomsoever it may Concern

This is to certify that **Mr.Ravi.K.Agrahar** was working as lecturer in Psychology, at Abhyudaya Degree College, during the academic period **January 2011 to February 2012.**

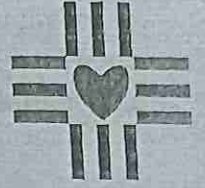
During this tenure he was assigned Psychology theory/practical for Bachelor Degree course (B.A). Mr.Ravi.K.Agrahar is an dedicated teacher, very methodical & punctual in executing his assignments, which were appreciated by the students of degree program.

Mr.Ravi.K.Agrahar is accommodative, inquisitive and adapts well to the work environment. He gets along well with peer group and superiors.

I wish him good luck and success in all his future endeavors.


Signature

Dr.G.Venkatesh



04/07/2017

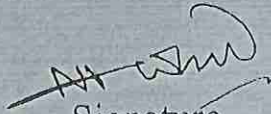
To whomsoever it may concern

This is to certify that Mr. Ravi K. Agrahara was working as lecturer in psychology, at Narayana Institute of Physiotherapy, during the academic period September 2014 to August 2015.

During this tenure he was assigned psychology theory for bachelor for physiotherapy course. Mr. Ravi K. Agrahara is a dedicated teacher and punctual in executing his duty, which is appreciated by students of degree program.

Mr. Ravi K. Agrahara adapts well to the work environment. He gets along well with peer group and superiors.

I wish him good luck and success in all his future endeavors.


Signature

Dr. V. Ramakrishna Rao

PRINCIPAL

Narayana Hrudayalaya
Institute of Physiotherapy
258/A, Bommasandra Incl Area
Anekal Taluk, Bangalore - 560 092



ಎಂ. ಇ. ಎಸ್. ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಞಾನ ಪದವೀ ಕಾಲೇಜು

ವಿದ್ಯಾಸಾಗರ ಪ್ರೌಢಿ ಎಂ.ಪಿ.ಎಲ್. ಶಾಸ್ತ್ರಿ ರಸ್ತೆ,

(15ನೇ ಅಡ್ಡ ರಸ್ತೆ), ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು-560 003

ದೂರವಾಣಿ : 23341225 / 23347045 ಫ್ಯಾಕ್ಸ್ : 23562526

ಈ-ಮೇಲ್ : ಎಮ್‌ಇಎಸ್‌ಕಾಲೇ@ಯಾಹೂ.ಕಾಮ್

Ref: MESDC// /2012-13

31.10.2012

EXPERIENCE CERTIFICATE

This is to certify that **Smt.Farzana Tasneem** was working in this Institution as Lecturer in the Department of Bio-Technology with effect from **03.01.2011 to 30.09.2012**. Her work is satisfactory.

Leetha Srinivas
PRINCIPAL

M.E.S. Degree College of Art, Commerce & Science

Malleswaram, Bangalore - 560 003

2012/13

03.01.2011

30.09.2012

EXPERIENCE CERTIFICATE

31.10.2012

31.10.2012



Venkatalakshamma Subbaiah Setty Education and Charitable Trust (Regd.)

GANGA KAVERI INSTITUTE OF SCIENCE & MANAGEMENT

(Recognised by Govt. of Karnataka & Affiliated to Bangalore University)

1699, (43/1) Dr. Rajkumar Road, Rajajinagar III Stage, Bangalore - 560 010

KARNATAKA. INDIA Ph: 23527887 E-mail: principal@gkism.com www.gkism.com

No. 43, Hesaragatta Main Road, Mallasandra Village, T. Dasarahalli,
Bangalore - 560 057. Ph: 22791132

Date: 04-05-2010

EXPERIENCE CERTIFICATE

This is to certify that, **Mrs. Farzana Tasneem. M. I.** worked as a lecturer in the department of Biotechnology in this college from **August 2006 to April 2009.** She handled both Under Graduate and Post Graduate Classes. She is a sincere and efficient worker. Her character and conduct is good. She deserves all the encouragements for her future endeavors.

Presently she is working as a Guest Lecturer in the department of Biotechnology in this college.

V. N. Srinivasan
PRINCIPAL
PRINCIPAL
GANGA KAVERI INSTITUTE OF SCIENCE & MANAGEMENT
1699 (43/1), Dr. Rajkumar Road, 3rd Stage
Rajajinagar, BANGALORE - 560 010



ಎಂ. ಇ. ಎಸ್. ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಞಾನ ಪದವಿ ಕಾಲೇಜು

ವಿದ್ಯಾಸಾಗರ ಪ್ರೌಢ ಎಂ.ಪಿ.ಎಲ್. ಶಾಸ್ತ್ರಿ ರಸ್ತೆ,

(15ನೇ ಅಡ್ಡ ರಸ್ತೆ), ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು-560 003

ದೂರವಾಣಿ : 23341225 / 23347045 ಫ್ಯಾಕ್ಸ್ : 23562526

ಈ-ಮೇಲ್ : ಎಮ್‌ಇಎಸ್‌ಕಾಲೇ@ಯಾಹೂ.ಕಾಮ್

Ref: MESDC// /2012-13

31.10.2012

EXPERIENCE CERTIFICATE

This is to certify that **Smt.Farzaha Tasneem** was working in this Institution as Lecturer in the Department of Bio-Technology with effect from **03.01.2011 to 30.09.2012**. Her work is satisfactory.

Lectha Srinivas
PRINCIPAL

M.E.S. Degree College of Art, Commerce & Science

Malleswaram, Bangalore - 560 003

30/09/2012
23/10/2012

31/10/12



Venkatalakshimamma Subbaiah Setty Education and Charitable Trust (Regd.)

GANGA KAVERI INSTITUTE OF SCIENCE & MANAGEMENT

(Recognised by Govt. of Karnataka & Affiliated to Bangalore University)

1699, (43/1) Dr. Rajkumar Road, Rajajinagar III Stage, Bangalore - 560 010

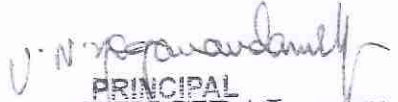
KARNATAKA, INDIA Ph: 23527887 E-mail: principal@gkism.com www.gkism.com

No. 43, Hesaragatta Main Road, Mallasandra Village, T. Dasarahalli,
Bangalore - 560 057. Ph: 22791132

Date: 04-05-2010

TO WHOM SO EVER IT MAY CONCERN

This is to certify that,
Mrs. Farzana Tasneem. M. I. working as a
Guest Lecturer at the rate of Rs. 100/hr. in
the Department of Biotechnology in this
College.


PRINCIPAL
GANGA KAVERI INSTITUTE OF SCIENCE & MANAGEMENT
1699 (43/1), Dr. Rajkumar Road, 3rd Stage
Rajajinagar, BANGALORE - 560 010



SURANA COLLEGE

16, South End Road, Bangalore-560004

REF.NO/SC/EST/APT.ORD/2013-14/ 073(B)

25th September, 2013

Mrs.Farzana Tasneem M. I

No: 21,7th main, 6th cross
K N Extension, Triveni Road
Yeshwanthpur,
Bangalore-560022
Ph: 9886664675

Dear Mrs.Farzana Tasneem M.I,

Sub: Appointment to the post of Lecturer in the Department of Biotechnology
Ref: With Personal Interview Dated 24/09/13.

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 Biotechnology** 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	15,600.00
DA	1,560.00
HRA	1,040.00
CCA	300.00
TOTAL	18,500.00(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 Institutions.

Received the Appointment Letter
I will abide by the College Rules
and Regulations
Farzana Tasneem. M.I.

Contd.2...

Moulding Character and Careers 1/10/13

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

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

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



SURANA COLLEGE

16, South End Road, Bangalore-560004

-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



SURANA COLLEGE

16, South End Road, Bangalore-560004

-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. Chandramoni
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. Farzana Tasneem M.I**

Signature

Date

CC to:

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

Order:

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

Smt.Avaneeya 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.Avaneeya Rajesh
82, East Anjaneya Temple Street
Basavanagudi
Bangalore 560 004
Ph:26524982

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

3. Guard file





ದೂರವಾಣಿ : +91-80-2660 1836

ಟೆಲಿಫ್ಯಾಕ್ಸ್ : +91-80-2667 6729

ಬಿ.ಎಂ.ಎಸ್. ಶಿಕ್ಷಣ ದತ್ತಿ

ಬಿ.ಎಂ.ಎಸ್. ಮಹಿಳಾ ಕಾಲೇಜು (ಪದವಿ)

ನ್ಯಾಕ್ ಮಾನ್ಯತೆ ಪಡೆದಿರುವ "ಎ" ಶ್ರೇಣಿ ವಿದ್ಯಾಲಯ

Prof. S.P. Chudamani. M.Sc., M.Phil.,
Principal

Date : 14.07.2008

SERVICE CERTIFICATE

This is to certify that **Smt. Avaneeja Rajesh G.** was working in this college as Lecturer in **English** during the period mentioned below. Her service was satisfactory during that period.

Part-Time Lecturer from - 17.09.2002 to 31.03.2003

Full-Time Lecturer from - 05.12.2003 to 31.03.2004

S.P. Chudamani

Principal
Principal

B.M.S. College for Women
Basavanagudi, Bangalore-4

ಕಛೇರಿ ಬಂಡೆ ರಸ್ತೆ, ಬಸವನಗುಡಿ, ಬೆಂಗಳೂರು-560 004.

E-mail: principal_bmscw@yahoo.com | www.bmscollegeforwomen.ac.in



M.S. RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Re-accredited "A" by NAAC, permanently affiliated to Bangalore University, Approved by AICTE)

Ref: PO/ EXP/2015-16/34

Date: 26.11.2015

EXPERIENCE CERTIFICATE

This is to certify that **Mrs. Radhika C.A** was working in our Institution as Assistant Professor from **15th July 2010 to 30th June 2015** and as a Head of the Department from **1st July 2015 to 21st October 2015** in the *Department of Journalism (Humanities)*.

We wish her all the best in her future endeavors.


Dr. A Nagarathna

PRINCIPAL
M.S.RAMAIAH COLLEGE OF
ARTS, SCIENCE & COMMERCE
M.S.Ramaiah Institutions Campus
MSRIT Post, Bangalore-560054



SURANA COLLEGE

Moulding Character & Careers

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

REF.NO/SC/EST/APT.ORD/2016-17/062

27/06/2016

To,

Mrs.Radhika.C.A
#180, 11th Cross,
1st Block, RT Nagar,
Bangalore-560032
Ph: 9945411955

Dear Mrs.Radhika,

Sub: Appointment to the post of Assistant Professor in the Department of Journalism and Coordinator of the department of Humanities.

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 Assistant Professor in the Department of Journalism and Coordinator of the department of Humanities 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/-
Conveyance Allowance	2,000/-
SA	6,640/-
TOTAL	30,000/- (Rupees Thirty 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.

RB
27/6/16

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





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.
-
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.

SB
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

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.Radhika.C.A

Signature *Radhika.C.A*

Date 27/6/2016

CC to:

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



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



No.SCPGC/AO/10-11/MBA/355

Appointment Order

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)

02-08-2010

Mrs. Shreelatha H.R.,
W/o Mr. Suresha H.S.,
No.243, 175 Block, Shirke Apts.,
KHB Colony, 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 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 August 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.8000-00	(Rs. Eight thousand only)
D.A.	Rs.4800-00	(Rs. Four thousand eight hundred only)
S.A.	Rs.3700-00	(Rs. Three thousand Seven hundred only)
CCA	300-00	(Rs. Three hundred only)
HRA	1200-00	(Rs. One thousand two hundred only)
Total	Rs.18000-00	(Rupees Eighteen Thousand)

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.

Moulding Character and Careers

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

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



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)

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. Shreelatha H.R.

Signature: Shreelatha

Date : 2nd Aug 2010

CC to:

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

Moulding Character and Careers

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

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

Date: 30/06/2008

SERVICE CERTIFICATE

NAME : Mrs. Shreelatha
DESIGNATION : Lecturer
DEPARTMENT : BBM
SALARY AT THE TIME OF RELIEVING : Rs. 18,480/- (Gross)
DATE OF JOINING : 08/08/2007
DATE OF RELIEVING : 30/06/2008
REASON FOR LEAVING : Domestic
REMARKS IF ANY : NIL


PRINCIPAL
PRINCIPAL

PES, College of Business Management
100 Feet Ring Road, BSK III Stage,
BANGALORE - 560 085

ESTD: 1967

SUBRAMANYA EDUCATION SOCIETY (R)



EAST-WEST COLLEGE OF MANAGEMENT

(M.C.A., M.B.A., B.B.M.)

Recognised by Govt. of Karnataka, Affiliated to Bangalore University, Visvesvaraya Technological University & Approved by the AICTE, New Delhi

Regd. Office : Rajajinagar, II Stage, 'E' Block, (Subramanyanagar Main Road), Bangalore - 560 010

Tel. : 2332 2909, 2332 1270, 2332 1933 Fax : 0091-80-2332 3284

Campus : # 63, Off. Magadi Road, Vishwaneedam Post, Bangalore-560091. Ph. : 23286752, 23288244, 23288245

Ref. No

Date : 19 Nov. 2007

CERTIFICATE

This is to certify that Mrs. Shreelatha was working in our institution as a Lecturer in BBM & MBA Department from 1-08-2005 to 7-08-2007. During this period her work was very well appreciated by all.

Her conduct and character were found to be satisfactory during the above period.

I wish her for all success in her future endeavor.

Prof. R.G. Patil
Director



UNIVERSITY OF MYSORE



No. PGCH/177/05-06
Encls

HEMAGANGOTRI
POST-GRADUATE CENTRE
HASSAN-573220

Dated.....

Date: 27-05-2005

SERVICE CERTIFICATE

This is to certify that Smt. **Shreelatha H.R.** has worked as Guest Lecturer on temporary basis at the department of Commerce during the period mentioned below.

Date: **07-06-2003 to 04-05-2004**

11-08-2004 to 07-05-2005

DIRECTOR

Director

Post-Graduate Centre

Hemanganotri,

HASSAN-573 201.

27/5/05



SURANA COLLEGE

16, South End Road, Bangalore-560004

REF.NO:SC:APPT:2011-12:143

22nd June, 2011

Ms.Archana.L
#2, Sri Hari Priya, 2nd Cross
Jnana Jyothi Nagar 2nd Stage
Mallathhalli
Bangalore-560056
Ph:9902963220

Dear Ms.Archana.L,

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

Ref : Proceedings of the interview dated 06/06/2011

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 Commerce & Management" 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. 1,200.00
CCA	: Rs. 300.00
S A	: Rs. 5,000.00
Total	: <u>RS.18,500.00</u> (Rupees Eighteen Thousand & FiveHundred 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

Moulding Character and Careers

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

Phone: (91) 080-26612292 / 22416141
Telefax: (91) 080-26541095

E-mail: ngcentre@suranacollege.edu.in
Web: suranacollege.edu.in



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.

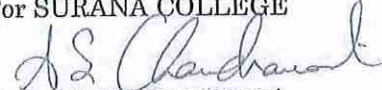
Contd.3



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.L
Signature: 
Date: 27.6.11.....
CC to:

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

BHARATHA MATHA EDUCATION SOCIETY®

BHARATHA MATHA COLLEGE FOR WOMEN

HANUMANTH NAGAR, BANGALORE-19

Ph.26672836

Dated: 25.06.2011

TO WHOMSOEVER IT MAY CONCERN:

This is to certify that **Archana.L** has worked as Lecturer in our organization. From **20-07-2009 to 30-05-2011.**

We wish her all the best for her future endeavours.

For BHARATHA MATHA EDUCATION SOCIETY®


[N.N.Mitra]

Secretary.

**Bharatha Matha College for Women
Hanumanthnagar, Bangalore-19.**



SURANA COLLEGE
Centre for Post Graduate Studies
Moulding Character and Careers

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

No.SCPGC/IAO/17-18/M.Sc-Psy/422

3rd August 2017

Appointment Order

Mrs. Bharu B S
W/o.Rajath N Raj
#1, "Rajathadri", Near Byatappa Temple
-Manchanayakanahalli, Near Wondeta Amusement Park
Bidadi Hobli, Ramanagaram Tq & Dist - 562109
Ph:9611885195, 9591855491
E-mail id:bhanupriyrajath@gmail.com

Dear Madam,

Sub: Appointment to the Post of Assistant Professor
Ref: 1. Interview dt:13th June 2017.
2. Offer Ltr No: SCPGC/OFR.LTR/2017-18/337 dt: 27th June 2017.

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 M.Sc - Psychology in our College situated at Kengeri Satellite Town, Bangalore, with effect from 1st August 2017 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	3120	Rupees Three Thousand One Hundred Twenty Only
CCA	300	Rupees Three Hundred Only
Books and Periodicals	2420	Rupees Two Thousand Four Hundred Twenty Only
Total	23000.00	Rs. Twenty Three 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.
5. Your Employment is transferable among the Surana College Institutions.



BN8316/7432-1013
www.suranacollege.edu.in

CA-17, Kengeri Satellite Town | t: +91-80-28486382 | e: pccentre@suranacollege.edu.in | www.suranacollege@yahoo.co.in
Bangalore-560 060 | f: +91-80-28486372 | www.suranacollege.edu.in

H.O. : SURANA COLLEGE, 16, South End Road, Bangalore-560 004 • Phone : +91-80-26642292



SURANA COLLEGE

Centre for Post Graduate Studies

Moulding Character and Careers
No.SCPGC/AO/17-18/M.Sc-Psy/422

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

3rd August 2017

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.
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.



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

CA-17, Kengeri Satellite Town | Bangalore-560 060 | Phone : +91-80-28486382
PG Centre : suranacollege@yahoo.co.in | Email : pgcentre@suranacollege.edu.in
Surana College : www.suranacollege.edu.in | Phone : +91-80-28486372 | Email : www.suranacollege.edu.in

H.O. : SURANA COLLEGE, 16, South End Road, Bangalore-560 004 • Phone : +91-80-26642292



SURANA COLLEGE

Centre for Post Graduate Studies

Moulding Character and Careers
No.SCPGC/AO/17-18/M.Sc-Psy/422


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

3rd August 2017


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



HEAD OF THE INSTITUTION
SURANA COLLEGE
POST GRADUATE DEPARTMENTS
#CA-17, Tumkur-Mysore Ring Road,
Kengeri Satellite Town,
BENGALURU-560 060



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. Bhanu B.S

Signature 

Date 03/08/17

CC to:

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



BNS316/7432:1013
An ISO 9001:2008 Certified Institution

CA-17, Kengeri Satellite Town | t: +91-80-28486382 | e: pgcentre@suranacollege.edu.in
Bangalore-560 060 | f: +91-80-28486372 | w: www.suranacollege.edu.in

H.O. : SURANA COLLEGE, 16, South End Road, Bangalore-560 004 ♦ Phone : +91-80-26642292

Phone : 23509357

Sri Jagadguru Renukacharya Education Society (Founded 1945)



S. J. R. PRE-UNIVERSITY COLLEGE FOR WOMEN

(Recognised by Govt. of Karnataka)

1/D, 59 'C' Cross, IV 'M' Block, Rajajinagar, Bangalore - 560 010

Ref. : SJRPUCW / 126 / 2017-18

Date : 31/7/2017

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Smt. **BHANU .B .S**, was working in the college as a fulltime lecturer in the department of Psychology on contract basis from **31/05/2011 to 31/07/2017** & has put in 6 years of service.

PRINCIPAL

S. J. R. PRE-UNIVERSITY COLLEGE FOR WOMEN
Rajajinagar, Bangalore - 56 010.



SURANA COLLEGE OF ARTS, SCIENCE, COMMERCE & MANAGEMENT

(G. D. A. FOUNDATION)

No. 16, SOUTHEND ROAD, BANGALORE-560 004

Ref.

Date: 20.6.97

- Ref: 1. Proceedings of the meeting of the Board of Appointment dated 19.5.1997.
2. Approval of the Chairman of the Governing Council dated 19.5.1997.

ORDER NO. SC/APT/ Sanskrit 225 /97-98 DATED: 20 JUNE 1997

Sri/Smt. Vydehi is appointed as Full-Time/Part-Time Lecturer in Sanskrit for both the P.U.C and degree. He/She is put on the pay scale of Rs. 2200-75-2800-100-4000 with 30% D.A. admissible by the Karnataka Government.

The appointment is purely temporary and liable to be terminated without any notice. It is likely to be made permanent in due course if his/her work is found satisfactory.

Sri/Smt. Vydehi is directed to report for duty on or before 1.7.1997 with all certificates and testimonials.

To

Sri/Smt. Vydehi

BY ORDER

PRINCIPAL

Karnataka Yadava Education Society (Regd.)

YADAVA DEGREE COLLEGE

(Affiliated to Bangalore University)

12/2, Yadava College Road, Madhavanagar, Bangalore - 560 001.

Date:03-07-2008

Service Certificate

This is to certify that Smt. Vydehi .V had worked in our institution as part-time lecturer in Sanskrit during the years **1991-92 to 95-96.**

U. U. Reddy

Principal

Yadava Degree College,

12/2, Yadava College Road,

Madhavanagar,

Bangalore-560 001.

**MALLESWARAM LADIES' ASSOCIATION
FIRST GRADE COLLEGE FOR WOMEN**

(Permanently Affiliated to Bangalore University & Accredited by NAAC)

14th Cross, Malleswaram, Bangalore - 560 003.
Tel : 41280182 E-mail : mlafgcw@rediffmail.com Website : www.mlafgcw.org



23.6.1996

SERVICE CERTIFICATE

*This is to certify that Smt.V.Vydehi worked as
a Part-Time Lecturer in Sanskrit from 1993-1994,
1994-1995. She is conscientious, hard working and a
devoted Teacher.*

She has good character and conduct.

Principal
M.L.A. First Grade College
Malleswaram,
Bangalore - 560 003

Phone : 264952



**Sri Jagadguru Renukacharya College of
Science, Arts and Commerce**

Race Course Road, BANGALORE-560 009

Ref. : -

/Est.45/93-94.

Date : 26.6.1993.

SERVICE CERTIFICATE

This is to certify that
Miss.V.Vydehi served as part
time lecturer in the department
of Sanskrit of this college
during the academic years
1991-92 and 1992-93.

1
K. S. ...
PRINCIPAL. 26/6/93

(8)

Phone : 605438

WOMEN'S PEACE LEAGUE COMPOSITE SCHOOL**NURSERY, PRIMARY, MIDDLE AND HIGH SCHOOL.**

36, SHANKARMUTT ROAD, BANGALORE-560 004.

No.

Date 16.9.91

This is to certify that Smt V. Vyalehi
 M.A. (Sanskrit) M. Phil has worked in our
 High School as a Sanskrit teacher
 for two years - from 15-6-89 to 15-6-91.
 She proved herself to be a very good
 teacher and has won the applause
 and appreciation from the students
 and the management. I wish her
 success in all her endeavours.
 She is a talented teacher in Co-curricular
 activities also and she is an asset
 to any institution.

B.S. Sinja
 HEAD MISTRESS
 Women's Peace League
 High School,
 Shankarmutt Road,
 Bangalore-4.

Total experience before joining
 Surana College = 8 yrs.


 04/13



SC:EST/APT/2007-08/188

20th August, 2007

Smt. V. Veena

537, 8th Main, Vijayanagar

Bangalore-560 040

Cell:9845625180

Madam,

LETTER OF APPOINTMENT LECTURER-DEPARTMENT OF MATHEMATICS

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 Mathematics situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 25th August, 2007 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 (Rupees Eight Thousand Only)

D.A: Rs. 2,000-00 (Rupees Two Thousand Only)

Total: Rs10,000-00 (Rupees Ten 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



SURANA COLLEGE

16, South End Road, Bangalore-560004

- 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

Smt.V.Veena

Signature.....Veena.V.....

Date: 25/08/07

CC to:

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

Moulding Character and Careers

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

Phone : (91) 080-26642292, 22446141 | E-mail : suranacollege@yahoo.co.in
Telefax : (91) 080-26541095 | Web : www.suranacollege.edu.in



JNANODAYA P.U. COLLEGE

(Run by Sri Sharada Peetham, Sringeri)

Shankara Park, Shankarapuram

Bangalore-560004.



Date 21.12.2007.....

EXPERIENCE CERTIFICATE

This is to certify that Smt. V.Veena had worked as Lecturer in Mathematics in our college from July-2002 to 17th Aug-2007.

MS fanyu

Correspondent



May 23, 2015

Dr Sakuntala Samuelson
DQ-08, New Housing Colony
Indian Institute of Science
Bangalore 560 012

Dear Dr Sakuntala,

Sub: Appointment to the post of "Principal"

This has reference to your application for employment in our institution and subsequent interviews you had with us, we are pleased to appoint you as "**Principal**" for our Under-Graduate College namely Surana College, South End Road, Bangalore with effect from 21.05.2015, on the following terms and conditions:

1. Your remuneration package will be as under:

a) Basic Salary	: Rs. 37,400/- pm
b) D.A.	: Rs. 9,350/- pm
c) C.C.A.	: Rs. 300/- pm
d) H.R.A.	: Rs. 18,700/- pm
e) Special Allowance	: Rs. 8,750/- pm
f) Phd. Allowance	: Rs. 500/- pm

Monthly Salary	: Rs. 75,000/- pm
	=====

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

i) Fuel Expenses	: Rs.13,000/- 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.

4. Your Services can be terminated without assigning any reasons with two month's notice on either side or pay in lieu thereof.
5. This appointment and your continuance in employment is subject to your having been found medically (physically and mentally) fit by the authorized Medical Officer.
6. You will be required to comply with all such rules and regulations as the foundation/institute may frame from time to time.
7. 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.
8. 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.
9. 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 27/5/15

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.



REF.NO/SC/EST/APT.ORD/2015-16/057

19/June/2015

To,
Ms.Medini.V.Prabhu
30 Omkar, 3rd Cross,
Sahyadri Extn., Pandurang Nagar,
Off Bannerghatta Road,
Bangalore-560076.
Ph. No: 9620828666

Dear Ms.Medini.V.Prabhu,

Sub: Appointment to the post of Lecturer in the **Department of English**
Ref: **1. Advertisement in Times of India dated 03/June/2015**
2. Interview held with us on 10/June/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	11,400/-
DA	1,140/-
CCA	300/-
HRA	2,280/-
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.

BS

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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.

BB



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. Samuels en

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.Medini.V.Prabhu**

Signature *Medini V Prabhu*

Date *27/6/15*

CC to:

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

Received



REF.NO/SC/EST/APT.ORD/2017-18/104
20/09/2017

To,

Ms. NAVYASHREE R. M.
20, Sri Tirumala 8th Main,
6th Cross, SBM Colony,
Brindavan Nagar, Mathikere,
Bangalore-560 054
Ph: 9538547055

Dear Ms.Navyashree R. M.

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

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 -04, 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	Rs.11,400/-	Rupees Eleven Thousand Four hundred only.
DA	Rs. 1,140/-	Rupees One Thousand One hundred & Fourth.
CCA	Rs. 300/-	Rupees Three hundred only.
HRA	Rs. 2,280/-	Rupees Two Thousand Two hundred & Eighty.
Conveyance allowance	Rs. 1,000/-	Rupees One Thousand only.
Books & Periodicals	Rs. 1,880/-	Rupees One Thousand Eight hundred & Eighty.
TOTAL	Rs.18,000/-	Rupees Eighteen 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.

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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 Faculty member you are required to maintain punctuality, discipline and decorum of the Institution.
05. Your Employment is transferable among the Surana Education 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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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

[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: **Ms.Navyashree R. M.**

Signature *Navyashree*

Date *20/09/2017*

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.
3. HR Dept for Msg.

To,

The Principal,
Kurana College,
South End Circle,
Bangalore - 004.

From,

Navyashree P.M.,
Mathikeri,
Bangalore - 54.

Respected Sir/Madam.

Sub :- Joining/Reporting to Kurana College has English
Assistant Professor Post.

I, Navyashree P.M., here by to tell that I have
been appointed to English Assistant Professor post in
Kurana College with reference number 2017-2018/1004
on 20th September 2017 & I accept rules & regulations
mentioned in appointment letter.

Thanking you,

Yours Sincerely
Navyashree P.M.

Navyashree
20/09/2017

20
20/9/17



REF.NO/SC/EST/APT.ORD/2017-18/062
27/06/2017

To,

Ms.SUNITHA H. R.

C/o Umadevi,
106, Police Layout, 4th Cross,
Kachanayakana Halli, Anekal Taluk,
Bommasandra, Industrial area,
Bangalore - 560099
Ph: 9916953610

Dear Ms. Sunitha H R,

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

Ref: **1. Advertisement in Deccan Herald dated 17/05/2017.**
2. Interview held on 30/05/2017.

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 -04, 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	Rs.15,600/-	(Rupees Fifteen Thousand & Six hundred only)
DA	Rs. 1,560/-	(Rupees One Thousand Five hundred & Sixty only)
CCA	Rs. 300/-	(Rupees Three hundred only)
HRA	Rs. 2,340/-	(Rupees Two Thousand Three hundred & Forty only)
Books & Periodic	Rs. 200/-	(Rupees Two hundred only)
Total Gross Salary(Monthly)	Rs. 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.

SB
27/6/17

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.

88
27/6/17



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 27/6/17

**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.SUNITHA H. R.

Signature

Date 27/6/2017

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.
3. HR Dept for Msg.



SURANA COLLEGE

Moulding Character & Careers

Permanently Affiliated to Bangalore University
Accredited by NAAC with 'A' Grade
Recognised under 2(f) & 12(B) of UGC

REF.NO/SC/EST/APT.ORD/2017-18/061
27/06/2017

To,

Ms.SOWMYA A. N.
D/o Nanjappa,
Alahalli,
Arallumallige Bangalore Rural,
Karnataka – 561203
Ph: 9513186832

Dear Ms. Sowmya A N,

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

Ref: 1. Advertisement in Deccan Herald dated 17/05/2017.
2. Interview held on 26/05/2017.

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 -04, 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	Rs.15,600/-	(Rupees Fifteen Thousand Six hundred only)
DA	Rs. 1,560/-	(Rupees One Thousand Five hundred & Sixty only)
CCA	Rs. 300/-	(Rupees Three hundred only)
HRA	Rs. 3,900/-	(Rupees Three thousand Nine hundred only)
Books & Periodical	Rs. 640/-	(Rupees Six hundred forty only)
TOTAL	Rs. 22,000/-	(Rupees Twenty Two 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.

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27/6/17

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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.
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.

88
27/6/17

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Recognised under 2(f) & 12(B) of UGC

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 27/6/17

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.Sowmya A N

Signature

Date 27/06/2017

CC to:

1. The Accounts Department, Surana College, Bangalore-560 004
2. Guard file.
3. HR Dept for Msg.

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SURANA COLLEGE

(Arts, Science, Commerce & Management)

No. 16, Sri Nittoor Srinivasa Rao Road (South End Road), Bangalore-560 004

Ref. SC/

Date :

APPOINTMENT ORDER

ORDER NO. SC/APT/ / / DATED

30.6.2000

Sri/Smt VATHSALA MOHAN LECT KANNADA is appointed as 30.6.2000

for both the LECTURER IN KANNADA P.U.C. &

DEGREE He/She is put on the Consolidated

pay of RS.3000/- P.M.

The appointment is purely temporary and liable to be terminated without any notice. It is likely to be made permanent in due course if his/her work is found satisfactory.

Sri/Smt VATHSALA MOHAN is directed to report to duty on or before 5.7.2000 with all Certificates and testimonials.

*Received Appointment Order,
Vathsalamohan*

To SR

BY ORDER,

PRINCIPAL

To

Smt. Vathsala Mohan
e/o Mohan Kumar K.N.
35, 1st Cross, Obalappa Gardens
Tata Silk Farm, Bangalore-560 082



REF.SC/APPT/2009-10:209

29th June, 2009

Smt.Vishala Varanashi
#702, 3rd Main, ISRO Layout
Bangalore-560078
PH: 9243112362/26668663

Madam,

LETTER OF APPOINTMENT LECTURER-DEPARTMENT OF KANNADA

1. I am glad to inform you that the Management of Surana College has decided to appoint you as a **Lecturer in Kannada**, situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 6th 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. 8,000-00

D.A: Rs. 4,000-00

HRA: Rs. 1,300-00

CCA: Rs. 200-00

Total:Rs. 13,500-00 (Rupees Thirteen Thousand & Five Hundred Only)

Contd.2



- 2 -

Regulation Governing the appointment:

1. The appointment will be on temporary basis.
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 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.

Contd.3

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-3-

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. Your services are transferable among the Surana Group of Institutions.
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,

A S Chandrasekhar
PRINCIPAL

29/07/09

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

Smt. Vishala Varanashi

Signature..... *Vishala*

Date: 1 July 2009

CC to:

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

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



SC:EST/APT/2007-08/

22nd June, 2007

Dr.Nagaratna Hegde
"Aksharam", 8th Cross, 2nd Phase
Girinagar
Bangalore-560 085
Cell:94800-80882
Res: 26727389/26721052/26722576

Madam,

LETTER OF APPOINTMENT LECTURER-DEPARTMENT OF SANSKRIT

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 Sanskrit situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 30th June, 2007 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. 6,000-00 (Rupees Six Thousand Only)

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

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

Ph.D allowance of Rs.300/- (Rupees Three Hundred Only) extra will be paid.

Contd.2

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- 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

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- 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. Nagaratna Hegde

Signature.....:.....

Date: 22-06-2007

CC to:

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



REF.NO/SC/EST/APT.ORD/2015-16/054

18/June/2015

To,
Ms.Roopa.S
D/O Sanjeeva.G.B,
Menase, Bharathinagar,
Menase (PO), Sringeri (Tq)
Chikkamangalore (Dist.)-577139
Ph. No: 9481394422

Dear Ms.Roopa.S,

Sub: Appointment to the post of Lecturer in the **Department of Sanskrit**
Ref: **1. Advertisement in Times of India dated 03/June/2015**
2. Interview held with us on 17/June/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 Sanskrit 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.

BB



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.

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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

[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 **Ms.Roopa.S**

Signature *[Signature]*

Date 30/6/15

CC to:

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

[Signature]
30/6/15

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REF.SC/APPT/2010-11:153

1st July, 2010

Smt.Sharmila Bissa
203, Prime Landmark
15th Cross, Rose Garden Road
J.P.Nagar, Vth Phase
Bangalore-560078
Ph:9731106219/26580043

Madam,

LETTER OF APPOINTMENT LECTURER-DEPARTMENT OF HINDI

1. I am glad to inform you that the Management of Surana College has decided to appoint you as **Lecturer in Hindi** situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty immediately 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

S.A.: Rs. 1,000.00

Total:Rs. 13,000.00 (Rupees Thirteen Thousand 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

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Moulding Character and Careers

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

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



- 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,

S. Chandrasekhar
PRINCIPAL

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

Smt. Sharmila Bissa

Signature.....*S. Bissa*.....

Date:....*2nd July 2010*.....

CC to:

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



REF.NO/SC/EST/APT.ORD/2016-17/059

27/06/2016

To,
Mrs.Chandana Jain
#708 Savi, 8th Main,
3rd cross, Vijaya bank Layout,
Bangalore
Ph: 9611677717

Dear Mrs.Chandana,

Sub: Appointment to the post of Lecturer in the Department of Hindi.
Ref: **1. Advertisement in Times of India dated 15/05/2016.**
2. Interview held on 18/06/2016.

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 Hindi 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	2,140/-
TOTAL	23,500/- (Twenty Three 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.

88
27/6/16

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





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.
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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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

S. Sambasiva
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.Chandana Jain

Signature*Chandana Jain*.....

Date27/06/16.....

CC to:

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

Received.

BN8316/7432:1013

An ISO 9001:2008 Certified Institution





REF.NO/SC/EST/APT.ORD/2014-15/047-A

30th June 2014

Mrs. Jalajakshi B R
6, Mallathahalli
Bangalore – 560056
Ph: 9980850438/9972911743

Dear Mrs. Jalajakshi B R

**Sub: Appointment for the post of Assistant Professor in the
Department of Physics**

**Ref: Advertisement in the Newspaper
Dated 07/05/14 in Deccan Herald and
Your interview with us on 30/06/2014**

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 Physics** 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	1,560/-
HRA	1,040/-
CCA	300/-
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.



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. Jaljakshi B R

Signature

Date16/8/2014.....

CC to:

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

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An ISO 9001:2008 Certified Institution





G. D. A. FOUNDATION

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646141

SURANA COLLEGE

(Arts, Science, Commerce & Management)

No. 16, Sri Nittoorur Srinivasa Rao Road (South End Road), Bangalore-560 004

Ref. SC/ NO/APT/97-98

Date : 1.7.1997

APPOINTMENT ORDER

ORDER NO.SC/APT/ /97-98 DATED 1.7.1997

Sri/Smt. T.R.MARULASIDDAPPA is appointed as
Lecturer in MATHEMATICS for both the PUC &
Degree. He/She is put on the pay scale of Rs. _____
fixed at Rs. 3,080/-.

The appointment is purely temporary and liable to be
terminated without any notice. It is likely to be made
permanent in due course if his/her work is found satisfactory.

Sri/Smt. T.R.MARULASIDDAPPA is directed to report to
duty on or before 10.7.1997 with all Certificates and
Testimonials.

BY ORDER,

PRINCIPAL

To

Mr.T.R.Marulasiddappa
c/o Renukappa
No.224,8th Cross
2nd Phase
Manjunathanagar
Bangalore-10



SC:EST/APT/2007-08/188

20th August, 2007

Smt.V.Veena
537, 8th Main, Vijayanagar
Bangalore-560 040
Cell:9845625180

Madam,

LETTER OF APPOINTMENT LECTURER-DEPARTMENT OF MATHEMATICS

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 **Mathematics** situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 25th August, 2007 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 (Rupees Eight Thousand Only)

D.A: Rs. 2,000-00 (Rupees Two Thousand Only)

Total: Rs10,000-00 (Rupees Ten 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

Smt.V.Veena

Signature..........

Date: 25/08/07

CC to:

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



SURANA COLLEGE

(ARTS, SCIENCE, COMMERCE & MANAGEMENT)

No. 16, Sri Nittoorur Srinivasa Rao Road (South End Road), Bangalore-560 004

Ref. SC/No.SC/APT/CompSci/141

Date : 8-5-2002

APPOINTMENT ORDER

ORDER NO.SC/APT/CompSci/141/dated 08/05/2002

Sri / Smt. Mithili Devi is appointed as Lecturer in Computer Science for both P.U.C. & Degree. You will be offered a salary of Rs.6,000/- per month with P.F. contribution as per rules.

Basic Salary	Rs.3,000/- p.m.
Conveyance Allowance	Rs. 1,000/- p.m.
House Rent Allowance	Rs. 2,000/- p.m.
Total Salary	Rs.6,000/- p.m.

You are on probation for a period of ten months from the date of joining.

You are advised to report to duty on or before 15th May 2002 with all Certificates in original and testimonials.

BY ORDER,

PRINCIPAL

To

Smt. Mithili Devi,
397, 2nd Floor,
1st E Main Road,
8th Block, Koramangala,
Bangalore - 95.
Ph: 98452 88562

Office copy

Received.

N-mithildevi
9/5/2002



SC:EST/APT/2006-07/294

21st August, 2006

Ms.Geetha.A.M.
#26, 4th Shop Lane
Tata Silk Farm
Basavanagudi
Bangalore-560 004
Ph:26761505

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 25th August, 2006 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. 6,000-00 (Rupees Six Thousand Only)

D.A: Rs. 2,750-00 (Rupees Two Thousand Seven Hundred & Fifty only)

Total:Rs. 8,750-00 (Rupees Eleven Thousand & Five Hundred Only)

Contd.2..

Geetha Vinod



- 2 -

5. You will be governed as per the existing Provident Scheme.
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,

(PROF. K.E. RADHAKRISHNA)
PRINCIPAL

CC to:

1. The Accounts Department, Surana College, Bangalore-560004
2. Guard file



SC:EST/APT/2007-08/

22nd May, 2007

Ms.B.G.Padmageetha
No.120, III Main, 8th Cross
Chamarajpet
Bangalore-560 018
Ph:9980516374

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 Computer Science.
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. 5,000-00 (Rupees Five Thousand Only)

Total:Rs.11,000-00 (Rupees Eleven 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 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



- 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.B.G.Padmageetha

Signature.....

Date: 2-6-07

CC to:

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





SC:EST/APT/2007-08/

2nd June, 2007

Ms.Vidya.A
No.1650, 'saketh'
2nd Floor, 6th Main, 5th Cross
BSK I Stage, II Block
Bangalore-560 050
Cell:9901957701

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 6th 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. 6,500-00 (Rupees Six Thousand & Five Hundred Only)

Total:Rs.12,500-00 (Rupees Twelve 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

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

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

E-mail : suranacollege@
Web : www.suranacollege



- 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.Vidya.A

Signature.....

Date: 06/06/2007

CC to:

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



REF.SC/APPT/2009-10:175A

17th June, 2009

Ms.Rashmi Eshwar
7, 'Sri.Raghavendra Nilaya'
Kanakadasa Layout, Lingarajpuram
Bangalore-560 084
Ph:9845884936 / 25466181

Madam,

LETTER OF APPOINTMENT
LECTURER-DEPARTMENT OF COMPUTER SCIENCE & ELECTRONICS

1. I am glad to inform you that the Management of Surana College has decided to appoint you as a **Lecturer** in Computer Science and Electronics, situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty immediately 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. 1,040-00

CCA: Rs. 200-00

S.A. : Rs. 760-00

Total:Rs. 14,000-00 (Rupees Fourteen Thousand Only)

Contd.2


19/6



- 2 -

Regulation Governing the appointment:

1. The appointment will be on temporary 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.
4. 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 the 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.

Contd.3

[Handwritten signature]
19/6

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



-3-

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. Your services are transferable among the Surana Group of Institutions.
13. 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,

A.S. Chandra
PRINCIPAL

19/06/09 I accept the appointment and agree to abide by the terms and conditions mentioned therein

Ms. Rashmi Eshwar

Signature. *Rashmi*

Date: 18th June 2009

CC to:

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

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



REF.SC/APPT/2009-10:509A

7th September, 2009

Ms.Ashwini.S.Diwakar
C/o.Ishwar T.Patted
#825, 17th Main, 18th Cross
BSK II Stage, Near Devagiri Temple
Bangalore-560 070
Ph:90082357376

Madam,

**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**, situated at 16, South End Road, Bangalore-560 004.
2. You are requested to report for duty on or before 14th September, 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. 8,000-00

D.A: Rs. 3,200-00

S.A: Rs. 300-00

Total:Rs. 11,500-00 (Rupees Eleven 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


11/9/09

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


ii/9/07



-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.
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,

A.S. Chandrasekhar
PRINCIPAL

S
11/09/09

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

Ms. Ashwini S. Diwakar

Signature.....*A.S. Diwakar*.....

Date: 11th Sept 2009

CC to:

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