

Sri Bhagawan Mahaveer Jain First Grade College

Geeth Road, Robertsonpet, Kolar Gold Fields

Sanctioned Post

Department of Commerce Workload : 256 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	01	01
Associate Professor	--	--
Assistant Professor	15	15
Guest	01	01

Department of Management Studies Workload : 80 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	--	--
Associate Professor	--	--
Assistant Professor	05	05
Guest	--	--

Department of Computer Science Workload : 120 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	--	--
Associate Professor	--	--
Assistant Professor	05	05
Guest	01	01

Department of Physical Science Workload : 120 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	--	--
Associate Professor	--	--
Assistant Professor	05	05
Guest	--	--

Department of Life Sciences Workload : 140 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	--	--
Associate Professor	--	--
Assistant Professor	07	07
Guest	--	--

Department of English Workload : 64 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	--	--
Associate Professor	--	--
Assistant Professor	04	04
Guest	--	--

Department of Hindi Workload : 48 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	--	--
Associate Professor	--	--
Assistant Professor	02	02
Guest	01	01

Department of Hindi Workload : 64 Hours

Number of Teaching Post

	Sanctioned Post	Filled Post
Professor	01	01
Associate Professor	02	02
Assistant Professor	01	01
Guest	--	--



Ref No: JC/APP/KGF/055

28th June, 2018

Dr. J Anthony Gruze Thangaraj
#54, 2 Saw Mili Line, Marikuppam Post
Kolar Gold Field – 563 119
Karnataka State

Dear Dr. J Anthony Gruze Thangaraj,

We are glad to offer you a position of **Assistant Professor in the Department of Commerce at Jain College**, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- Your appointment with the College shall commence from 2nd July, 2018 (the "**Commencement Date**") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- You will be on probation for a period of 2 (two) years from the Commencement Date (the "**Probation Period**"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- You will be paid a gross salary of ₹40000/- per month.
- You will be participating in the Provident Fund rules as applicable.

3. Retirement:

- You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.



14th June, 2006

Ms. Kasturi L
No.6-B-25, H.P.Nagar,
BEML Nagar Post,
KGF

Dear Ms. Kasturi,

We have pleasure in appointing you in our College at KGF as Lecturer in Commerce or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 15th June 2006.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.7,500/- Per Month during the probationary period.

3. Retirement:

The retirement age is 58 years



11th July, 2008

Ms. Shamala S
C/o Devaraj
#133, E.T. Block
Oorgaum Post
KGF-563 122

Dear Ms. Shamala,

We have pleasure in appointing you in our College at KGF as Lecturer in Commerce and Management or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- Your date of appointment is effective from the date of joining which shall be 12th July, 2008.
- You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- You will be paid a Consolidated Salary of Rs.8000/- per month.

3. Retirement:

The retirement age is 58 years



Sri Bhagawan Mahaveer Jain College
K.G.F.

15th May, 2009

Ms. Sandhya V
#1610, Near Sumathi Jain High School
Robertsonpet
KGF

Dear Ms. Sandhya,

We have pleasure in appointing you in our College at KGF as Lecturer in the Department of Commerce or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 18th May, 2009.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.8000/- per month.

3. Retirement:

- a. The retirement age is 58 years.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the organisation. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the organisation may effect from time to time and comply with the same.
- c. It also becomes your responsibility to bring to the notice of the management, any such violations to the policies, committed by any other member in the organisation.
- d. You may be required to undertake travel on behalf of the organisation for which you will be reimbursed Travel Expenses

5. Leave:

- a. You shall be eligible to such leave as is admissible under the Leave policy of the organisation in force from time to time.



15th May, 2015

Ms. Harshini K.J
#"Shri Guru Raghavendra Nilaya"
Near Vijayalaxmi Polytechnic
Baba Nagar, BEML Post
Kolar Gold Fields

Dear Ms. Harshini,

We are glad to offer you a position of **Lecturer in the Department of Commerce at Jain College**, (the "**College**") as per the terms and conditions mentioned in this appointment letter ("**Letter**"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 15th June, 2015 (the "**Commencement Date**") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year (2015 – 2016) from the Commencement Date (the "**Contract Period**"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹16000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



Ref No: JC/APP/KGF/080

30th June, 2017

Mr. N.Praveen
#1423/A, Vijay Nagar
Bangarpet – 563 114

Dear Mr. Praveen,

We are glad to offer you a position of Commerce Lecturer at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st July, 2017 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹16000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



9th July, 2015

Ms. Bageshwari V.
#1, Chreech House
Mysore Hall Circle
Marikuppam
K.G.F. - 563 119

Dear Ms. Bageshwari,

We have pleasure in offering you employment in our Institution, as a **Trainee Lecturer in Commerce** or in such other capacity the management shall from time to time determine.

Appointment:

- Your date of appointment is effective from the date of joining which shall be on **10th July, 2015.**
- You will be governed by the terms and conditions of service of The JGI Group.

Compensation:

- You will be paid a consolidated salary of **₹11500 /-** per month.

Notice Period


- Your services can be terminated by giving one month working days' notice or pay salary in lieu of notice period. No notice is required for termination due to misconduct.

Please confirm that you accept the appointment by signing a copy of this letter of offer.

A detailed appointment letter with all the service terms and conditions will be issued to you after submitting your final PG results.

We look forward to your contribution to the growth in our organization and wish you a successful career with us.

For Jain College,


Dr. Chenraj Roychand
Chairman

I agree to accept employment on the terms and conditions mentioned in the above letter:

Name: Ms. Bageshwari V.
Place: **Bangalore**

Signature: **Bageshwari V**
Date: **09/07/2015**

The above mentioned contract is renewed until further notice
I accept the employment: June Onwards Salary drawn 15000/-
Bis V
15.09.15

Group Head Office 91/2, Dr. A N Krishna Rao Road V V Puram, Bangalore - 560 004 P +91 80 2661 5246	Campus Geetha Road, Robertsonpet K.G.F - 563 122 P +91 8153 261 733 / 833
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1st June, 2017

Ms. Sharmila J
#498, Near Mahavishnu Kalyana Manatapam
Parandahalli Post, Robertsonpet
KGF – 563 122

Dear Ms. Sharmila,

We are glad to offer you a position of **Commerce Lecturer at Jain College**, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st June, 2017 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹12000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



Ref No: JC/APP/KGF/011

2nd February, 2017

Ms. Reena A
#1214, 2nd.Cross, Vivek Nagar
Robertsonpet, K.G.F

Dear Ms. Reena,

We are glad to offer you a position of **Lecturer in the Department of Commerce at Jain College**, (the "**College**") as per the terms and conditions mentioned in this appointment letter ("**Letter**"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 2nd February, 2017 (the "**Commencement Date**") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year (2016 – 2017) from the Commencement Date (the "**Contract Period**"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a consolidated salary of ₹ 14000/- per month.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.



18th May, 2015

Ms. Madhu Ashwini P
#W.26/318, 2nd Main, 4th Cross
Ambedkar Nagar, Oorgaum Post
K.G.F – 563 122

Dear Ms. Madhu Ashwini,

We are glad to offer you a position of **Lecturer in the Department of Commerce** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 15th June, 2015 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year. (2015 – 2016) from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a consolidated salary of ₹13000/- per month.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



15th May, 2015

Mr. Haish.G
#15 Revitters Block
Marikuppam Post
Kolar gold Fields

Dear Mr. Harish,

We are glad to offer you a position of **Lecturer in the Department of Commerce** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- Your appointment with the College shall commence from 15th June, 2015 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- You will be on contract till the end of the academic year (2015 – 2016) from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued.
- You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- You will be paid a consolidated salary of ₹ 13500/- per month.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.

The above mentioned Contract is renewed until further notice.
I accept the employment. From onwards Salary drawn
₹ 15,120

[Signature]
16/9/16

[Signature]
16/9/16

Group Head Office
91/2, Dr. A N Krishna Rao Road
V V Puram, Bangalore - 560 004
P +91 80 2661 5246

Campus
Geetha Road, Robertsonpet
K.G.F - 563 122
P +91 8153 261 733 / 833



Ref No: JC/APP/KGF/043

1st October, 2019

Ms. Shyla P
#9, Kaveri Nagar, BEML Nagar
KGF – 563 115

Dear Ms. Shyla,

We are glad to offer you a position of **Lecturer in the department of Commerce** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st October, 2019 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued after the completion of the Contract Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a consolidated salary of ₹17000/- per month.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.
- c. It is also your responsibility to bring to the notice of the College, any such violations to the policies, committed by any other member of the College.



Ref No: JC/APP/KGF/047

28th September, 2019

Mr. Balakrishna A
#1581/1, 5th Cross, Pritchard Road
Robertsonpet, K.G.F – 563 122

Dear Mr. Balakrishna,

We are glad to offer you a position of **Lecturer in the department of Commerce at Jain College**, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st October, 2019 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued after the completion of the Contract Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a consolidated salary of ₹18000/- per month.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.
- c. It is also your responsibility to bring to the notice of the College, any such violations to the policies, committed by any other member of the College.



Sri Bhagawan Mahaveer Jain College

Date: 30th November 2005.

Mr. Tony Lazarus Premkumar.J
3, Main shaft,
Oorgaum Post
K.G.F-563120

Dear Tony,

We have pleasure in appointing you in **Sri Bhagawan Mahaveer Jain College-KGF** as **Lecturer in Economics** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 1st December 2005.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work, in which case salary for April and May will be paid during October and November.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.7,500/- Per Month during the probationary period.

3. Retirement:

The retirement age is 58 years



4th July, 2011

Ms. Suma K.P.
Kalkulathu House
Malukuzha P.O., Chengannur
Alappuzha, Kerala

Dear Ms. Suma,

We have pleasure in appointing you in our College at **KGF** as **Lecturer in Commerce** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be **6th July, 2011**.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Gross Salary of **₹ 15000/-** per month.

3. Retirement:

- a. The retirement age is 58 years.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the organisation. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the organisation may effect from time to time and comply with the same.
- c. It also becomes your responsibility to bring to the notice of the management, any such violations to the policies, committed by any other member in the organisation.
- d. You may be required to undertake travel on behalf of the organisation for which you will be reimbursed Travel Expenses

5. Leave:

- a. You shall be eligible to such leave as is admissible under the Leave policy of the organisation in force from time to time.



26th May, 2016

Ms. Kalpana P
#103/9, Married Qtrs
Champion Reefs
K G F

Dear Ms. Kalpana,

We are glad to offer you a position of **Computer Science Lecturer** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st July, 2016 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹16000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



Ref No: JC/APP/KGF/044

1st February, 2018

Ms. Neelufar S
#1485, Irudayapuram
Robertsonpet, K.G.F

Dear Ms. Neelufar,

We are glad to offer you a position of Lecturer in the Department of Computer Science at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st February, 2018 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹15000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.



Ref No: JC/APP/KGF/004

13th March, 2019

Mr. Umesh N
#3829, 4th Main Road, 11th Cross
Amaravathi Layout, Bangarpet – 563 114

Dear Mr. Umesh,

We are glad to offer you a position of **Lecturer in the department of Electronics** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 15th March, 2019 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued after the completion of the Contract Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹20000/- per month.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.
- c. It is also your responsibility to bring to the notice of the College, any such violations to the policies, committed by any other member of the College.



Date: 30th May 2005

Ms. Manjula B K
No. 1828, Adarsha Nilaya
Camping Grounds,
Bangarpet - 563114

Dear Manjula,

We have pleasure in appointing you in our College at **KGF** as a **Lecturer in Kannada** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 1st June 2005.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work, in which case salary for April and May will be paid during October and November.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of **Rs.7,500/-** Per Month during the probationary period.

3. Retirement:

The retirement age is 58 years



6th June, 2015

Ms. K. Vijayalakshmi
Kanakanapalya
Bangarpete Main Road
Kolar Town – 563 101

Dear Ms. Vijayalakshmi,

We are glad to offer you a position of Lecturer in the Department of Kannada at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 18th June, 2015 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹14000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.

Group Head Office
91/2, Dr. A N Krishna Rao Road
V V Puram, Bangalore - 560 004
P: +91 80 2661 5240

Campus
Geetha Road, Robertsonpet
K.G.F - 563 122
P: +91 8344 261 431 / 531



14th June, 2007

Ms.S.Elizabeth Rani
31023, Irudayapuram
Robertsonpet
K.G.F

Dear Ms. Elizabeth,

We have pleasure in appointing you in our College at KGF as Lecturer in English or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be **15th June, 2007.**
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of **Rs.8,000/-** per month.

3. Retirement:

The retirement age is 58 years



Date: 19th June 2004.

Ms. Jean Saldanha
The Standard Dental Clinic
Robertsonpet P.O
Kolar Gold Fields – 563 122.

Dear Jean,

We have pleasure in appointing you in our College as **Lecturer in English** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 21st June 2004.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work, in which case salary for April and May will be paid during October and November.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.7,500/- Per Month during the probationary period.

3. Retirement:

The retirement age is 58 years



Ref No: JC/APP/KGF/007

11th May, 2019

Ms. Jeevitha N
#17, Parandahalli, Near Vinayaka Temple
Robertsonpet, KGF – 563 122

Dear Ms. Jeevitha,

We are glad to offer you a position of **Lecturer in the Department of Mathematics** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 2nd May, 2019 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹15000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.



27th December, 2016

Mr. N.V Uday
Bendana Kuppam (Village)
Sogadaballa Post, Santhipuram Mandal
Chittoor District

Dear Mr. Uday,

We are glad to offer you a position of **Mathematics Lecturer at Jain College**, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- Your appointment with the College shall commence from 2nd January, 2017 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- You will be on probation for a period of 2 (two) years from the Commencement Date (the "Probation Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- You will be paid a gross salary of ₹13000/- per month.
- You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



23rd July, 2013

**Mr. Vijay Kumar
Village Kherda
Basava Kalyan Taluk
Bidar District**

Dear Mr. Vijay Kumar,

We are glad to offer you a position of **Lecturer in the Department of Hindi on contract for a period of one year at Jain College**, (the "College") as per the terms and conditions mentioned in this appointment letter ("**Letter**"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 18th July, 2013 (the "**Commencement Date**") and shall continue till the end of the academic year or until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract for a period of 1 (one) year from the Commencement Date (the "**Contract Period**"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued on one year Probation after the completion of the Contract Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a Consolidated of Rs. 9500 per month.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



14th June , 2006

Ms. Roselin K
Behind Gayathri Temple,
Kuppaswamy Mudalliyar Layout,
Bangarpet.

Dear Ms. Roselin,

We have pleasure in appointing you in our College at KGF as **Lecturer in Chemistry** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 15th June 2006.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.8,500/- Per Month during the probationary period.

3. Retirement:

The retirement age is 58 years



Date: 3rd July 2004.

Ms. Louisena Vinoth Priya L
No 118, Louisena Arun Mansion,
M.V.Nagar, BEML Nagar PO,
Kolar Gold Field – 563 115.

Dear Louisena,

We have pleasure in appointing you in our College as **Lecturer in Life Science** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 5th July 2004.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work, in which case salary for April and May will be paid during October and November.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.7,500/- Per Month during the probationary period.

3. Retirement:

The retirement age is 58 years



10th June, 2010

Ms. Daizy F
#25/26, Masanary Block
Marikuppam Post
KGF - 563 119

Dear Ms. Daizy,

We have pleasure in appointing you in our College at KGF as **Lecturer in Chemistry** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be **11th June, 2010.**
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Gross Salary of **Rs.9500/-** per month.

3. Retirement:

- a. The retirement age is 58 years.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the organisation. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the organisation may effect from time to time and comply with the same.
- c. It also becomes your responsibility to bring to the notice of the management, any such violations to the policies, committed by any other member in the organisation.
- d. You may be required to undertake travel on behalf of the organisation for which you will be reimbursed Travel Expenses

5. Leave:

- a. You shall be eligible to such leave as is admissible under the Leave policy of the organisation in force from time to time.



30th December, 2007

Ms. Laveneya G
No.154, S.T. Block
Oorgaum Post
KGF

Dear Ms. Laveneya,

We have pleasure in appointing you in our College at KGF as Lecturer in Life Science or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and service rules etc as may be determined by the management of the institution from time to time.

1. Appointment:

- a. Your date of appointment is effective from the date of joining which shall be 1st January, 2008.
- b. You will be on probation for a period of two years from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- c. The appointment is purely on temporary basis, tenable until the end of this academic year. The same will be continued beyond that date, subject to satisfactory work.
- d. You will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of Institutions. You will be governed by the terms and conditions of service applicable to the new assignment.

2. Compensation:

- a. You will be paid a Consolidated Salary of Rs.7500/- per month.

3. Retirement:

The retirement age is 58 years



19th July, 2015

Ms. Cinthiya D
#76, C A Block
Marikuppam Post
KGF

Dear Ms. Cinthiya,

We are glad to offer you a position of **Lecturer in the Department of Biotechnology** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 20th July, 2015 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract for a period of 1 (One) year from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued after the completion of the Contract Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹13000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



13th May, 2015

Mr. Savinay Kumar J.C
Sri Chythanya Nilaya
Sri Venkateswara Colony
M.N. Halli Road, Mulbagal Taluk
Kolar District – 563 131

Dear Mr. Savinay Kumar,

We are glad to offer you a position of **Lecturer in the Department of Lifesciences at Jain College**, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 14th May, 2015 (the "**Commencement Date**") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on probation for a period of 2 (two) years from the Commencement Date (the "**Probation Period**"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be confirmed after the completion of the Probation Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a gross salary of ₹13000/- per month.
- b. You will be participating in the Provident Fund rules as applicable.

You agree that the College will not be liable to pay any additional monies other than the compensation paid to you under this clause.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.



Ref No: JC/APP/KGF/044

1st October, 2019

Mr. Nagarjuna R
Seegahalli (V)
Yeldur Hobli, Srinivasapura Taluk
Kolar District

Dear Mr. Nagarjuna,

We are glad to offer you a position of **Lecturer in the department of Lifesciences** at Jain College, (the "College") as per the terms and conditions mentioned in this appointment letter ("Letter"). Please note that the employment terms contained in this Letter are subject to such conditions and service rules as may be determined by the College from time to time.

1. Commencement of Employment:

- a. Your appointment with the College shall commence from 1st October, 2019 (the "Commencement Date") and shall continue until terminated in accordance with the terms and conditions mentioned in this Letter.
- b. You will be on contract till the end of the academic year from the Commencement Date (the "Contract Period"). If, in the opinion of the College Appointments Committee, you are found suitable, your services will be continued after the completion of the Contract Period.
- c. You will be liable for transfer in such capacity, as the College Appointments Committee may from time to time determine, to any other location or institution of the College. You will be governed by the terms and conditions of service applicable in the new assignment.

2. Compensation:

- a. You will be paid a consolidated salary of ₹16000/- per month.

3. Retirement:

- a. You will retire from the services of the College on the last date of the month in which you attain the age of 60 (sixty). The date of birth as recorded at the time of appointment shall be considered for this purpose.

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the College. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the College may affect from time to time and comply with the same.
- c. It is also your responsibility to bring to the notice of the College, any such violations to the policies, committed by any other member of the College.