

Date: 22/05/2020

No.

To,

Dr. DILEEP KUMAR S D

s/o Dodde Gowda

Shivanenahalli

Doddakodihalli , Belur

Hassan - 573125

Sub: Selection for the post of Assistant Professor.

Dear Dr. Dileep Kumar S D


Congratulations! We are pleased to confirm that you have been selected for the post of Assistant Professor in the Department of Commerce.

You are required to report to the duty 10 days before the start of the classes, which will be intimated to you in due course of time. The detailed appointment order along with the rules and regulations of the college will be issued on the date of reporting to the duty.

We hope by joining our institution you will dedicate yourself for the development of the institution which would result in your professional growth.

Wishing you all the best.


22/5/2020
Dr. KASAMSETTY SAILATHA
Principal

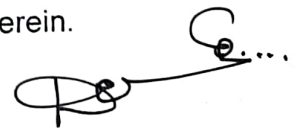

22/5/2020
Dr. NAGARAJA
Chief Coordinator - Administration

ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein.

Date: 22/05/2020

Place: Shivamogga


Signature

Phone: 8147053084
8147053085

PES Institute of Advanced Management Studies

email : principaliams@pestrust.edu.in
: pesiams@pestrust.edu.in

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

Website : pestrust.edu.in/pesiams

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

No.

Ref: PES/IAMS/P/HR/2020/14

Date: 12/09/2020

Dear Dr. DILEEP KUMAR S D

Letter of Appointment

With reference to your application and subsequent interview with us, we are pleased to appoint you as Assistant Professor in the Dept. of Commerce and Management. You are informed to join on 24th September 2020.

The terms and conditions of your employment with us shall be as follows:-

1. **Probation**- You will be on probation for a period of two years from the date of joining or for such period as may be extended by the Management.
2. **Compensation** - You will be paid a monthly salary as per the details given in the enclosed Annexure. Statutory dues shall be recovered from your salary as per the statues applicable from time to time.
3. **PF and Gratuity** - You will be entitling for a matching PF contribution from the management to your PF account, subject to a maximum of Rs.1800/-. Gratuity will be applicable as per the Gratuity Act.
4. **Salary Review** - Your salary will be reviewed periodically as per the policy of the Institution. All salary increases will be subject to and on the basis of your effective performance and results during the review period.
5. **Service Agreement** -Your employment is terminating by either party giving 60 days' notice. The Institute reserves the right to pay or recover a 60 day's salary in lieu of such notice period but it is made clear that it shall not be during the tenure of Academic year. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment.
6. **Work Schedule & Scope of Work** -
 - a) You will completely dedicate your expertise and experience towards the growth of our Institution.
 - b) You will carry out, in addition to the above, any other responsibility assigned to you by the Principal, CCA and Management from time to time pertaining to the Institution.


14/09/2020


14/9/2020

Dr. Dileep Kumar S D – Assistant Professor – Dept. of Commerce and Management

7. Involvement – Your position with us is a full-time employment and you will work exclusively for the purpose of the Trust. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, tuitions or any such activity during your employment with us, except in accordance with the laid down guidelines.

8. Certificates - You are required to furnish copies of proof of age, educational qualifications and previous work experience. If any of the details furnished proves to be false or falsified, you will be liable to be removed from the services without any notice.

9. Others – The terms and conditions of employment including those mentioned above are subject to and will be governed by the rules and regulations of the Institution as enforceable from time to time.


Annexure on salary break-up


Particulars	Monthly Salary Break up
Basic	18,600=00
AGP	7,000=00
DA	5,120=00
HRA	2,560=00
FBP	6,720=00
Total Gross - (A)	40,000=00
Deduction	
PF	1,800=00
Professional Tax	200=00
Total Deduction - (B)	2,000=00
Net Salary(A-B)(Subject to IT deduction / Transportation/ Mediclaim)	38,000=00

P.S

1. Mediclaim facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer.

2. Employees' contribution under PF, PT, Income Tax or any other tax, which will be applicable from time to time, will be recovered from Gross Salary referred above.


14/09/2020


14/9/2020

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Ref: PES/IAMS/P/HR/2021/

Date: 01/01/2021

To,

Dr. DILEEP KUMAR S D

Assistant Professor

Department of Commerce and Management

PES Institute of management Studies

Dr. DILEEP KUMAR S D

The Management and Principal are pleased to designate you as Coordinator, PG Department of Commerce – M. Com with effect from 01/01/2021 as an additional responsibility

Please accept our personal congratulations on this well-deserved recognition of your continuing contributions and commitment to our institute. We are confident that you will continue the good efforts and be diligent at your new position.


Please note that terms and conditions of your appointment order remain unchanged.


Duties and Responsibility :

- Teaching, research and administration work of the department in accordance with the Vision and Mission for the department.
- Planning and execution of admission plans pertaining to department as well as the Institution.
- HOD in charge is required to be in regular communication with department staff and to be responsive to staff and to the interest of the Institution.
- Develop and promote the internal and external profile of the department.
- Ensure compliance with HR policies and procedures within the department.
- Have knowledge of and ensure compliance with academic regulations, quality standards and processes in relation to teaching, learning and assessment.
- Be responsible for dealing with student issues, including issues referred by other academic staff.
- Ensure appropriate interaction with stakeholders, such as professional bodies, funding agencies and potential employers, as appropriate to the department.
- Oversee, organize and develop the core activities of teaching, research, examining, advising and other service activities.

- Ensure that the quality and standards of programmes within the departments are maintained and enhanced.
- Manage all staff within the department; include performance management, staff development, appraisal, induction and succession planning.
- Take full financial responsibility and control of the department budget to maximize income and ensure effective expenditure.
- Facilitate and promote the development of intra and inter disciplinary academic activity (in teaching and research)
- Ensure decisions and new policy directives implemented at the departmental level.
- Ensure that the laboratories in the department are well equipped and maintained according to the curriculum.
- Facilitate industry institute interaction and organize FDPs/MDPs for the benefits of industries.
- Assist the administration in smooth conduct of the examination/ admission/ internals / practical classes/ disciplinary matters.
- Preparation of calendar of events and academic timetable
- Monitoring of student mentoring
- Monitoring the scheduled timetable engagement and syllabus completion by the faculty from time to time
- Obtaining approvals of the Principal and management on all financial transaction.
- Responsible for Continual improvement in their area of activity.
- Responsible for taking corrective and Preventive action in their area of activity.
- Responsible for document and record control in their area of responsibility.
- Responsible for process Health Measure achievements in their area of activity.
- Safe guarding the institution properties, files, records etc, which are under the custody.
- Any other responsibility as assigned by Principal/ CCA / Management from time to time.

Congratulations and best wishes!


Dr. KASAMSETTY SAILATHA
 Principal


DR NAGARAJA R
 Chief Coordinator - Administration

ACCEPTANCE

I agree to accept the above letter of Duties and responsibilities. I will completely dedicate my expertise and experience towards the growth and development of the Department and Institution

Date: 01-01-2021 Place: PESIAMS


 Signature of the Employee