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PES Institute of Advanced Management Studies

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

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

Ref: PES/IAMS/P/HR/2021/49

Date: 30/03/2021

No.

To,

Dr. KRISHNA M M

Main Road

Jayanagara

Shivamogga

Sub: Selection for the post of Assistant Professor.

Dear Dr. KRISHNA M M

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


You are required to report to the duty on 21st April 2021. The detailed appointment order along with the rules and regulations, duties and responsibilities of the college will be issued on the date of reporting to the duty.

At the time joining you are required to furnish copies of proof of age, educational qualifications, previous work experience and relieving order.

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

Wishing you all the best.


Dr. KASAMSETTY SAILATHA
Principal


Dr. NAGARAJA R
Chief Coordinator - Administration

ACCEPTANCE

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

Date: 30-03-2021

Place: Shivamogga


Signature

Dear Dr. KRISHNA M M

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 21st April 2021.

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.



ಪ್ರಗತಿಶೀಲತೆ, ಕೃಷಿ, ವ್ಯವಸ್ಥಾಪನಾ ಮತ್ತು ಮಾನವ ಸಂಪನ್ಮೂಲಗಳ ಅಭಿವೃದ್ಧಿ

(Kuvempu University, Kuvempu, Shivamogga - 577 204 (Karnataka))

ಎನ್.ಎಸ್. 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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Dr. Krishna M M – 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	8,720=00
Total Gross - (A)	42,000=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/ Mediclaime)	40,000=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.



ಪಿಇಎಮ್‌ಸಿ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್
(ಅವರು ಬೆಂಗಳೂರಿನಲ್ಲಿ ಸ್ಥಾಪಿಸಲ್ಪಟ್ಟಿದ್ದು ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಪ್ರಮಾಣೀಕರಿಸಲ್ಪಟ್ಟಿದೆ)

ಎಸ್. ಹೆಚ್. 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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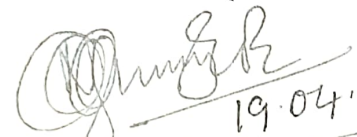
Dr. Krishna M M – Assistant Professor – Dept. of Commerce and Management

On joining duty, you may report to the Principal. You may please sign and return the attached consent letter in token of your understanding and acceptance of the terms and conditions of this appointment.

We wish you a rewarding career with PES Institute of Advanced Management Studies.

Sincerely yours,


Dr. KASAMSETTY SAILATHA
Principal


DR NAGARAJA R
Chief Coordinator - Administration

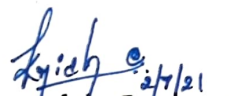

19/4/2021

ACCEPTANCE

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

Date: 09-04-2021

Place: Shivamogga


Signature of the Employee
(Received Original Copy)

Ref: PES/IAMS/P/HR/2021/60

Date: 05/07/2021

To,
Dr. KRISHNA M M
Assistant Professor
Dept. of Commerce and Management
PES Institute of Advanced Management Studies
Shivamogga

Dear Dr. KRISHNA M M

The Management and Principal are pleased to designate you as in-charge HOD, Dept. of Commerce and Management with effect from 05/07/2021 as an additional responsibility.

Please accept our personal congratulations on this well-deserved recognition. We are confident that you will contribute the good efforts and be diligent at your 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 Institution.
- 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.

Handwritten signature

- 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.
- 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 8/7/21
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: 8-7-21 Place: Shivamogga


Signature of the Employee