

No. To: The Management  
PES Trust (R)  
Shivamogga

Through: Chief Coordinator Administration

Sub: Request for approval of sanctioned posts for the AY 2020-21 (Odd and Even semester) against to the total workload as per norms - Reg.

Respected Madam/Sir,

With reference to the above subject I would like to request you to sanction the following teaching faculty for the AY 2020-21 (Odd and Even semester) against to the workload as per the norms. The Workload of B.Com/BBA/M.Com is 400 hours; Workload of Computer Science is 457 hours; Physics workload is 38 hours; Mathematics workload is 42 hours; English workload 64 hours; Kannada workload 64 hours and Hindi workload 32 hours. Hence, the following teaching faculty members are required for AY 2020-21(Odd and Even semester):

Name of the Post	Number of Posts
Principal	01
Coordinator - M.Com	01
HOD - BBA/B.Com	01
Faculty - Commerce and Management	10
HOD - Computer Science	01
Faculty - Computer Science	09
Faculty - Physics	01
Faculty - Mathematics	01
Faculty - English	02
Faculty - Kannada	02
Faculty - Hindi	01
<b>Total Teaching Faculty Required for the AY 2020-21 (Odd and Even semester)</b>	<b>30</b>

I once again request you to sanction the above teaching faculty posts.

Thanking you,

For Pretna Educational & Social Trust:

*K. Sathya*  
20/3/2020  
Your sincerely,

*S. T. Anand*

Authorised Signatories

**Principal**



ಪಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

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

(ಕುಡುಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತವಾಗಿರುವ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಮನ್ನಣೆ ಪಡೆದಿದೆ)

Phone 08162 - 640772  
08162 - 640812

Website www.pestrust.org

**PES Institute of Advanced Management Studies**

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

(Affiliated to Kuvempu University and Recognised by Govt. of Karnataka)

No.

OFFER LETTER

Date: 15/06/2018

Dr. KASAM SETTY SAILATHA  
# 3.3<sup>rd</sup> Cross, 12<sup>th</sup> Main,  
Chalukya Nagar, Gopala  
Shivamogga

Sub: Selection for the post of Principal – PES Institute of Advanced Management Studies (PESIAMS).

Dear Dr. KASAM SETTY SAILATHA

Pursuant to your interview dated 11/06/2018 and subsequent discussion, we are pleased to confirm that you have been selected for the post of Principal, PESIAMS.

You are hereby requested to report to the duty on any convenient date between 02/07/2018 to 06/07/2018. The detailed appointment order will be issued on the date of reporting to the Institution.

We are confident that you are able to make significant contribution to the growth of our institute.

With Best Regards,

S.Y. Arunadevi  
Smt. Arunadevi S Y  
Trustee

ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 15/6/18  
Place: Shivamogga

K. Sailatha  
Signature 15/6/18

No.

Date: 15/06/2018

Dear Dr. KASAMSETTY SAILATHA

**Letter of Appointment**

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Principal, PES Institute of Advanced Management Studies (PESIAMS)**. You are informed to join on 05<sup>th</sup> July 2018.

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 Trust. 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 60 days 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 CCA and Management from time to time pertaining to the Institution.

K. Sailatha  
12/7/18

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	37,400 =00
AGP	10,000=00
H.R.A	4,740=00
DA	4,740=00
Conveyance	1,600=00
Medical Allowance	1,250=00
Flexible Benefit Plan	20,270=00
<b>Total Gross - (A)</b>	<b>80,000=00</b>
<b>Deduction</b>	
PF	1,800=00
Professional Tax	200=00
<b>Total Deduction - (B)</b>	<b>2,000=00</b>
<b>Net Salary(A-B)(Subject to IT deduction / Transportation/ Medclaim)</b>	<b>78,000=00</b>

**P.5**

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

*K. Sailatha*  
12/2/18

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.

On joining duty, you may report to the Chief Coordinator – Administration PES Trust, Shivamogga. 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 (PESIAMS).

Sincerely yours,



**Smt. Arunadevi S Y**  
Trustee & Governing Council Member

**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: 12/7/18

Place: Shivamogga



Signature of the Employee

Date: 10/07/2020

Dr. KASAMSETTY SAILATHA  
EMP Code 1167  
Principal  
PES Institute of Advanced and Management Studies  
Shivamogga

Dear Dr. KASAMSETTY SAILATHA

**CONFIRMATION LETTER**

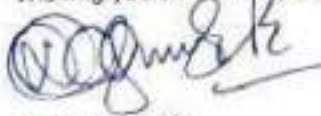
This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 05/07/2018.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 04/07/2020 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Dr. Nagaraja R  
Chief Coördinator - Administration



# PES INSTITUTE OF BUSINESS MANAGEMENT

Guddadaarekere Village, Kotegangoor Post, Shivamogga Dist.- 577 204

Telephone : 08182-233795 / 233796, Fax: 08182-233797

Dear S.R.Nagaraja

02.05.2008

## Letter of Appointment

Thank you for your application and the personal interview you had with us on **11<sup>th</sup> April 2008**.

We congratulate you on your selection to join us as **Senior Lecturer**. Your appointment will be effective from the date of **1<sup>st</sup> June, 2008**.

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

**Probation** - You will be on probation for a period of **One year** from the date of joining.

**Effect of Appointment** - Your appointment made through this letter will be subject to the necessary approvals from University and Government.

**Compensation** - You will be placed on a structured scale Rs. 10000-325-15200 with an initial basic of Rs.10650/- P.M. plus allowances as admissible under the institution's rules.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to serve the institution one full semester and cannot quit during an on-going semester. Your employment is terminating by either party giving 30 days notice. The institution reserves the right to pay or recover a month's salary in lieu of such notice period.

**Retirement** - The retirement age currently is 58 years.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

...Continued....

# PES INSTITUTE OF BUSINESS MANAGEMENT

Guddadaarekere Village, Kotegangoor Post, Shivamogga Dist.- 577 204

Telephone : 08182-233795 / 233796, Fax : 08182-233797

**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.

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.

Wishing you a rewarding career with PESIBM

Sincerely yours,  
For PES Institute of Business Management.



Arunadevi S Y  
Joint Secretary

To  
Mr. S.R.Nagaraja,  
# 1118/58, 9<sup>th</sup> Cross,  
Banashankari I Stage,  
Ashoka Nagar, II Block,  
Bangalore – 560 050.



# PRERANA EDUCATIONAL & SOCIAL TRUST (R.)

H.O. # 1693, 5<sup>th</sup> A' Cross, II Stage Banashankari  
Bangalore - 560 050, Ph. : 080 - 26712562

Date: 17.09.2009

Dear Mr Nagaraja S R,

## Letter of Appointment

Following your application followed by the personal interview for the post of Principal PES Institute of Advanced Management Studies, Shivamogga. I would like to inform here that the Management is Pleased to appoint you as Principal. The Highlights of this appointment are listed for your full Understanding.

1. You will be designated as Principal PES Institute of Advanced Management Studies, Shivamogga.
2. You will Completely dedicate your expertise and experience towards the growth and development of the Institution.
3. You will be responsible for organising the complete system including statutory interactions, Campus development and all the other aspects and develop a full fledged institution.
4. You will be fully responsible for the routine management of Institution's academic & administrative activities.
5. You will actively involve in selection, training & development of Manpower.
6. You will carryout in addition to above, any other responsibility assigned to you by the Management from time to time pertaining to the overall development and growth of the institution.
7. You will be placed on a structured scale of Rs. 10000-325-15200 with a basic pay of Rs.10975 plus allowances such as DA HRA etc which amounts to monthly total of Rs 22362/-
8. This appointment shall be subject to termination with an one month's notice served by either side.
9. Other functional details will be issued to you in due course.

You may please report to duty on or before 17-09-2009 PESIAMS looks forward to receiving your expertise and experience in support of its goal towards excellence. We seek your formal consent/ acceptance of this appointment at your early convenience

With warm wishes to join our PES Family

Sy. Arunadevi SY

Smt. Arunadevi SY

Joint Secretary

Received  
17/09/2009

**Administrative Office :**

Guddada Arekere, Kotegangoor Post, Shivamogga- 577 204

Ph : 08182-233795 / 233796 Fax : 08182 - 233797

www : pes.edu/pesitm/index/html

Date: 05/07/2018

**Mr. NAGARAJA S R**

EMP Code 41

Principal

PES Institute of Advanced Management Studies

Shivamogga


**Dear Mr. NAGARAJA S R**


We are pleased to inform you that you have been re-designated as **Assistant Professor** and **M Com Coordinator** with effect from **05/07/2018**.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
**Dr. Kasamsetty Sallatha**  
Principal

  
**Dr. Nagaraja R**  
Chief Coordinator - Administration





# PES INSTITUTE OF TECHNOLOGY & MANAGEMENT

NH 10, Sagar Road, Shivamogga - 577 204 Karnataka, India

**PESITM**

An ISO 9001 : 2008 Certified Institute

Affiliated to: Jyoti Basavanna Technological University, Belgaum

Approved by AICTE, New Delhi

Recognized by Govt. of Karnataka

Telephone : 08182-640733/640734 Fax : 08182-233797

E-mail : principal\_pesitm@pes.edu 08182 - 640732 (Dire)

Website : pesit.edu.in/pesitm

Ref: PES/ITM/HR/2018

Date: 02/04/2018

To,

**Dr. SUDHARSHAN G M**

Associate Professor

Department of MBA

Dear Sir

After considering your service and commitments, the Management is pleased to designate you as HOD, Department of MBA with effect from 02/04/2018

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 be diligent at your new position.

I hope that your promotion will serve as an incentive to better performance and to achieve further success in the organization

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

Congratulations and best wishes!

**Smt. Arunadevi S Y**

Joint Secretary & Governing Council Member

**Dr. Ashok Kumar T**

Principal

## 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 institution

Date: 02-04-2018

Place: Shivamogga

  
Signature of the Employee

## TRANSFER LETTER

Ref: PES/Trust/NR/2019

Date: 11/04/2019

**Dr. SUDHARSHAN G M**  
Associate Professor and HOD  
Dept. of MBA  
PES Institute of Technology & Management  
Shivamogga

Dear **Dr. SUDHARSHAN G M**


**Transfer from PESITM to PESIAMS**

We would like to thank you for having served at MBA Department from the academic year 2008-2009 till academic year 2018-2019.

You may please note that your service is required at PESIAMS on a full time basis and therefore you have been transferred from MBA Department of PES Institute of Technology & Management to PES Institute of Advanced Management and Studies w.e.f 11<sup>th</sup> April, 2019 as Associate Professor and HOD for the Departments of B.Com and BBA.

At PESIAMS, you have to take all the academic, administrative, NAAC, curricular and co-curricular responsibilities and dedicate yourself for the development of B.Com and BBA Departments, which would also result in your professional growth. You are hereby informed to report to the Principal, PESIAMS.

All other terms and conditions of your employment remain unchanged.

  
Dr. Nagaraja R 12/4/19  
Chief Coordinator - Administration

  
Smt. Umadevi S Y  
Governing Council Member

Copy to:

1. Principal, PESITM - for information and needful
2. Principal, PESIAMS - for information and needful
3. HOD, MBA - PESITM - for information

# PES INSTITUTE OF BUSINESS MANAGEMENT

Guddadaarekere Village, Kotegangoor Post, Shivamogga Dist.- 577 204

Telephone : 08182-233795 / 233796, Fax : 08182-233797

Dear G.M.Sudarshan

02.05.2008

## Letter of Appointment

Thank you for your application and the personal interview you had with us on 11<sup>th</sup> April 2008.

We congratulate you on your selection to join us as **Lecturer**. Your appointment will be effective from the date of 1st June, 2008.

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

**Probation** - You will be on probation for a period of **One year** from the date of joining.

**Effect of Appointment** - Your appointment made through this letter will be subject to the necessary approvals from University and Government.

**Compensation** - You will be placed on a structured scale Rs. 8000-275-13500 with an initial basic of Rs.9375/- P.M. plus allowances as admissible under the institution's rules.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to serve the institution one full semester and cannot quit during an on-going semester. Your employment is terminating by either party giving 30 days notice. The institution reserves the right to pay or recover a month's salary in lieu of such notice period.

**Retirement** - The retirement age currently is 58 years.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

.....Continued...

# PES INSTITUTE OF BUSINESS MANAGEMENT

Guddadaarekere Village, Kotegangoor Post, Shivamogga Dist.- 577 204

Telephone : 08182-233795 / 233796, Fax : 08182-233797


---

**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.

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.

Wishing you a rewarding career with PESIBM

Sincerely yours,  
For PES Institute of Business Management.

  
Arunadevi S Y  
Joint Secretary

To  
Sudharshan G.M.  
C/o Nagaraj C  
32034/2, 2<sup>nd</sup> Main, 2<sup>nd</sup> Cross, MCC 'A' Block  
Davangare

No

**OFFER LETTER**

Date: 08/05/2019

To,

**Dr. N PRAVEEN CHANDRA**  
s/o Sri Narasimha Murthy  
Kashipura Main Road  
Shivamogga

**Sub: Selection for the post of Assistant Professor**

Dear **Dr. N PRAVEEN CHANDRA**

Pursuant to your interview dated 08/05/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the **Department of Kannada**.

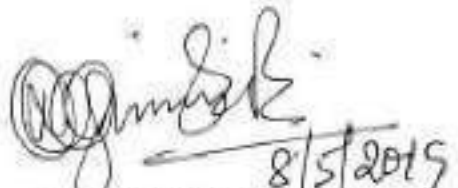
You are hereby requested to report to the duty on 06/06/2019. The detailed appointment order will be issued on the date of reporting to the Institution.

At the time joining you are required to furnish copies of Educational qualifications, previous work experience, relieving order, PAN and Aadhar.

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,


  
**Dr. KASAMSETTY SAILATHA**  
Principal

  
**Dr. NAGARAJA R**  
Chief Coordinator - Administration

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 08/05/2019

  
Signature

No.

Date: 04/06/2019

Dear **Dr. PRAVEEN CHANDRA N**

**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 Language. You are informed to join on **06/06/2019**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.

**7. Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

**10. 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.

**P.S**


1. Non ESIC Cases; Medclaim facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
Dr. KASAMSETTY SAILATHA  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration

**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: 04-06-2019 Place: Shivamogga Signature of the employee 



# PES TRUST

Precana Chambers, 2nd Floor, # 26  
Main Road, Neharu Nagar, Ward No. 27,  
Akkamahadevi Samaja Road, BANGALORE - 560 020 (Karnataka)

Telephone : 080 - 23  
Fax : 080 - 23465560

Ref: PES/Trust/HR/2015

## OFFER LETTER

Date: 14/07/2015

To  
Ms. Roopa D S  
W/O Kanthesh K B  
Jayanagar  
Shivamogga

Sub: Selection for the post of Lecturer- Reg.

Dear Ms. Roopa D S

Congratulations! We are pleased to inform you that you have been selected for the post of Lecturer at PES Institute of Advanced Management Studies, Shivamogga.

You are hereby requested to report for duty on or before 16<sup>th</sup> July, 2015. The detailed appointment order along with the terms of the institute 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.

Wish you all the best.

S. T. Arunadevi  
Smt. Arunadevi SY  
Joint Secretary

### ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: Roopa D S

Name: ROOPA D S

## PES Institutions

PES ITI, PES IAMS, PES PU, PES Public School, PES Polytechnic

NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Ph : 08182 - 840 733

No

Date: 14/07/2015

Dear **Mrs. ROOPA D S**

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 Computer Science. You are informed to join on **15/07/2015**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the institute, guilty of dishonesty, misconduct or negligence in the performance of your duties.

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations.

**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.

**7. Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

**10. 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.

P.S

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

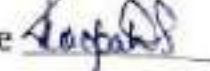
Sincerely yours,

  
Mr. NAGARAJA S R  
Principal  
PES Institute of Advanced Management Studies

NH 206, Sagar Road  
SHIVAMOGGA-577 204  
**ACCEPTANCE**

  
DR NAGARAJA R  
Chief Coordinator - Administration

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: 14/7/2015 Place: Shivamogga Signature of the employee 

Date: 31/07/2017

Mrs. ROOPA D S

EMP Code 841

Lecturer

PES Institute of Advanced Management Studies

Shivamogga

Dear Mrs. ROOPA D S

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 15/07/2015.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 15/07/2017 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sri. Nagaraja S R 31/07/17

**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration

May 10, 2007

Dear Ms.Ashwini,

**Letter of Appointment**

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as **Instructor** in the department of **Computer Science & Engineering**. Your appointment will be effective from the date of joining shall be not later than 01.08.2007.

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

**Probation** – You will be on probation for a period of two years from the date of joining.

**Effect of Appointment** – Your appointment made through this letter will be subject to the necessary approvals from AICTE, University and Government.

**Compensation** – You will be placed on a structured scale of Rs.3000-75-3450-100-4450-125-5450 with an initial basic of Rs 3,000/- p.m. plus allowances as admissible under the institution's rules.

**PF** – You will be entitled for a matching contribution from the management to your PF account, subject to a maximum of Rs 780.00.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** – You will be required to serve the institution one full semester and cannot quit during an on-going semester. Your employment is terminable by either party giving 30 days notice. The institution reserves the right to pay or recover a month's salary in lieu of such notice period.

**Retirement** – The retirement age currently is 58 years.

**Work schedule** – You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

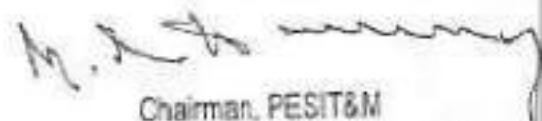
**Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, tuition or any such activity during your employment with us, except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

**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.

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.

Wishing you a rewarding career with PESIT&M.

Sincerely yours,



Chairman, PESIT&M

10/5)

Ms.E.M.Ashwini  
Mahalaxmi Nilaya  
6<sup>th</sup> Cross, 7<sup>th</sup> Main  
Hosamane  
Shivamogga 577 201



# PES TRUST

Prerana Chambers, 2nd Floor, # 26  
Main Road, Neharu Nagar, Ward No. 27,  
Akkamahadevi Sarraja Road, BANGALORE - 560 020 (Karnataka)

Telephone : 080 - 23466600  
Fax : 080 - 23465566

## TRANSFER LETTER

Ref: PES/trust/HR/2016

Date: 28/11/2016

Mrs. ASHWINI E M  
Lab Instructor  
Dept. of Computer Science & Engineering  
PES Institute of Technology & Management  
Shivamogga,

Dear Mrs. Ashwini E M

### Transfer from PES ITM to PESIAMS

We would like to bring to your notice that your service is required at PES IAMS on a full time basis and hence, you have been transferred from PESITM to PESIAMS w.e.f 01<sup>st</sup> December 2016.


At PESIAMS, you have to take the academic, laboratory and co-curricular responsibilities and dedicate yourself for the development of the institution, which would also result in your professional growth. You are hereby informed to report to the Principal, PESIAMS.

All other terms and conditions of your employment remain unchanged.

  
Dr. Nagaraja R 3/12/16  
Chief Coordinator - Administration

  
Smt. Arunadevi S Y 3.12.16  
Joint Secretary

Cc to;

1. The Principal, PES ITM
2. The Principal, PES IAMS
3. HOD, CSE - PESITM 
4. Mrs. Ashwini E M
5. HR Department - Personal File

## PES Institutions

PESITM, PESIAMS, PES PU, PES Public School, PES Polytechnic  
NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka)  
Ph : 08182 - 640 733

**OFFER LETTER**

Date: 21/06/2017

To,

**Mr. PRASHANTH KUMAR R**

New Mandly

**SHIVAMOGGA**

**Sub: Selection for the post of Assistant Professor**

Dear **Mr. PRASHANTH KUMAR R**

Pursuant to your interview dated 21/06/2017 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BCA**.

You are hereby requested to report to the duty on 23/06/2017. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,


  
Mr. Nagaraja S R 21/06/2017  
Principal

  
Smt. Arunadevi S Y  
Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 21-6-2017

  
Signature



No.

Date: 22/06/2017

Dear **Mr. PRASHANTH KUMAR R**

**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 Computer Science. You are informed to join on **23/06/2017**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

- 1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- 2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.

7. **Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

10. **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.

P.5

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
Mr. NAGARAJA S R  
Principal  
22/06/2017

  
DR NAGARAJA R  
Chief Coordinator - Administration

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: 22-6-2017 Place: Shimoga Signature of the employee Prabhat Kumar R

Date: 10/07/2019

**Mr. PRASHANTH KUMAR R**

EMP Code 1070

Assistant Professor

PES Institute of Advanced Management Studies

Shivamogga

Dear Mr. PRASHANTH KUMAR R

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 23/06/2017.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 23/06/2019 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
10/7/2019  
**Dr. Kasamsetty Sailatha**  
Principal

  
**Dr. Nagaraja R**  
Chief Coordinator - Administration



**OFFER LETTER**

Date: 12/02/2015

To:

**Mr. PRAVEEN B**

**SHIVAMOGGA**

**Sub: Selection for the post of Assistant Professor**

Dear **Mr. PRAVEEN B**,

Pursuant to your interview dated 12/02/2015 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BBM / B Com**.

You are hereby requested to report to the duty on 18/02/2015. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
**Mr. Nagaraja S R**  
Principal

  
**Smt. Arunadevi S Y**  
Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 12/02/2015

  
Signature

No.

Date: 16/02/2015

Dear Mr. PRAVEEN B

**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 18/02/2015.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.

**7. Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

**10. 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.

P.5

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

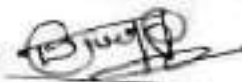
Sincerely yours,

  
MR. NAGARAJA S R  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration

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: 16/02/2015 Place: Shimoga Signature of the employee 



Phone : 08182 - 640772  
08182 - 640812  
08182 - 640806

Website : pestrust.edu.in/pestiams

**ಪಿಇಎಮ್‌ಸಿ ಅಧ್ಯಯನ ಮತ್ತು ಅಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆ**

(ಶಿವಮೊಗ್ಗ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಅಧಿಕೃತೀಕೃತ ಮತ್ತು ಅಂಗೀಕೃತ ಸಂಸ್ಥೆ)

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

**PES Institute of Advanced Management Studies**

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

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

Date: 02/03/2017

**Mr. PRAVEEN B**  
EMP Code 783  
Assistant Professor  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. PRAVEEN B

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 18/02/2015.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 18/02/2017 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Sr. Nagaraja S R  
Principal 02/03/2017

  
Dr. Nagaraja R  
Chief Coordinator - Administration



**OFFER LETTER**

Date: 17/06/2014

To:

**Mr. DARSHAN P R**

**SHIVAMOGGA**

Sub: Selection for the post of Lecturer.

Dear **Mr. DARSHAN P R**

Pursuant to your interview dated 17/06/2014 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Lecturer** in the Dept. of **BCA**.

You are hereby requested to report to the duty on 23/06/2014. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With best regards,

  
**Mr. Nagaraja S R**

Principal

17/06/2014

  
**Smt. Anunadevi S Y**


Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date:

17/6/2014

  
Signature



No.

Date - 13/05/2014

Dear Mr. DARSHAN P R

**Appointment Order**

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as lecturer. You are informed to join on or before 23/06/2014.

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

**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. However if you are over 60 years of age at the time of joining, then this appointment shall be for a period of two years, extendable on mutual consideration by tenure of one academic year at a time, until you attain 65 years of age.

**Effect of Appointment** - Your appointment made through this letter shall be subject to the approval from the affiliating University & the Govt of Karnataka as the case may be.

**Compensation** - You will be placed on a structured scale Rs 8000-275-13500 with an initial basic of 8000/- P.M. Plus allowances as admissible under the institution's rules.

**PF and Gratuity** - You will be entitled for a matching contribution from the management to your PF account, subject to a maximum of Rs. 780.00., if you are less than 60 years of age. You will also be eligible for Gratuity on retirement, as per the prevailing rules of the Institute. However if you are over 60 years of age at the time of joining then you will not be eligible for either PF or Gratuity.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to enter into a service agreement not to leave the employment during the tenure of any academic year. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment.

**Leaving the Employment, termination And Removal** - You are entitled to leave employment by giving a notice of 30 days and in lieu of notice the Management is entitled to recover a one month salary from you, but it is made clear that it shall not be during the tenure of any academic year. The

Management is entitled to terminate your employment by giving a notice of 30 days or paying a month's salary in lieu of notice without assigning any reason. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

- 1) if you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties
- 2) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

**Medicalim Policy:** - You will be covered under the mediclaim Insurance Policy subscribed to the Institute as may be in force from time to time.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand. You are required to perform the all duties assigned to you by your higher authorities/Management

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

**Confidentiality** - You will not at any time without the consent of the competent authority, disclose or divulge or make public. Except under legal obligations, any information about the Institution's affairs, administration, processes or research carried out which may be confided in you or become know to you in the course of your service or otherwise

**E-Communication Facilities** - You will not put to misuse abuse or illegal use of the e-facilities such as internet and e-mail made available or accessible to you by the Institute

**Sexual Harassment** - The institution absolutely disapproves of sexual harassment of any kind include unwelcome behavior whether directly or by implication, including in such activity is misconduct chargeable and actionable under the service and conduct rules of PES IAMS.

**Past Record** - If any of the declarations / testimonies produced by you to the Institution at the time joining or during your employment with us proves to be false your services will be liable for termination without any notice

**Parting** - On termination of service understanding you will be liable to give up to the Institute all the correspondence, specifications, book, literature, drawings, equipment, and other material belonging to the Institution and produce necessary no due certification before being relieved or settlement of dues done.

Immediately after serving notice of termination of service you shall hand over charge to your immediate superior or any other person designated for the purpose

**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.

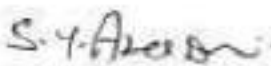
On joining duty, you may report to the Principal PESIAMS. You may please sign and return the attached consent letter in token of your understanding and acceptance of the terms and conditions of this appointment.


*Annexure on Salary Offered:  
Total cost to the Institution*

Monthly Salary Breakup	Deduction		
Basic Salary	8000=00	EPF( Employee contribution )	780=00
Allow	2000=00	EPF( Employer contribution )	780=00
PF ( Employer contribution)	780=00	ESIC ( Employer contribution )	475=00
ESIC ( Employer contribution )	475=00	ESIC ( Employee contribution)	175=00
		Professional Tax	150=00
<b>Total Cost to the Institution</b>	<b>11255=00</b>	<b>Total Deduction</b>	<b>2360=00</b>
<b>₹ Take Home Salary subject to IT deduction / Transportation</b>			<b>8895=00</b>

We welcome you to the PES family to be a part of the resonant team envisioning excellence

Wishing you a rewarding career with PES IAMS

  
Smt. S. Y. Arunadevi  
Joint Secretary

  
Mr. Nagaraja S R  
Principal

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance of the offer of appointment as \_\_\_\_\_

Signature: -  Deorshan P R



Phone : 08182 - 640772  
08182 - 640812  
08182 - 640806

Website : [pestrust.edu.in/pesiams](http://pestrust.edu.in/pesiams)

ಶಿವಮೊಗ್ಗ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(ಇದನ್ನು ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ರಾಜ್ಯ ಸರ್ಕಾರದ ಅನುಮೋದನೆಗೆ ಒಳಪಟ್ಟಿದೆ)

ಎನ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 264 (ಕರ್ನಾಟಕ)

**PES Institute of Advanced Management Studies**

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

N H-206, Sagar Road, Shivamogga - 577 264 (Karnataka)

Date:08/12/2014

**Mr. DARSHAN P R**

EMP Code 679

Lecturer

PES Institute of Advanced Management Studies

Shivamogga

Dear Mr. DARSHAN P R

We are pleased to inform you that you have been re-designated as **Assistant Professor** in the Dept. of Commerce and Management with effect from 01/12/2014.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies.

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
S.H. Nagaraja S.R.  
Principal 08/12/2014

  
Dr. NAGARAJA R  
Chief Coordinator - Administration



Date: 01/07/2016

Mr. DARSHAN P R  
EMP Code 675  
Assistant professor  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. DARSHAN P R

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 23/06/2014.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 23/06/2016 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies.

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.




Sri Nagaraja S R

**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration

**OFFER LETTER**

Date: 08/07/2019

To,

Mr. RANGASWAMY H  
S/O Hanumanthappa C  
Tanigere  
Channagiri

**Sub: Selection for the post of Assistant Professor**

Dear Mr. RANGASWAMY H

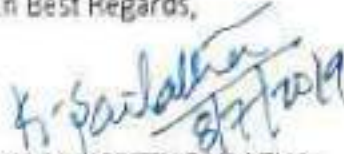
Pursuant to your interview dated 11/07/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Department of **BCA / B Sc**

You are hereby requested to report to the duty on 11/07/2019. The detailed appointment order will be issued on the date of reporting to the Institution.

At the time joining you are required to furnish copies of Educational qualifications, previous work experience, relieving order, PAN and Aadhar.

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,



Dr. KASAMSETTY SAILATHA  
Principal



Dr. NAGARAJA R  
Chief Coordinator - Administration

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 08/07/2019

  
Signature

No.

Date: 10/07/2019

Dear **Mr. RANGASWAMY H**

**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 Computer Science. You are informed to join on **11/07/2019**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**6. Work Schedule & Scope of Work -**

a) You will completely dedicate your expertise and experience towards the growth of our Institution.

d) 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.

**7. Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** – The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

**10. 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.

P.S

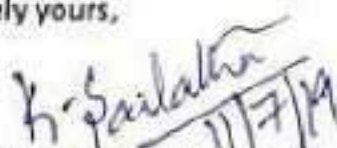
1. Non ESIC Cases; Mediclaim facility will be provided for Rs. 2, 00,000/- sum assured, 50% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,



Dr. KASAMSETTY SAILATHA

Principal  
PES Institute of Advanced Management Studies

NH 206, Sagar Road

MOGGA-577 204



DR NAGARAJA R

Chief Coordinator - Administration

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: 10/07/2019 Place: Mogga Signature of the employee





## OFFER LETTER

Date: 11/12/2016

To,

**Mr. SATHISH V**

Gandhi Bazar

SHIVAMOGGA

**Sub: Selection for the post of Assistant Professor**

Dear **Mr. SATHISH V**

Pursuant to your interview dated 11/12/2016 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BBM / B Com**.

You are hereby requested to report to the duty on 15/12/2016. The detailed appointment order will be issued on the date of reporting to the institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
11/12/2016  
**Mr. Nagaraja S R**  
Principal

  
**Smt. Arunadevi S Y**  
Joint Secretary

### ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 11/12/2016

  
11/12/2016  
Signature

No.

Date: 13/12/2016

Dear **Mr. SATHISH V**

**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 15/12/2016.

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 college norms. Statutory dues shall be recovered from your salary as per the statutes applicable from time to time.

3. **PF and Gratuity** - You will be entitled 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 Institute. 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 30 days' notice. The institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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, UCA and Management from time to time pertaining to the Institution.

7. **Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

10. **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.

#### P.S

1. Non-ESIC Cases: 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. (ESIC benefits as per Govt norms).

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.

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 IAMS.

Sincerely yours,

  
Mr. N. Prakash  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
ACCERTANGE/GGA-577 204

  
DR NAGARAJA R  
Chief Coordinator - Administration

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: 13/12/2016 Place: Shivamogga Signature of the employee:  13/12/2016

Date: 31/12/2018

Mr. SATHISH V  
(MP Code 1010)  
Assistant Professor  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. SATHISH V

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 15/12/2016.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 15/12/2018 making you a "REGULAR" employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Dr. Kasamsetty Sailatha  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA 577 204

  
Dr. Nagaraja R  
Chief Coordinator - Administration

No.

**OFFER LETTER**

Date: 15/09/2016

To:

Mrs. ANITHA C B  
Vinobhanagara  
SHIVAMOGGA

**Sub: Selection for the post of Assistant Professor**

Dear Mrs. ANITHA C B

Pursuant to your interview dated 15/09/2016 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **Kannada**.

You are hereby requested to report to the duty on 03/10/2016. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
15/09/2016  
Mr. Nagaraja S R  
Principal

  
Smt. Arunadevi S Y  
Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 15-9-2016

  
Signature

No.

Date: 01/10/2016

Dear Mrs. ANITHA C B

**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 Language. You are informed to join on 03/10/2016.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

6. **Work Schedule & Scope of Work** –

a) You will completely dedicate your expertise and experience towards the growth of our Institution.

If you will carry out, in addition to the above, any other responsibility assigned to you by the Principal, ICA and Management from time to time pertaining to the Institution.

7. **Involvement** - Your position with us is a full time employment and you will work exclusively for the purpose of the Institute. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, vocation 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

10. **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.

#### ES

1. Non-ESIC Cases: 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. (ESIC benefits as per Govt norms)

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.

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 IAMS.

Sincerely yours,

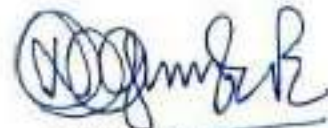


Dr. NAGARAJA S R  
Principal

PES Institute of Advanced Management Studies

PE 206, Sugar Road

SHIVAMURGA-577 204



DR NAGARAJA R  
Chief Coordinator - Administration

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: 1-10-2016 Place: SHIVAMURGA Signature of the employee: [Signature]



ಪ್ರಗತಿಶೀಲ ವ್ಯವಸ್ಥಾಪನಾ ಅಧ್ಯಯನಗಳ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(PES Institute of Advanced Management Studies)

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

Phone: 08152-640177

08152-640510

08152-640806

**PES Institute of Advanced Management Studies**

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

Website: pesiust.edu.in/pesiams

NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Date: 16/10/2018

Mrs. ANITHA C B

EMPI Code 994

Assistant professor

PES Institute of Advanced Management Studies

Shivamogga

Dear Mrs. ANITHA C B

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 03/10/2016.

We are happy to write to you that following a review of your performance, your probationary term stands closed with effect from 03/10/2018 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
16/10/18

Dr. Kasamsetty Sailatha

**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration



No.

## OFFER LETTER

Date: 31/01/2012

To,

**Mr. ANMOL KIRAN UTTARKAR**

Vidya Nagara  
SHIVAMOGGA

**Sub: Selection for the post of Lab Instructor**

Dear **Mr. ANMOL KIRAN UTTARKAR**

Pursuant to your interview dated 31/01/2012 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Lab Instructor** in the Dept. of **BCA**.

You are hereby requested to report to the duty on 02/02/2012. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
Mr. Nagaraja S R  
Principal 31/01/2012

  
Smt. Arunadevi S Y  
Joint Secretary

### ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 31/01/2012

  
Signature

Date: - 31/01/2012

Dear Mr. ANMOL KIRAN UTTARKAR

### Appointment Order

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as **Programmer**. You are informed to join on or before 02/02/2012.

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

**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. However if you are over 60 years of age at the time of joining, then this appointment shall be for a period of two years, extendable on mutual consideration by tenure of one academic year at a time, until you attain 65 years of age.

**Effect of Appointment** - Your appointment made through this letter shall be subject to the approval from the affiliating University & the Govt of Karnataka as the case may be.

**Compensation** - You will be placed on a structured scale Rs 4800-100-6000-125-6500-150-7100-175-7275 with an initial basic of 4,800/- P.M. Plus allowances as admissible under the institution's rules.

**PF and Gratuity** - You will be entitled for a matching contribution from the management to your PF account, subject to a maximum of Rs. 1800/- if you are less than 60 years of age. You will also be eligible for Gratuity on retirement, as per the prevailing rules of the Institute. However if you are over 60 years of age at the time of joining then you will not be eligible for either PF or Gratuity.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to enter into a service agreement not to leave the employment during the tenure of any academic year. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment.

**Leaving the Employment, termination And Removal** - You are entitled to leave employment by giving a notice of 30 days and in lieu of notice the Management is entitled to recover a one month

salary from you, but it is made clear that it shall not be during the tenure of any academic year. The Management is entitled to terminate your employment by giving a notice of 30 days or paying a month's salary in lieu of notice without assigning any reason. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

- 1) if you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties
- 2) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations.

**Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

**Medical Policy:** - You will be covered under the medical insurance Policy subscribed to the Institute as may be in force from time to time.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand. You are required to perform the all duties assigned to you by your higher authorities/Management

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

**Confidentiality** - You will not at any time without the consent of the competent authority, disclose or divulge or make public. Except under legal obligations, any information about the Institution's affairs, administration, processes or research carried out which may be confided in you or become know to you in the course of your service or otherwise

**E-Communication Facilities** - You will not put to misuse abuse or illegal use of the e-facilities such as internet and e-mail made available or accessible to you by the Institute

**Sexual Harassment** - The institution absolutely disapproves of sexual harassment of any kind include unwelcome behavior whether directly or by implication. Including in such activity is misconduct chargeable and actionable under the service and conduct rules of PES IAMS.

**Past Record** - If any of the declarations / testimonies produced by you to the Institution at the time joining or during your employment with us proves to be false your services will be liable for termination without any notice

**Parting** - On termination of service understanding you will be liable to give up to the Institute all the correspondence, specifications, book, literature, drawings, equipment, and other material belonging to the Institution and produce necessary no due certification before being relieved or settlement of dues done.

Immediately after serving notice of termination of service you shall hand over charge to your immediate superior or any other person designated for the purpose

**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.

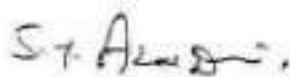
On joining duty, you may report to the Principal PESLAMS. You may please sign and return the attached consent letter in token of your understanding and acceptance of the terms and conditions of this appointment.

*Annexure to Salary Offered:*

*Total cost to the Institution*

**We welcome you to the PES family to be a part of the resonant team envisioning excellence**

**Wishing you a rewarding career with PES**



Smt. S. Y. Arunadevi  
Joint Secretary

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance of the offer of appointment as \_\_\_\_\_

Signature: - 

No:

Date: 24/02/2014

**Mr. ANMOL KIRAN UTTARKAR**

EMP Code 431

Lab Instructor

PES IMAS

Shivamogga

Dear **Mr. ANMOL KIRAN UTTARKAR**

### CONFIRMATION LETTER

This has reference to your **Appointment Order** which placed you as a probationary employee at PES IAMS from 02/02/2012.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 02/02/2014 making you a "REGULAR" employee of PES IAMS, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES IMAS. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES IAMS.

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Mr. NAGARAJA S R

Principal

  
Smt. ARUNADEVI S Y

Joint Secretary



Phone: 08182 - 640772  
08182 - 640812  
08182 - 640808

Website: [pesinstitute.edu.in/pesiams](http://pesinstitute.edu.in/pesiams)

ಪಿಇಎಸ್ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸೆಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(Kannada: ಕನ್ನಡ ಪ್ರಾಚಾರ್ಯರ ಅಧ್ಯಯನಾಲಯದಲ್ಲಿ ಅಧ್ಯಯನ ಮಾಡುವ ಅಧಿಕಾರ ಪಡೆದಿದೆ)

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

**PES Institute of Advanced Management Studies**

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

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

Date: 10/04/2017

**Mr. ANMOL KIRAN UTTARKAR**

EMP Code 431

PROGRAMMER

PES Institute of Advanced Management Studies

Shivamogga

**Dear ANMOL KIRAN UTTARKAR**

We are pleased to inform you that you have been re-designated as **Assistant Professor** with effect from 01/04/2017

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Sri. Nagaraja S R  
Principal

  
Dr. Nagaraja R  
Chief Coordinator - Administration

**OFFER LETTER**

Date: 13/12/2018

To,

Ms. AYESHA SIDDIQUA  
D/o Mohammed Yusuf  
O T Road  
Savalanga

**Sub: Selection for the post of Assistant Professor**

Dear Ms. AYESHA SIDDIQUA

Pursuant to your interview dated 11/07/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the **Department of BBM/B Com**


You are hereby requested to report to the duty on 26/12/2018. The detailed appointment order will be issued on the date of reporting to the Institution.

At the time joining you are required to furnish copies of Educational qualifications, previous work experience, relieving order, PAN and Aadhar.

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
13/12/2018  
Dr. KASAMSETTY SARALATHA  
Principal

  
Dr. NAGARAJA R  
Chief Coordinator - Administration

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 13/12/2018

  
Signature

No.

Date: 24/12/2018

Dear **Ms. AYESHA SIDDIQUA**

**Letter of Appointment**

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Assistant Professor** in the Department of Commerce and Management. You are informed to join on **26/12/2018**.

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 college norms. 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 Institute. 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 30 days' notice.

The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**6. Work Schedule & Scope of Work –**

a) You will completely dedicate your expertise and experience towards the growth of our Institution.



11. 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.

7. **Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. You will not take up any other work for remuneration or in season's capacity in any other trade, business, vocation 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

10. **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.

P.S

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
24/12/2018  
Dr. KASANETTY SARATHA  
Principal  
PES Institute of Advanced Management Studies  
1st 206, Sugar Road  
AMOGGA-577 204  
**ACCEPTANCE**

  
DR NAGARAJA R  
Chief Coordinator - Administration

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: 24/12/2018 Place: Shimoga Signature of the employee 

## OFFER LETTER

Date: 17/01/2019

To,

Ms. BINDU D S  
D/o Siddeshappa D  
Nyamathi Road  
Savalanga

Sub: Selection for the post of Assistant Professor

Dear **Ms. BINDU D S**

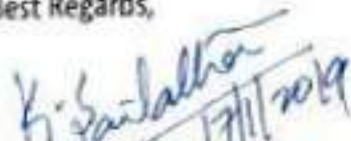
Pursuant to your interview dated 17/01/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **Computer Science**.

You are hereby requested to report to the duty on 21/01/2019. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
Dr. KASAMSETTY SAILATHA  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration

No.

Date: 19/01/2019

Dear **Ms. BINDU D S**

**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 Computer science. You are informed to join on **21/01/2019**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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, ECA and Management from time to time pertaining to the Institution.

**7. Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

**10. 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.

**P.S**

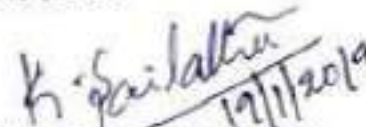
1. Non ESIC Cases; Mediclaim facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
19/11/2019  
Dr. KASAMSETTY SAILATHA  
Principal  
PES Institute of Advanced Management Studies  
844 306, Outer Road

  
DR NAGARAJA R  
Chief Coordinator - Administration

No.

**OFFER LETTER**

Date: 21/07/2014

To,

**Mr. HARSHA C MATHAD**

Sominakoppa Road

Vinobhanagar

**SHIVAMOGGA**

**Sub: Selection for the post of Assistant Professor**

Dear **Mr. HARSHA C MATHAD**

Pursuant to your interview dated 21/07/2014 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BBA / B Com**.

You are hereby requested to report to the duty on 01/08/2014. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and Institute.

With Best Regards,



Mr. Nagaraja S R

Principal

21/07/2014



Smt. Arunadevi S Y

Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date:

21/7/2014

  
Signature

No

Date : 23/07/2014

Dear Mr. HARSHA C MATHAD

**Appointment Order**

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as lecturer. You are informed to join on or before 01/08/2014.

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

**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. However if you are over 60 years of age at the time of joining , then this appointment shall be for a period of two years, extendable on mutual consideration by tenure of one academic year at a time, until you attain 65 years of age.

**Effect of Appointment** - Your appointment made through this letter shall be subject to the approval from the affiliating University & the Govt of Karnataka as the case may be.

**Compensation** - You will be placed on a structured scale Rs 8000-275-13500 with an initial basic of 8000/- P.M. Plus allowances as admissible under the institution's rules.

**PF and Gratuity** - You will be entitling for a matching contribution from the management to your PF account, subject to a maximum of Rs. 780.00., if you are less than 60 years of age. You will also be eligible for Gratuity on retirement, as per the prevailing rules of the Institute. However if you are over 60 years of age at the time of joining then you will not be eligible for either PF or Gratuity.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to enter into a service agreement not to leave the employment during the tenure of any academic year. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment.

**Leaving the Employment, termination And Removal** - You are entitled to leave employment by giving a notice of 30 days and in lieu of notice the Management is entitled to recover a one month salary from you, but it is made clear that it shall not be during the tenure of any s academic year. The

Management is entitled to terminate your employment by giving a notice of 30days or paying a month's salary in lieu of notice without assigning any reason. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following:

- 1) if you are, in the opinion of the Institute , guilty of dishonesty, misconduct or negligence in the performance of your duties
- 2) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

**Medicalim Policy:** - You will be covered under the mediclaim Insurance Policy subscribed to the Institute as may be in force from time to time.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand. You are required to perform the all duties assigned to you by your higher authorities-Management

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

**Confidentiality** - You will not at any time without the consent of the competent authority, disclose or divulge or make public. Except under legal obligations, any information about the Institution's affairs, administration, processes or research carried out which may be confided in you or become know to you in the course of your service or otherwise

**E-Communication Facilities** - You will not put to misuse abuse or illegal use of the e-facilities such as internet and e-mail made available or accessible to you by the Institute

**Sexual Harassment** - The institution absolutely disapproves of sexual harassment of any kind include unwelcome behavior whether directly or by implication. Including in such activity is misconduct chargeable and actionable under the service and conduct rules of PES IAMS.

**Past Record** - If any of the declarations / testimonies produced by you to the Institution at the time joining or during your employment with us proves to be false your services will be liable for termination without any notice

**Parting** - On termination of service understanding you will be liable to give up to the Institute all the correspondence, specifications, book, literature, drawings, equipment, and other material belonging to the Institution and produce necessary so due certification before being relieved or settlement of dues done.

Immediately after serving notice of termination of service you shall hand over charge to your immediate superior or any other person designated for the purpose

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.

On joining duty, you may report to the Principal PESIAMS. 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.

*Structure on Salary Offered:*

*Total cost to the Institution*

Monthly Salary Breakup		Deduction	
Basic Salary	8000=00	EPF( Employer contribution )	780=00
DA	7200=00	EPF( Employer contribution )	780=00
HRA	800=00	Mediclaime ( Employer contribution )	62=00
PF ( Employer contribution)	780=00	Mediclaime( Employee contribution)	62=00
Mediclaime( Employer contribution )	62=00	Professional Tax	200=00
<b>Total Cost to the Institution</b>	<b>16842=00</b>	<b>Total Deduction</b>	<b>1884=00</b>
<b>₹ Take Home Salary subject to IT deduction / Transportation</b>			<b>14958=00</b>

We welcome you to the PES family to be a part of the resonant team envisioning excellence

Wishing you a rewarding career with PES IAMS

*S. Y. Arunadevi*

Smt. S. Y. Arunadevi  
Joint Secretary

*Mr. Nagaraja S R*

Mr. Nagaraja S R  
Principal

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance of the offer of appointment as \_\_\_\_\_

Signature: - *[Signature]*



Date: 10/08/2016

**Mr. HARSHA C MATHAD**

EMP Code 728

Assistant Professor

PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. HARSHA C MATHAD

**CONFIRMATION LETTER**

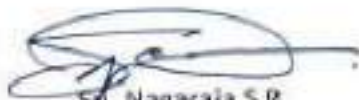
This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 01/08/2014.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 01/08/2016 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies.

All other terms and conditions of your employment and Appointment Order remain unchanged.

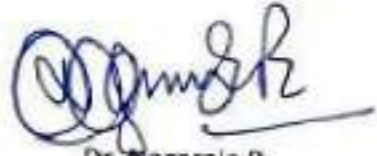
Wishing you all the very best.



Sr. Nagaraja S R

**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA 577 204



Dr. Nagaraja R

Chief Coordinator - Administration

Date: 08/12/2014

**Mr. HARSHA C MATHAD**

EMP Code 728

Lecturer

PES Institute of Advanced Management Studies

Shivamogga

**Dear Mr. HARSHA C MATHAD**

We are pleased to inform you that you have been re-designated as **Assistant Professor** in PG Dept. of Commerce with effect from 01/12/2014.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



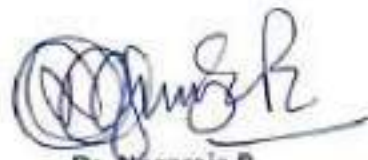
Mr. Nagaraja S R

**PES IAMS**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration



**PESIAMS**  
PES Institute of Advanced Management Studies

ಕಿಇಎಸ್ ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

ಎನ್ ಎಚ್ 200, ಸಾಗರ್ ರೋಡ್ ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

ಇ-ಮೇಲ್: [hr@pesi.in](mailto:hr@pesi.in) / [info@pesi.in](mailto:info@pesi.in) / [admission@pesi.in](mailto:admission@pesi.in) / [placement@pesi.in](mailto:placement@pesi.in)

Phone : 08182 - 649772  
08182 - 649812

**PES Institute of Advanced Management Studies**

Website: [www.pesi.in](http://www.pesi.in)

N H 200, Sagar Road, Shivamogga - 577 204 (Karnataka)  
(Affiliated to Kuvempu University and Recognized by Govt. of Karnataka)

No.

## OFFER LETTER

Date: 01/06/2010

To,

Mrs. KAVITHA U P  
Gopala  
Shimoga

**Sub: Selection for the post of Hindi Teacher**

Dear Mrs. KAVITHA U P

Pursuant to your interview dated 01/06/2010 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Hindi Teacher**.

You are hereby requested to report to the duty on 21/06/2010. The detailed appointment order will be issued on the date of reporting to the institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

**Smt. Arunadevi S Y**  
Trustee

### ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 11/6/2010

Signature



# PRERANA EDUCATIONAL & SOCIAL TRUST (R.)

H.O.# 1693, 5th 'A' Cross, II Stage, Banashankari  
Bangalore - 560 050, Ph. : 080-26712562

Date: 02-06-2010

Dear Mrs.Kavitha U P,

## Letter of Appointment

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as Asst. Teacher Hindi at PES Public School, Shivamogga. You are informed to join on or before 20<sup>th</sup> June, 2010.

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

**Probation** – You will be on probation for a period of Two Years from the date of joining.

**Effect of Appointment** – Your appointment made through this letter will be subject to the necessary approvals from CBSE Board State Government.

**Compensation** – You will be placed on a structured scale of Rs. 5000-100-7275 with an initial basic of Rs. 4000+ DA 36.75 % + 9 % + other allowances of Rs. 14/- P.M. You will be paid gross salary of Rs. 6500/- P.M. Which includes the employer's contribution towards P.F.

**Gratuity** – Gratuity will be applicable as per Gratuity Act.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** – You will be required to serve the institution one full year and cannot quit during an on - going academic year. Your employment is terminating by either party giving 60 days notice. The institution reserves the right to pay or recover salary of 60 days in lieu of such notice period.

**Retirement** – The retirement age currently is 60 years.

**Work Schedule** – You will be required to observe the working hours that the role and responsibilities assigned to you may demand. You are required to keep the keen observation of students. You are required to perform all the duties assigned to you from higher authorities/Management.

### Administrative Office :

NH-206, Sagar Road, SHIVAMOGGA - 577204  
Ph: 08182-233795/233796 Fax: 08182-233797  
www : pes.edu/pesitrn/index/html



## PRERANA EDUCATIONAL & SOCIAL TRUST (R.)

H.O.# 1693, 5th 'A' Cross, II Stage, Banashankari  
Bangalore - 560 050, Ph. : 080-26712562

**Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

**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.

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.

Wishing you a rewarding career with PESITM

Sincerely yours,

*S.Y. Arunadevi*  
Smt. S.Y.Arunadevi  
Joint Secretary

*Received and Joined.*

*on : 21-6-2010*

*Kavitha U.P.*

**Administrative Office :**

NH-206, Sagar Road, SHIVAMOGGA - 577204  
Ph: 08182-233795/233796 Fax : 08182-233797  
[www : pes.edu/pesitm/index/html](http://www.pes.edu/pesitm/index/html)

# PRERANA EDUCATIONAL & SOCIAL TRUST (R)

Prerana Chambers, 2<sup>nd</sup> Floor, # 26, Main Road, Neharu Nagar, Ward No. 27,  
Akkamahadevi Samaja Road, Bangalore - 560 020 (Karnataka)  
Telephone : 080 - 2346660 - Fax : 080 - 23465566 - www.pestrust.edu.in

## TRANSFER LETTER

Date: 01/06/2011

Ref. PES/Trust/P/HR/2011

Mrs. KAVITHA U P  
Assistant Teacher - Hindi  
PES Public School  
Shivamogga.

Dear Mrs. KAVITHA U P

We are pleased to inform you that you have been re-designated as Lecturer with effect from 03/06/2011 and also We would like to bring to your notice that your service is required at Dept. of Language on a full time basis and therefore you have been transferred from PES Public School to PESIAMS w.e.f 03/06/2011

With this, we are sure you will assume more active and productive role in carrying out your assignments at PESIAMS. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PESIAMS.

All other terms and conditions of your employment remain unchanged.



Smt. ARUNADEVI S Y  
Joint Secretary

Cc to:

1. Principal PES Public School - for information and needful
2. Principal PESIAMS - for information and needful
3. Mrs. Kavitha U P
4. HR Department - for personal file for Mrs. Kavitha U P

**PES Institutions**

PES ITM, PES IAMS, PES PUC, PES PS, PES PT, PES KA  
NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka) Ph : 08182 - 640733

Date: 02/07/2012

Mrs. KAVITHA U P  
EMP Code 198  
Lecturer  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mrs. KAVITHA U P

CONFIRMATION LETTER

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 21/06/2010.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 21/06/2012 making you a "REGULAR" employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sri. Nagaraja S R  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



Smt. ARUNADEVI S Y  
Joint Secretary

Date:08/12/2014

Mrs. KAVITHA U P

EMP Code 198

Lecturer

PES Institute of Advanced Management Studies

Shivamogga

Dear Mrs. KAVITHA U P

We are pleased to inform you that you have been re-designated as **Assistant Professor** in the Dept. of Language with effect from 01/12/2014

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sri. Nagaraja S R

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration



## OFFER LETTER

Date: 12/07/2019

To,

**Ms. MANGALA H S**

**SHIVAMOGGA**

**Sub: Selection for the post of Assistant Professor**

Dear **Ms. MANGALA H S**

Pursuant to your interview dated 12/07/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BBM / B Com**.


You are hereby requested to report to the duty on 15/07/2019. The detailed appointment order will be issued on the date of reporting to the institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
**Dr. KASAMSETTY SAILATHA**  
Principal

  
**DR NAGARAJA R**  
Chief Coordinator - Administration

No.

Date: 13/07/2019

Dear **Ms. MANGALA H S**

**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 Computer Science. You are informed to join on **15/07/2019**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.
  - 1.** If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
  - 2.** If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- 6. Work Schedule & Scope of Work** –
  - a)** You will completely dedicate your expertise and experience towards the growth of our Institution.

D) 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.

7. **Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

10. **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.

P.S

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
15/7/2019

Dr. KASAMSETTY SAILATHA

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road



DR NAGARAJA R

Chief Coordinator - Administration

**OFFER LETTER**

Date: 07/06/2018

To,

**Mr. MITHUN D SOUZA**

**Gopala**

**Shimoga**

**Sub: Selection for the post of Assistant Professor**

Dear **Mr. MITHUN D SOUZA**

Pursuant to your interview dated 07/06/2018 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BCA**.

You are hereby requested to report to the duty on 11/06/2018. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
07/06/2018

**Mr. Nagaraja S R**

**Principal**



**DR NAGARAJA R**

**Chief Coordinator - Administration**

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date:  07/06/2018

  
Signature

No.

Date: 09/06/2018

Dear **Mr. MITHUN D SOUZA**

**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 Computer Science. You are informed to join on **11/06/2018**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following:

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**6. Work Schedule & Scope of Work -**

a) You will completely dedicate your expertise and experience towards the growth of our Institution.

10) 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.

7. **Involvement** - Your position with us is a full time employment and you will work exclusively for the purpose of the Institute. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, vocation 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

10. **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.

P.S

1. Non-ESIC Cases: 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,



Mr. NAGARAJA S R

Principal

PES Institute of Advanced Management Studies

No. 226, Sagar Road

ACCEPTANCE


SHIMOGA-577 204



DR NAGARAJA R

Chief Coordinator - Administration

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: 09/06/2018 Place: Shimoga Signature of the employee 

Date: 26/06/2020

Mr. MITHUN D SOUZA  
EMP Code 1158  
Assistant Professor  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. MITHUN D SOUZA

CONFIRMATION LETTER

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 11/06/2018.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 11/06/2020 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Dr. Kasamsetty Sailatha  
Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

  
Dr. Nagaraja R  
Chief Coordinator - Administration

No.

**OFFER LETTER**

Date: 30/07/2011

To:

Mr. MOHAN D

SHIVAMOGGA

Sub: Selection for the post of Lecturer

Dear Mr. MOHAN D

Pursuant to your interview dated 30/07/2011 and subsequent discussion, we are pleased to confirm that you have been selected for the post of Lecturer, in the Dept. of BBM/B Com.

You are hereby requested to report to the duty on 03/08/2011. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With best regards,

  
Mr. Nagaraja S R  
Principal 30/07/2011

  
Smt. Arunadevi S Y  
Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 30-07-2011

  
Signature



PES IAMS / BBM / BCA /

Ref No: - PES/IAMS/HR/2011-12/8/3/3

Date: - 03/08/2011

Dear Mr. MOHAN D

**Appointment Order**

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as **Lecturer** in Dept. of **B.Com**

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

**Probation** - You will be on probation for a period of 2 Years from the date of joining or for such period as may be extended by the Management. However if you are over 60 years of age at the time of joining, then this appointment shall be for a period of two years, extendable on mutual consideration by tenures of two years at a time, until you attain 70 years of age.

**Effect of Appointment** - Your appointment made through this letter shall be subject to the approval from AICTE, the affiliating University & the Govt of Karnataka as the case may be.

**Compensation** - You will be placed on a structured scale Rs 8000-275-13500 with an initial basic of Rs 8000/-P.M. Plus allowances as admissible under the institution's rules.

**PF and Gratuity** - You will be entitling for a matching contribution from the management to your PF account, subject to a maximum of Rs. 780.00., if you are less than 60 years of age. You will also be eligible for Gratuity on retirement, as per the prevailing rules of the Institute. However if you are over 60 years of age at the time of joining then you will not be eligible for either PF or Gratuity.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to enter into a service agreement not to leave the employment during the tenure of any semester. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment

**Leaving the Employment, termination And Removal** - You are entitled to leave employment by giving a notice of 30 days and in lieu of notice the Management is entitled to recover a one month salary from you, but it is made clear that it shall not be during the tenure of any semester. The Management is entitled to terminate your employment by giving a notice of 30days or paying a

month's salary in lieu of notice without assigning any reason. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

- 1) if you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties
- 2) a) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

**Medicalim Policy:** - You will be covered under the mediclaim Insurance Policy subscribed to the Institute as may be in force from time to time.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand. You are required to perform the all duties assigned to you by your higher authorities/Management

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

**Confidentiality** - You will not at any time without the consent of the competent authority, disclose or divulge or make public. Except under legal obligations, any information about the Institution's affairs, administration, processes or research carried out which may be confided in you or become know to you in the course of your service or otherwise

**E-Communication Facilities** - You will not put to misuse abuse or illegal use of the e-facilities such as internet and e-mail made available or accessible to you by the Institute

**Sexual Harassment** - The institution absolutely disapproves of sexual harassment of any kind include unwelcome behavior whether directly or by implication. Including in such activity is misconduct chargeable and actionable under the service and conduct rules of PESIAMS

**Past Record** - If any of the declarations / testimonies produced by you to the Institution at the time joining or during your employment with us proves to be false your services will be liable for termination without any notice

**Parting** - On termination of service understanding you will be liable to give up to the Institute all the correspondence, specifications, book, literature, drawings, equipment, and other material belonging to the Institution and produce necessary no due certification before being relieved or settlement of dues done.

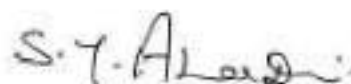
Immediately after serving notice of termination of service you shall hand over charge to your immediate superior or any other person designated for the purpose

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.

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 welcome you to the PES family to be a part of the resonant team envisioning excellence**

**Wishing you a rewarding career with PESIAMS**



Smt. S. Y. Arunadevi  
Joint Secretary



Sri. Nagaraja S R  
Principal

Annexure on Salary Offered:

Total cost to the Institution:

Basic Salary	8000.00
FBP	4000.00
PF( Employer contribution )	780.00
MEDICLAIM ( Employer contribution )	60.00
₹ Grand Total	12840.00

Statutory Deductions under Profession Tax and Income Tax will be applicable on actual. Management will be contributing 50% of the Mediciam Premium.

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance of the offer of appointment as \_\_\_\_\_

Signature: - 

Date: 26/08/2013

Mr. MOHAN D

EMP Code 379

Lecturer

PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. MOHAN D

CONFIRMATION LETTER

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 03/08/2011.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 03/08/2013 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sri. Nagaraja S R

Principal

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



Smt. ARUNADEVI S Y

Joint Secretary

Date: 08/12/2014

Mr. MOHAN D  
EMP Code 379  
Lecturer  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mr. MOHAN D

We are pleased to inform you that you have been re-designated as **Assistant Professor** in the Dept. of Commerce and Management with effect from 01/12/2014.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sr. Nagaraja S R

**Principal**

PES Institute of Advanced Management Studies  
No 206, Sagar Road  
SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration

No.

## OFFER LETTER

Date: 11/03/2009

To,

**Mr. NAGESH G P**  
**Guddekoppa**  
**Agumbe**  
**Thirthahalli**

**Sub: Selection for the post of Lecturer**

Dear **Mr. Nagesh G P**

Pursuant to your interview dated 11/03/2009 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Lecturer**, in the Dept. of **MBA**.

You are hereby requested to report to the duty on 02/06/2009. The detailed appointment order will be issued on the date of reporting to the institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,



**Smt. Arunadevi S Y**  
**Trustee**

### ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 11-03-2009

  
Signature

Date : March 19, 2009

Dear Mr G P Nagesh

**Letter of Appointment**

Thank you for your application and the personal interview you had with us on March 13, 2009.

We congratulate you on your selection to join us as **Lecturer**. Your appointment will be effective from the date of June 1, 2009.

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

**Probation** - You will be on probation for a period of **Two years** from the date of joining.

**Effect of Appointment** - Your appointment made through this letter will be subject to the necessary approvals from AICTE / UGC, University and Government.

**Compensation** - You will be placed on a structured scale Rs.8,000-275-13,500 with an initial basic of Rs.8,000 + P.M. plus allowances as admissible under the institution's rules.

**PF and Gratuity** - You will be entitling for a matching contribution from the management to your PF account, subject to a maximum of Rs. 780.00.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to serve the institution one full semester and cannot quit during an on-going semester. Your employment is terminating by either party giving 30 days notice. The institution reserves the right to pay or recover a month's salary in lieu of such notice period.

**Retirement** - The retirement age currently is 58 years.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

PAGE 1

**Administrative Office :**

Guddada Arekere, Kotegangoor Post, Shivamogga- 577 204

Ph : 08182-233795 / 233796 Fax : 08182 - 233797

www : pes.edu/pesitm/index/htmt

PRERANA EDUCATIONAL & SOCIAL TRUST (R.)


H.O. # 1693, 5<sup>th</sup> A' Cross, II Stage Banashankari  
Bangalore - 560 050, Ph. : 080 - 26712562

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.

On joining duty, you may report to the Joint Secretary of the Trust. 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.

Wishing you a rewarding career with Prerana Educational & Social Trust.

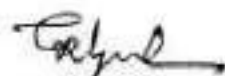
Sincerely yours,

  
Smt. S.Y. ARUNADEVI  
Joint Secretary

I am agreeing to all terms and conditions.  
I am reporting as a faculty to the department on  
2<sup>nd</sup> June 2009.

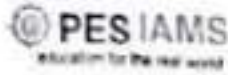
2<sup>nd</sup> June 2009

Shimoga.



PAGE 2





Phone : 08182 - 640772  
08182 - 640812  
08182 - 640806

Website : [pesiust.edu.in/pesiams](http://pesiust.edu.in/pesiams)

ಶಿವಮೊಗ್ಗ ಉನ್ನತ ವ್ಯವಸ್ಥಾಪನಾ ಅಧ್ಯಯನ ಸಂಸ್ಥೆ

(Kannada: ಶಿವಮೊಗ್ಗದ ಉನ್ನತ ವ್ಯವಸ್ಥಾಪನಾ ಅಧ್ಯಯನ ಸಂಸ್ಥೆ)

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

**PES Institute of Advanced Management Studies**

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

NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

---

Promotion Letter

Date: 17/09/2013

Mr. NAGESH G P  
EMP Code 105  
Lecturer  
PES IAMS  
Shivamogga

Dear Mr. NAGESH G P

After considering your service and commitments, the Management is pleased to inform you that you have been promoted from Lecturer to Senior lecturer with effect from 01/09/2013

Please accept our personal congratulations on this well-deserved recognition of your continuing excellent contributions and commitment to our organization.

We are confident you will continue the good efforts you have shown and be diligent at your new position.

I hope that your promotion will serve as an incentive to better performance and to achieve further success in the organization.

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

Congratulations and best wishes!

Yours sincerely,

Smt. ARUNADEVI S Y  
Joint Secretary

No.

Date: 07/07/2014

Mr. NAGESH G P  
EMP Code 103, Lecturer  
PES IMAS  
Shivamogga

Dear Mr. NAGESH G P

### CONFIRMATION LETTER

This has reference to your **Appointment Order** which placed you as a probationary employee at PES IAMS from 02/06/2009.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 02/06/2011 making you a "REGULAR" employee of PES IAMS, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES IMAS. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES IAMS.

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Mr. NAGARAJA S R  
Principal

  
Smt. ARUNADEVI S Y  
Joint Secretary



Phone : 08182 - 640772  
 08182 - 640812  
 08182 - 640808

Website : pesi@uoi.edu.in/pesi@ams

ಪೀಠದ ಅಧ್ಯಕ್ಷರು ಮತ್ತು ಅಧ್ಯಾಪಕರುಗಳ ಸಭೆಯ ಅಧ್ಯಕ್ಷರು

ಶಾಖೆ: ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಅಧ್ಯಯನ ಮತ್ತು ಅಧ್ಯಾಪನಾ ಸಂಸ್ಥೆ

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

**PES Institute of Advanced Management Studies**

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

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

Date:08/12/2014

Mr. NAGESH G P  
 EMP Code 105  
 Lecturer  
 PES Institute of Advanced Management Studies  
 Shivamogga

Dear Mr. NAGESH G P

We are pleased to inform you that you have been re-designated as **Assistant Professor** with effect from 01/12/2014.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
 Sr. Nagaraja S R  
 Principal

  
 Dr. Nagaraja R  
 Chief Coordinator - Administration





# PRERANA EDUCATIONAL & SOCIAL TRUST (R)

Prerana Chambers, 2<sup>nd</sup> Floor, # 26, Main Road, Nehru Nagar, Ward No. 27,  
ASKANAHADEVI SAMAJA ROAD, Bangalore - 560 020 (Karnataka)  
Telephone: 080 - 23466603 - Fax: 080 - 23465566 - www.pestrust.edu.in

**PESTRUST**  
Education by the new world

## OFFER LETTER

Date: 20/01/2019

To

Mrs. RASHMI A R  
JANNAPURA  
Bhadraoath

Sub: Selection for the post of Lecturer

Dear Mrs. RASHMI A R

Pursuant to your interview dated 12/01/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **English Faculty**.

You are hereby requested to report to the duty on any convenient date between 20/05/2019 to 25/05/2019. The detailed appointment order will be issued on the date of reporting to the Institution.

At the time joining you are required to furnish copies of Educational qualifications, previous work experience, relieving order, PAN and Aadhar.

We are confident that you are able to make significant contribution to the growth of the department and institute.

Smt. Arunadevi S Y  
Trustee

### ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 20/01/2019  
Place: Shivamogga

Signature

**PES Institutions**

PES ITM, PES IAMS, PES PUC, PES PS, PES PT, PES KA

NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka) Ph : 08182 - 640733

No.

Dear **Mrs. RASHMI A R**

**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 **English**. You are informed to join on **23<sup>rd</sup> May 2019**.

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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

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.

Name: Mrs. Rashmi A.R – Assistant Professor – Dept. of English

**7. Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the institute. 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. Retirement** – The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

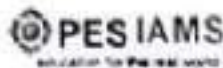
**10. Others** – The terms and conditions of employment including those mentioned above are subject to and will be governed by the rules and regulations of the Institution as enforceable from time to time.

**Annexure on salary break-up**

Particulars	Monthly Salary Break up
Basic	15,600=00
H.R.A	1,560=00
DA	1,560=00
FBP	11,280=00
<b>Total Gross - (A)</b>	<b>30,000=00</b>
<b>Deduction</b>	
PF	1,800=00
Professional Tax	200=00
<b>Total Deduction - (B)</b>	<b>2,000=00</b>
<b>Net Salary(A-B)(Subject to IT deduction / Transportation/ Mediclaim)</b>	<b>28,000=00</b>

**P.S**

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)



ಪಿ.ಇ.ಎಸ್. ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್

(Kannada: ಉನ್ನತ ಮಟ್ಟದ ಅಧ್ಯಯನಕ್ಕಾಗಿ ಮತ್ತು ಅಧಿಕಾರ ವಹಿವಾಟು ಕ್ಷೇತ್ರದಲ್ಲಿ)

ಎನ್.ಹೆಚ್. 106, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

**PES Institute of Advanced Management Studies**

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

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

Name: Mrs. Rashmi A R – Assistant Professor – Dept. of English

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.

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 IAMS.

Sincerely yours,

  
Dr. KASAMSETTY SAILATHA  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration

### 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: 23/05/2019

Place: Shivamogga

  
Signature of the Employee

## OFFER LETTER

Date: 04/06/2019

To,

Ms. ROOPASHREE N  
D/o Nagaraj H K  
Hosanagara  
Shivamogga

Sub: Selection for the post of Assistant Professor

Dear **Ms. ROOPASHREE N**

Pursuant to your interview dated 04/06/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of Assistant Professor in the Dept. of BBM / B Com

You are hereby requested to report to the duty on 6/6/2019. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
Dr. KASAMSETTY SAILATHA  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration



Date: 04/06/2019

No.

Dear **Ms. ROOPASHREE N**

**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 **06/06/2019**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.



**PRERANA EDUCATIONAL & SOCIAL TRUST (R)  
PES INSTITUTE OF TECHNOLOGY & MANAGEMENT**

111-216, 1st Stage, Road Shivamogga-577 204 Karnataka, INDIA  
ISO 9001:2015 Certified Institute (AI) - Ministry of Education, Government of Karnataka  
Approved by AICTE, New Delhi. Recognized by Govt. of Karnataka  
Telephone: 08172 58264-08172 58287 E-mail: principal\_pesitm@pesit.edu website: pesit.edu/pesitm

**TRANSFER LETTER**

Date: 28/11/2016

Mrs. SHARADA G  
Lecturer  
Dept. of MBA  
PES Institute of Technology & Management  
Shivamogga.

Dear Mrs. SHARADA G

**Transfer from PES ITM to PESIAMS**

We would like to bring to your notice that your service is required at PES IAMS on a full time basis and hence, you have been transferred from PESITM to PESIAMS w.e.f. 25/07/2008.

At PESIAMS, you have to take the academic, laboratory and co-curricular responsibilities and dedicate yourself for the development of the institution, which would also result in your professional growth. You are hereby informed to report to the Principal, PESIAMS.

All other terms and conditions of your employment remain unchanged.

*S. T. Arunadevi*  
Smt. Arunadevi S Y  
Joint Secretary

Cc to;

1. The Principal, PES ITM
2. The Principal, PES IAMS
3. Mrs. Sharada G
4. HR Department - Personal File

Date: 08/12/2014

**Mrs. SHARADA G**

EMP Code 45

Lecturer

PES Institute of Advanced Management Studies

Shivamogga

**Dear Mrs. SHARADA G**

We are pleased to inform you that you have been re-designated as **Assistant Professor** in the Dept. of Language with effect from 01/12/2014.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sri. Nagaraja S R

**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration

Date: 03/08/2010

Mrs. SHARADA G  
EMP Code 45  
Lecturer  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Mrs. SHARADA G

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 25/07/2008.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 25/07/2010 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Sri. Nagaraja S R 03/08/2010

Principal  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

  
Smt. ARUNADEVI S Y  
Joint Secretary

# PES INSTITUTE OF BUSINESS MANAGEMENT

Guddadaarekere Village, Kotegangoor Post, Shivamogga Dist.- 577 204

Telephone : 08182-233795 / 233796, Fax: 08182-233797

Date: 21.07.2008

Dear SHARADA.G.

## Letter of Appointment

Thank you for your application and the personal interview you had with us on 17<sup>th</sup> July, 2008.

We congratulate you on your selection to join us as **Lecturer**. Your appointment will be effective from the date of **25th July, 2008**.

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

**Probation** - You will be on probation for a period of **One Year** from the date of joining.

**Effect of Appointment** - Your appointment made through this letter will be subject to the necessary approvals from University and Government.

**Compensation** - You will be placed on a structured scale Rs. 8000-275-13500 with an initial basic of Rs.8000/- P.M. plus allowances as admissible under the institution's rules.

**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. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

**Service Agreement** - You will be required to serve the institution one full semester and cannot quit during an on-going semester. Your employment is terminating by either party giving 30 days notice. The institution reserves the right to pay or recover a month's salary in lieu of such notice period.

**Retirement** - The retirement age currently is 58 years.

**Work Schedule** - You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

**Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. 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.

....Continued....

## PES INSTITUTE OF BUSINESS MANAGEMENT

Guddadaarekere Village, Kolegangoor Post, Shivamogga Dist.- 577 204


Telephone : 08182-233795 / 233796, Fax: 08182-233797

**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.

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.

Wishing you a rewarding career with PESIBM

Sincerely yours,  
For PES Institute of Business Management.

  
Arunadevi S Y  
Joint Secretary

To  
Mrs. SHARADA.G.,  
"Gurukripa", Opp. Vinayaka Park,  
Near Railway Station,  
Basavanagudi,  
Shimoga.

**OFFER LETTER**

Date: 11/07/2019

To,

Ms. SOUMYA K B  
D/o Basavarajappa K  
Old Town  
Bhadravathi

Sub: Selection for the post of Assistant Professor

Dear Ms. SOUMYA K B

Pursuant to your interview dated 11/07/2019 and subsequent discussion, we are pleased to confirm that you have been selected for the post of Assistant Professor of Physics in the Dept. of Computer Science

You are hereby requested to report to the duty on 15/07/2019. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
11/7/2019  
**Dr. KASAMSETTY SAILATHA**  
Principal

  
**DR NAGARAJA R**  
Chief Coordinator - Administration

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 11/7/19

  
Signature

No.

Date: 13/07/2019

Dear **Ms. SOUMYA K B**

**Letter of Appointment**

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Assistant Professor of Physics** in the Dept. of **Computer Science**. You are informed to join on **15/07/2019**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.

**7. Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

**10. 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.

**P-S**

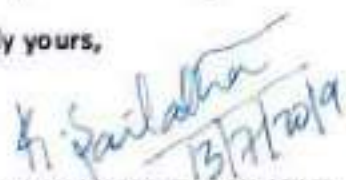
1. Non ESIC Cases; Mediclaim facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
Dr. KASAMSETTY SAILATHA  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration

**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: 11/7/19 Place: Shingga Signature of the employee [Signature]

## OFFER LETTER

Date: 08/12/2017

To,

**Ms. TEJASWINI V R**  
**D/o V RUDRAIAH**  
**Shimoga**

**Sub: Selection for the post of Assistant Professor**

**Dear Ms. TEJASWINI V R**

Pursuant to your interview dated 08/12/2017 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **Computer Science**. You are hereby requested to report to the duty on 11/12/2017. The detailed appointment order will be issued on the date of reporting to the institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
**Mr. NAGARAJAS R**  
Principal

  
**DR NAGARAJA R**  
Chief Coordinator - Administration

No.

Date: 09/12/2017

Dear **Ms. TEJASWINI V R**

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 Computer Science. You are informed to join on **11/12/2017**.

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 college norms. 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 Institute. 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 30 days' notice. The institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

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.

**7. Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

**10. 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.

P.S

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
MR. NAGARAJA S R  
Principal

PES Institute of Advanced Management Studies

  
DR NAGARAJA R  
Chief Coordinator - Administration

Date: 30/12/2019

Ms. TEJASWINI V R  
EMP Code 1116  
Assistant Professor  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Ms. TEJASWINI V R

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 11/12/2017.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 11/12/2019 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
Dr. Kasamsetty Sailatha  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204

  
Dr. Nagaraja R  
Chief Coordinator - Administration

## OFFER LETTER

Date: 26/06/2018

To,

Mrs. VEENA M  
D/o Mari Gowda  
BH Road  
Bhadravathi

Sub: Selection for the post of Assistant Professor

Dear Mrs. VEENA M

Pursuant to your interview dated 26/06/2018 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BBM / B Com**.

You are hereby requested to report to the duty on 02/07/2018. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,



**DR NAGARAJA R**  
Chief Coordinator - Administration



Mr. Nagaraja S R  
Principal

26/06/18

No.

Date: 02/07/2018

Dear **Mrs. VEENA 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 **BBM / B Com**. You are informed to join on **02/07/2018**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.

7. **Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. **Retirement** – The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

10. **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.

P.S

1. **Non ESIC Cases;** 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. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,

  
Mr. NAGARAJA S R  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration



**OFFER LETTER**

Date: 02/02/2015

To,

**Mr. VINAY KUMAR K S**

**SHIVAMOGGA**

Sub: Selection for the post of Assistant Professor

Dear **Mr. VINAY KUMAR K S**

Pursuant to your interview dated 02/02/2015 and subsequent discussion, we are pleased to confirm that you have been selected for the post of Assistant Professor in the Dept. of **BBM / B Com.**

You are hereby requested to report to the duty on 06/02/2015. The detailed appointment order will be issued on the date of reporting to the Institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
**Mr. Nagaraja S R**  
Principal 02/02/2015

  
**Smt. Arunadevi S Y**  
Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 02-02-2015

  
Signature

No.

Date: 05/02/2015

Dear **Mr. VINAY KUMAR K S**

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 **06/02/2015**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

- 1.** If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- 2.** If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

**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.

7. **Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

10. **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.

P.5

1. Non ESIC Cases: Mediciam facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)

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.

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 IAMS.

Sincerely yours,



MR. NAGARAJA S.R.  
Principal

Principal, Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 203

ACCEPTANCE



DR NAGARAJA R  
Chief Coordinator - Administration

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: 05-02-2015 Place: Shivamogga Signature of the employee [Signature]

Date: 15/02/2017

Mr. VINAY KUMAR K S

EMP Code 779

Assistant Professor

PES Institute of Advanced Management Studies

Shivamogga

Dear Mr. VINAY KUMAR K S

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 06/02/2015.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 06/02/2017 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sir. Nagaraja S R

**Principal**

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration

**OFFER LETTER**

Date: 27/06/2016

To:

**Ms. SWATHI J**  
Gandhi Bazar  
SHIVAMOGGA

**Sub: Selection for the post of Assistant Professor**

Dear **Ms. SWATHI J**

Pursuant to your interview dated 27/06/2014 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Assistant Professor** in the Dept. of **BBA / B Com**.

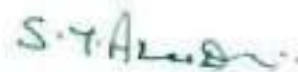
You are hereby requested to report to the duty on 01/07/2016. The detailed appointment order will be issued on the date of reporting to the institution.

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

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,

  
Mr. Nagaraja S R 27/06/2016  
Principal

  
Smt. Arunadevi S Y  
Joint Secretary

**ACCEPTANCE**

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 27/6/2016

Swathi J  
Signature

No.

Date: 30/06/2016

Dear **Ms. SWATHI J**

**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 **01/07/2016**.

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 college norms. 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 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. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

1. If you are, in the opinion of the Institute, guilty of dishonesty, misconduct or negligence in the performance of your duties;

2. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

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.

7. **Involvement** - Your position with us is a full-time employment and you will work exclusively for the purpose of the Institute. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, tuition 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. **Retirement** - The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness

10. **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.

P.S

1. Non-ESIC Cases; Mediclaim facility will be provided for Rs. 2, 00,000/- sum assured. 30% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)


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.

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 IAMS.

Sincerely yours,

  
DR NAGARAJA R  
Principal  
PES Institute of Advanced Management Studies  
No. 206, Sagar Road  
ACCEH TADISE  
SANGLI - 431 004

  
DR NAGARAJA R  
Chief Coordinator - Administration

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: 30/6/2016 Place: Shingor Signature of the employee Swathi J

Date: 16/07/2018

Ms. SWATHI J  
EMP Code 961  
Assistant Professor  
PES Institute of Advanced Management Studies  
Shivamogga

Dear Ms. SWATHI J

**CONFIRMATION LETTER**

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 01/07/2016.


We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 01/07/2018 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.

  
16/7/2018  
Dr. KASAMSETTY SAILATHA  
Principal

  
DR NAGARAJA R  
Chief Coordinator - Administration

