



**YENEPOYA**

INSTITUTE OF TECHNOLOGY

Thodar, Mijar P.O, Mangaluru Taluk - 574225

Tel: 08258 - 262733, 262713

Fax: 08258 - 262723

email: [info@yit.edu.in](mailto:info@yit.edu.in)

Web: [www.yit.edu.in](http://www.yit.edu.in)



MRS. AYISHA THASREEFA P

ASSISTANT PROFESSOR

EMP.Code: 1531

Principal

Contact details on back side of the card



October 18, 2022

Fasila Asmila

21-3-104/2(5) Febal Cote 2<sup>nd</sup> Floor,  
3<sup>rd</sup> Cross Road, Opp Sriram Garage,  
Pandeshwar, Mangalore – 575001.

**OFFER/APPOINTMENT LETTER**

Dear Fasila,

With reference to your job application and subsequent interviews with us, **CX100 Solutions Pvt Ltd** (hereinafter referred to as the “Company” OR “CX100”), is pleased to extend an offer to you for the position of **CX Team – Senior Consultant**.

Your acceptance of this Offer will signify that you will, in addition to the terms of employment set forth herein, be governed by all applicable HR policies of the Company in force for the time being and as may be amended from time to time.

**Terms of Employment:**

1. **Compensation:** Your Annual Total Compensation will be **INR 12,00,000 (Rupees Twelve Lacs Only)** and is subject to all lawful deductions. The Annual salary break-up is presented in *Annexure 1* along with other benefits applicable to you.
2. **Assignments & Deputations:** You may also be assigned and/or deputed to any other location for fulfilling the company’s business needs. This could include client locations, group companies, or a subsidiary and any other location as a representative of CX100 India. You will transfer to any such entity or assignment on the same terms as set forth herein, unless modified by the Company in writing.





3. **Benefits:** You shall be entitled to health insurance, gratuity and such other benefits available in accordance with any benefit plan or policy adopted by the Company during your employment. Your rights under any such benefit policies or plans shall be governed solely by the terms of the policies or plans. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility, interpretation and administration of each Company benefit plan or policy. The Company or its designated administrator reserves the right to modify or terminate each benefit plan or program.
4. **Probation:** You will be on probation for a period of six (6) months from your date of joining. On successful completion of your probation period, you will be confirmed as a full-time employee, which will be notified to you in writing by the Company.
5. **Policies and Procedures:** You agree to adhere to the policies and procedures contained in the Company's Employee Handbook as they may from time to time be amended by the Company and called to your attention. You also agree that these policies and procedures shall be binding upon you. You agree that it is your duty to acquaint yourself with the Company's policies and procedures of the Company. During your employment, you will have access to confidential information of CX100, its group companies, contractors, suppliers, agents, distributors, customers or prospects and you agree to hold all such information in confidence and not use it for any purpose other than for the purposes of your employment. You also agree to the terms of the Company's Invention and Non-Disclosure Agreement, which you agree to review carefully and to sign before commencing employment. The Company reserves to itself and shall have the right to vary or modify at any time, any or all of the provisions in the Employee Handbook or other conditions of your service, which will be binding upon you.
6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contribution to the company. You will be considered for salary review as per the company's policies effective from time to time.
7. **Termination of employment:** This appointment may be ended by either party with a notice period of 90(ninety) days or pay in lieu of notice. The discretion to accept pay in lieu of notice rests with the Company and you will be bound by any such decision.



- 7.1. The Company reserves the right to terminate your employment “for cause” without advance notice and without payment of any severance, in the event you:
- a) Have been found guilty of misconduct.
  - b) Violated or breached any terms of employment.
  - c) Abstain from work for more than 5 working day without prior approval.
  - d) Have been negligent or neglected/underperformed your job duties OR have performed your duties in a manner that is unacceptable to CX100.
  - e) Have suppressed or submitted false information to obtain employment.
  - f) Are convicted for any offence under Law in any jurisdiction.
  - g) If you are a foreign national and it is found that you do not possess valid work visa/permit.

The determination as to whether the employment has been terminated for ‘cause’ shall be made in good faith by the Company and shall be final and binding on you.

- 7.2. Under **probation period**, applicable notice period for termination of employment is 30(thirty) days by either party.
- 7.3. On termination of your employment, you will return to the Company, all assets, records, correspondence and other property belonging to CX100 or its customers that is in your possession and at Company’s request, erase or destroy all copies or records in your possession.
8. **Retirement:** You will retire from the services of the Company on the last day in the month in which you attain your 58th birth anniversary.
9. **Non-Compete:** You undertake that you shall not, within the Territory (*as defined below*), for the duration of your engagement with the Company and for a period of twelve (12) months after the termination of your employment with the Company, either directly or indirectly, own, manage, operate, control, consult with, be employed by, participate in the ownership, management, operation or control of, or otherwise render services to or engage in, any business engaged in or competitive with the businesses conducted by the Company and its affiliates; provided, that ownership of interests of [2%] or less of any publicly traded class of shares of a public company shall not violate this paragraph.



10. **Non-Solicit:** You undertake that you shall not, for the duration of your engagement with the Company and for a period of twelve (12) months after the termination of your employment with the Company, either directly or indirectly, on your own or on behalf of any person, firm or corporation, or in any capacity whatsoever: (a) solicit any Customers (as defined below) or encourage any Customer not to do business with the Company; or (b) hire, solicit or attempt to hire or solicit any employee of, or consultant to the Company, who worked or rendered services to the Company at any time within the twelve (12) month period immediately preceding the termination of Employee's employment.

*For purposes of this agreement, the term "Territory" shall mean the area comprising the Company's or any of its affiliate's market for its services and products within which area you were materially concerned during the twelve (12) month period prior to the termination of this Agreement.*

*For purposes of this agreement, the term "Customer(s)" shall mean any individual, corporation, partnership, limited liability company, business or other entity, whether for-profit or not-for-profit public, privately or publicly held, that is a business entity or individual with whom the Company has done business with during the twelve (12) month period preceding the termination of your employment.*

11. **Integrity of Information:** This offer is made on the basis of the particulars submitted by you. You acknowledge and agree that your acceptance of this offer does not, and will not, cause you to violate any current contract or commitment, and it is a condition of your employment that there are no constraints on your ability to fully perform the duties of the position offered. You shall inform the Company in writing of any changes in such particulars, promptly and in any case within three (3) days of such change. If at any time it emerges that such particulars were false or incorrect or that any material or relevant information had been suppressed or concealed or exaggerated, this offer and any appointment pursuant hereto will be considered ineffective and irregular and the Company will be liable to take disciplinary action against you (including termination without notice or salary in lieu of notice). The Company will be entitled to conduct such background checks upon you as it may deem fit and you hereby expressly grant the Company the permission to do so and waive and all rights under applicable law in this regard, to ensure that.
- a) All documentation submitted by you are true.
  - b) you hold no criminal records.



- c) in case you are hired from Campus while your results are awaited, your employment status will be subject to passing examination and course completion, failing which your employment will be terminated.

12. **Entire Agreement:** The terms of this letter of agreement together with its attachments and the Invention and Non-Disclosure Agreement, when accepted and signed by you, embody the complete agreement and understanding between you and the Company related to your employment. Once agreed to, this letter of agreement and the Invention and Non-Disclosure Agreement supersedes any and all other prior or contemporaneous oral or written agreements between you and the Company with respect to your employment and contains all of the agreements of any kind whatsoever between you and the Company with respect to your employment.

13. **Voluntary Agreement:** You represent and agree that you have reviewed all aspects of the terms set forth in this letter, have carefully read and fully understand all of its provisions, have had the opportunity to review any and all of its aspects with legal, tax or other advisors of your choice, and, by your signature below, are voluntarily entering into this agreement with the Company. You also authorize CX100 to capture and store your personal-employee related information and documentation in our employee database, which will be accessible by Human Resources Department and authorized management.

14. **Exclusivity of services:** During your employment here, you will devote full work time to your job duties and perform in the best interest of CX100 at all times. You shall NOT, without the written consent of the undersigned, be in anyway directly or indirectly engaged/concerned with any other business or undertaking.

15. **Acceptance and Commencement:** If you find the foregoing terms acceptable, please indicate your agreement with these terms and accept this offer by signing the letter within a period of 4 days from the date of issue. Non-receipt of the same would be deemed as rejection and offer shall stand cancelled.

16. **Law & Jurisdiction:** The governing law of the Agreement shall be that of Bangalore, India. Each Party, consents to the exclusive jurisdiction and venue of the court at Bangalore, India in all matters arising out of or relating to the Agreement and any order, decree, direction or award shall be final and binding.





Based on discussions so far you have confirmed that you will be able to join us on **November 07, 2022**. Please note that if you do not join on the above-mentioned date, this offer will be treated as withdrawn, unless otherwise agreed to in writing with the Company for the change in date of joining.

We look forward to your contributions in growing the business together.

Sincerely,  
for CX100 Solutions Pvt Ltd

A handwritten signature in blue ink that reads 'Akshatha'.

**Akshatha Shetty**  
Sr. HR Manager

A handwritten signature in black ink that reads 'Fasila'.

I am happy to accept the offer of employment with CX100 Solutions Pvt Ltd. I will be joining CX100 Solutions Pvt Ltd on November 07, 2022.

**ACCEPTED AND AGREED**

FASILA ASMILA

Employee Name

Dated: 21 OCTOBER, 2022

**Annexure 1**

**Name: Fasila Asmila**

**Designation: CX Team – Senior Consultant**

<b>CTC Breakup Details</b>	<b>Monthly (Rs.)</b>	<b>Annual (Rs.)</b>
CTC Per month	1,00,000	12,00,000
<b>Earnings</b>		
Basic	50,000	6,00,000
HRA	20,000	2,40,000
Special Allowance	27,200	3,26,400
<b>Gross Salary</b>	<b>97,200</b>	<b>11,66,400</b>
<b>Employer Contributions &amp; Benefits</b>		
PF Employer Contribution	1,800	21,600
Insurance	1,000	12,000
<b>Total CTC</b>	<b>1,00,000</b>	<b>12,00,000</b>
<b>Deductions</b>		
PF Employee Contribution	1,800	21,600
Professional Tax	200	2,400
<b>Total Deduction</b>	<b>2,000</b>	<b>24,000</b>
<b>Net Pay (Subject to income tax deduction)</b>	<b>95,200</b>	<b>11,42,400</b>





❖ Special Allowance includes Flexible Benefits to the extent defined as below. Employees need to declare the components of their choice to avail tax benefits.

- Education Allowance: Per kid 100 per month and maximum allowable is for 2 kids.
- LTA: Exemption is as per Income tax act (Annual LTA amount is equal to one month basic)
- Vehicle allowance: Either two-wheeler (10800 PA) or four-wheeler (21600 PA) can be claimed.
- Communication Allowance: One Telephone or Internet post-paid connection on employee name is allowed to a maximum of 24000 PA.
- Food Allowance: Exemption of 26400 PA on the food coupons

Sincerely,  
for **CX100 Solutions Pvt Ltd**

A handwritten signature in blue ink that reads 'Akshatha'.

**Akshatha Shetty**  
Sr. HR Manager



# WELCOME TO NETSERV

Employment Offer Package

*Prepared exclusively for:*

Ms. Fathima Ashba

**Personal and Confidential**



Dear Fathima,

Welcome to NetServ! We take pride in the achievement and success that comes from talented people working together in the pursuit of outstanding performance and believe in creating a harmonious working relationship between all professionals.

We are looking forward to the opportunity of working together to create a more successful company. We also want you to feel that employment with NetServ will be a mutually beneficial and gratifying experience.

Our organization has established an outstanding reputation for quality. As a member of the NetServ team, you will be expected to contribute your talents and energies to further improve the environment and quality of the company.

Should you have any questions regarding employment with NetServ, please feel free to speak to the hiring manager or Human Resources. They will be happy to answer your questions.

We are looking forward to continued growth, primarily because of our extraordinary team and the commitment and loyalty they exhibit. We look forward to you being an integral part of that growth. Let's build something exceptional - Together!

Sincerely,

For **SM NETSERV TECHNOLOGIES PVT. LTD**  
  
Director / Authorised signatory

Mukundan Srinivasan  
Managing Director



## NetServ – Right Perspective for Right Solution

NetServ is a Software Product **Engineering** Services Company. What makes us different is that we believe in being an **organic partner** to our clients by adding **tangible and measurable value** to their business. We believe in being an **integral** part of our customer's business. **Seamless integration** at every level – business, technology, knowledge and culture – leads to a **co-creation of values**. We align ourselves to our customer's vision and go **beyond the specifics** to build a **long-term**, committed engagement.

How we achieve it is through our **product mindset**. Key to our product mindset is the focus on **value creation** at every stage of the product life cycle. We take great care in developing this thinking and approach in our people at every stage and at every level.

The core of what makes us what we are lies in what we call The NetServ Way. NetServ Way is our guiding principle, diligently practiced across the organization and encompasses our entire circle of influence – customers, employees, vendors and partners and technology associates. It defines the way we think and act, while doing our work, and in all our relationships.

Our engagement model is designed to use our technology expertise from the perspective of addressing real world business issues. We are **industry and technology agnostic** and believe in innovating to create customized products and solutions based on a customer's need. Our operations span India and US and we utilize our **on shore - off shore model** to offer the most cost effective solutions for our clients.



22<sup>nd</sup> August 2022

**Fathima Ashba**

Add: 1-112-2, Pragathi nagar, Hosabettu, Mangalore  
Kulai Dakshina Kannada, Karnataka -575019

Dear Fathima,

Congratulations!!! We enjoyed our recent discussions with you and are impressed with your professional experience and qualifications. Additionally, we believe that NetServ's challenging environment will provide you with the right opportunity to realize your professional objectives.

We are pleased to extend you an offer to join NetServ as **"Software Engineer"** at **"Grade-G1"**. Your location of reporting is Bangalore, India and date of your joining is **August 22<sup>nd</sup> 2022**.

Your employment with NetServ will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with **NetServ is subject to satisfactory completion of verification and/or background or reference & Medical checks , which may occur at any time prior to or after your effective start date.**

To indicate your acceptance of this offer of employment with NetServ, please submit a copy of this letter, with your signature on each page on the date of joining.

We welcome you to the NetServ we look forward to working with you as we drive this company to the highest level of achievement. We believe you are going to bring a much needed resource – You – to our team and wish you a rewarding career over the years to come.

For **SM NetServ Technologies,**

**For SM NETSERV TECHNOLOGIES PVT. LTD**  
  
**Director / Authorised signatory**

Mukundan Srinivasan  
Managing Director

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature: \_\_\_\_\_

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

**Terms & Conditions of our offer are as follows:**

**1. Compensation & Benefits**

- 1.1** You will be paid a Total Compensation is **INR 5,80,000/-**(Five Lakh Eighty Thousand Rupees Only) per annum
  - 1.1.1** Fixed Component **INR 5,80,000/-**(Five Lakh Eighty Thousand Rupees Only)
  - 1.1.2** Variable Component –**NA**
  - 1.1.3** This offer is based on the salary fitment framework of our organisation reflecting your experience and domain skills.
- 1.2** The detailed break-up of your remuneration is as per “*Annexure 1*”.
- 1.3** The Company will match your contribution towards Provident Funds up to a maximum of 12% of your Basis Salary, this is as per the current provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952, and as amended from time to time
- 1.4** The company also has a Gratuity Benefit Program and 4.81% of your basic salary is funded towards it.
- 1.5** In addition to the above, the following benefits are also provided by NetServ:
  - 1.5.1** Group Hospitalisation Insurance coverage for self, spouse, dependent children and dependent parents.
  - 1.5.2** Group Personal Accident Insurance coverage for employee up to a maximum benefit of 10, 00,000 Lakhs.
- 1.6** Your performance in the assigned project work will be reviewed within 3 months from the date of appointment.

**2. Probationary Period**

- 2.1** You will be on probation for a period of six (6) months from the date of joining the Company and upon successful completion of the probation period the formal confirmation letter will be issued.

**3. Annual Leave**

- 3.1** You will be eligible for leaves as per prevailing policy.

**4. Place of work :**

- 4.1** The address for your place of work will be : SM NetServ Technologies Pvt. Ltd., Attic Space Sarvatra, 2<sup>nd</sup> Floor,514/A,1<sup>st</sup> Stage, Indira Nagar,Bangalore – 560038 or any other location depending on the project o business needs of the organization.

**5. Transfer**

- 5.1** Based on the exigencies of business, you are liable for transfer anywhere in India or aboard.



## **6. Performance of Duties & Conflict of Interest**

- 6.1** You shall at all times be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Company.
- 6.2** You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interests.
- 6.3** You shall keep strictly confidential details of your salary and employment benefits within and outside the Company
- 6.4** You shall not disclose or divulge and confidential information related to the Company's business or its customers which may come to you knowledge of possession during the tenure of your employment, and which should not be disclosed or made public.
- 6.5** You shall at all times conduct yourself in an ethical, professional and honest manner.

## **7. Working Hours**

- 7.1** Working hours are determined by the Company, but you shall undertake to work outside of these hours, where necessary and reasonably required, in response to work exigencies.

## **8. Termination of Employment**

- 8.1** During the probationary period and any extension thereof, your services may be terminated by giving one (1) month notice.
- 8.2** However, on confirmation of services, either the company or you may at any time terminate this agreement by giving in writing to the other party, Three (3) months' notice period. In this connection, the Company reserves the right to recover a sum equal to the amount of salary in lieu of said notice period. Notwithstanding anything to the contrary herein, the Company at its sole discretion may relieve you from such a date as it deems fit, even prior to expiry of the aforesaid notice period. However, if management of the Company desires that you are to continue with the employment during the said notice period, the employee shall comply with the same
- 8.3** Accrued leave can be offset in lieu of the notice period with the express written permission of the Company.

## **9. Intellectual Property Rights**

- 9.1** The Company retains ownership of the intellectual property rights relating to inventions, patents and copy rights concerning work undertaken while in the employment of the Company and you shall cooperate fully in transferring, registering or in anyways securing such rights for the benefit of the Company and/or defending such rights as may be required of you by the Company

## 10. Medical Examination

**10.1** The Company may at its discretion subject you to a medical examination checks, **prior to or after** your joining date. You expressly consent to the Company conducting such medical checks. If the Company is not satisfied, in its sole discretion, based on the outcome of the medical checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action, including but not limited to the termination of your employment.

## 11. Background Checks

**11.1** The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including but not limited to termination of your employment.

**11.2** When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

## 12. Alterations

**12.1** The above terms may be modified by the Company from time to time in writing and such variations shall be binding on you.

## 13. Policies

**13.1** Your employment shall be always subject to the applicable human resources policies of the Company.

## 14. Code of Conduct

**14.1** You shall dutifully observe the Company's code of conduct mentioned above in clause "Performance of Duties & Conflicts of Interest". This Code forms an integral part of this employment contract.

**ANNEXURE 1: Salary Structure**

<b>Ashba Fathima</b>		
<b>GRADE: G1</b>		
<b>DESIGNATION : SOFTWARE ENGINEER</b>		
<b>a.) FIXED COMPONENT – 5,80,000/-</b>		
<b>1.)Break -up</b>	<b>Monthly (in INR)</b>	<b>Yearly (in INR)</b>
Basic	12000	144000
Dearness Allowance	6000	72000
HRA	5400	64800
Transport Allowance	0	0
Medical Allowance	0	0
Education Allowance	100	1200
Other Allowance	20567	246804
<b>GROSS CTC</b>	<b>INR 44,067</b>	<b>INR 5,28,804</b>
<b>2.) EMPLOYER'S CONTRIBUTION</b>		
Provident Fund	2160	25920
Gratuity	866	10392
Group Medical Insurance*	1170	14040
Personal Accident Coverage**	70	840
<b>Total</b>	<b>4266</b>	<b>51192</b>
<b>COST TO COMPANY(CTC) (1+2)</b>	<b>INR 48,333</b>	<b>INR 5,79,996</b>
<b>TOTAL COST TO COMPANY(TCTC)</b>		<b>INR 5,79,996</b>
*Group Medical Insurance coverage for you, your spouse, dependent children and dependent parents up to maximum benefit of INR 3,00,000		
**Personal Accident coverage for the employee up to a maximum benefit of INR 10,00,000.		





PLACEMENT BIT &lt;placements@bitmangalore.edu.in&gt;

---

**Fwd: MAIL OFFER LETTER-Ms TUBA NAGEEN NAKHUDA-**

---

**Tuba Nageen Nakhuda** <tubanakhuda@gmail.com>  
To: placements@bitmangalore.edu.in

Wed, Nov 16, 2022 at 5:22 PM

----- Forwarded message -----

From: **H.R P.A.E.T** <hr@pace.edu.in>

Date: Tue, 8 Nov 2022, 10:43 am

Subject: MAIL OFFER LETTER-Ms TUBA NAGEEN NAKHUDA-

To: tubanakhuda@gmail.com &lt;tubanakhuda@gmail.com&gt;

**Dear**  
**Ms Tuba Nageen Nakhuda**  
**13-75(1) Main Road,Rahamaniya**  
**Mohallah Gangolli Kundapura**  
**Udupi**  
**Karnataka-576216**

**Greetings from the HR Department !!!!!!!**

**Sub: Mail Offer Letter**

Further to your application and the subsequent interview you had with us, we are pleased to inform you that you've been selected as **Assistant Professor in our institution, in the Department of Computer Engineering on Probation**

Your pay will be paid a consolidated amount of Rs 27000/- (detailed split up will be mentioned in the Appointment order)

If any mismatch found in the submitted document the above given salary will be revised as per the actuals.

Your official appointment letter will be issued after the completion of the joining procedure.

Note: Kindly take the print out of the mail and sign and revert back with your joining date.

Bus facility and Accommodation charges will be applicable if used.

**Documents to be submit at the time of joining-**

- 1)Updated resume
- 2)Educational Certificate originals and copy
- 3)Experience certificate if any
- 4)Two ID proof copies
- 5)Two photographs



**Nihas Khan**  
**HRO**  
**PA College of Engineering**  
**Nadupadav, Montepadav P.O, Kairangala**  
**Mangalore 574153**  
**Office: 0824-2284701/02/03**  
**Ext: 118**

OFFER OF APPOINTMENT

Name & Address of the Applicant: **Mrs. Sadiya Afreen,**  
**Moulana Compound, Noor Mohalla,**  
**Verkodulu, Jamiabad,**  
**Bhatkal,**  
**Dist.:Uttara Kannada.**

Dear Mrs. Sadiya Afreen

Ref: Your application dated: 04.12.2022

\*\*\_\*\*


With reference to the above, and based on the recommendation of Selection Committee of the college, I am pleased to confirm your appointment as **Assistant Professor** in the Department of Computer Science & Engineering subject to the following terms & conditions:

01. The appointment order is subject to the verification of your Original documents;
02. Your appointment to the said position is Temporary/Probationary for a period of **two years from the date of appointment**. The period of Probation can be extended further, if found necessary based on your performance and conduct;
03. You will be paid a consolidated salary of Rs.18,000/- per month w.e.f. 05.12.2022. On submission of PDC of PG, you will be paid a consolidated salary of Rs.24,000/- per month.
04. Our policies and procedures as set out in the college Bye-laws will apply to your employment. Please note that it is your responsibility to make yourself familiar with these. A copy may be obtained from the college office;
05. You will work under the direct control of Principal of the college and take up the assigned work as ordered by the Principal or any other competent authority as decided by the Principal;
06. You shall show utmost sincerity and devote your time and attention for the improvement of the academic standard of the students.
07. Your appointment order will be effective from **05.12.2022 FN**.
08. You will not be relieved before end of academic year if it affects the work of the college. However if you wish to be relieved in the middle of the semester, you have to forego half of salary drawn till date.



09. You must obtain "No Objection Certificate" for forwarding your application to seek your employment elsewhere. In case if you fail to do so, it will not be obligatory to relieve you on request;
10. The service of your employment in the said position can be terminated mutually by giving one month notice or one month's salary during probationary period or three months' notice or 3 months' salary after successful completion to probationary period, without affecting the academic/administration work of the college. However, conditions of Para 8 may be applicable to you at the time of relieving;
11. A security deposit of an amount equal to one month's salary will be deducted in first 04 installments of your salary & will be forfeited and set aside against the amount if any due from you under Para 8 above;
12. You shall not involve in any agitation activities, insubordination and or organize or participate in strike in the college or against the college elsewhere;

If you are found violating the conditions mentioned in Para 12, your employment will be terminated with immediate effect without any prior notice.

  
**PRINCIPAL**  
PRINCIPAL  
Anjuman Institute of Technology  
and Management  
Anjumanabad, Bhatkal-581 320



### **ANJUMAN INSTITUTE OF TECHNOLOGY AND MANAGEMENT BHATKAL**

#### **ACCEPTANCE OF OFFER**

I Mrs. Sadiya Afreen agree to the terms and conditions of the appointment offer for the post of Assistant Professor.

Place: Bhatkal

Date: 27/12/2022

  
Signature

# BIT POLYTECHNIC

Approved by AICTE New Delhi, Recognized by Govt. of Karnataka.  
Affiliated to Department of Technical Education, Bengaluru.  
Lands End, Innoli, Boliyar Village, Near Mangalore University,  
Mangalore-574199, T: +91 824 2235000/2235100, F: +91 824 2235775  
E-mail: info@bitmangalore.com, Website: www.bitmangalore.com



BIT  
POLYTECHNIC  
MANGALURU

INSTITUTION CODE : 593

BITP/AO/2021-22

28.09.2022

Ref. : .....

Date : .....

To,  
Mr. MOHAMMED ANAS K  
Kunder House, Pachambala,  
Ichilangod post, Mangalpady (Via)  
Kasaragod (Dist) - 671324

## APPOINTMENT ORDER

Dear Mr. ,

Sub: Appointment letter for the post of H.O.D in the Department of Mechanical Engg.- reg.

With reference to the above subject, we are pleased to appoint you as H.O.D at BIT Polytechnic, Mangalore with a salary of Rs. 22,500/-p.m. Your appointment is subject to the following terms and conditions.

- You shall be governed by the service rules which are in force and which may be framed from time to time by our Institution/Trust.
- Your appointment is subject to the approval of DTE & Government of Karnataka.
- You will be on probation for a period of one year from the date of joining.
- As agreed kindly note that you cannot resign your job during the first year of your service and after one year if you decide to leave the service you shall give two months notice in advance (excluding vacation period) or two months' salary in lieu of it but you shall not leave in the middle of any semester. However, management reserves the right to terminate your service any time if your service not found satisfactory.
- You are required to report for duty on or before 01.10.2022.
- Kindly produce all relevant certificates in original to evidence your date of birth and educational qualifications at the time of reporting for duty.

We take this opportunity to welcome you to BIT and we hope you will contribute significantly for the overall development of BIT to make it world renowned institution.

As a token of your acceptance kindly sign the duplicate of this letter and return.

Yours truly,

For BIT Polytechnic

Principal

PRINCIPAL

B.I.T. Polytechnic

Land's End Innoli, Boliyar Village  
Near Mangalore University

I accept this letter